

Instructions for Submitting Small Business Subcontracting Reports through the Electronic Subcontracting Reporting System (eSRS)

All subcontractors who have Small Business Subcontracting Plans with the National Renewable Energy Laboratory (NREL) must submit their Individual Subcontract Reports (ISR) and Summary Subcontract Reports (SSR) through the Electronic Subcontracting Reporting System (eSRS). The eSRS is an electronic, web-based system for subcontract reporting that has replaced the SF 294 and SF 295 paper forms. Go to www.esrs.gov for registration and reporting.

When you first register into the eSRS, use **your company's** DUNS. The following information must be included when submitting your ISR:

- Prime Contract Number DE-AC36-08-GO28308
- NREL DUNS Number 80-594-8051
- NREL Subcontract Number xxxx-x-xxxxx-xx
- NREL Point of Contact Rexann Dunn

If your Lower-Tier has a Lower-Tier Subcontractor that is required to submit an ISR, this subcontractor must include the following information:

- Prime Contract Number DE-AC36-08-GO28308
- NREL DUNS Number 80-594-8051
- NREL Subcontract Number xxxx-x-xxxxx-xx
- Your DUNS number xx-xxx-xxxx
- Your Contract Number with
 your Lower-Tier xxx

If the Lower-Tier Subcontractor has a Lower-Tier Subcontractor, the above information must be included when the subcontractor submits reports and so on. Your subcontract reports will be reviewed electronically by NREL's Small Business Program Lead, Rexann Dunn. **Do not send your Small Business Subcontracting Reports to the Subcontract Administrator who administers your NREL subcontract.**

If you need help in submitting subcontracting reports, first go to the eSRS website at www.esrs.gov and read the "Most Frequently Asked Questions." For additional information, you may also contact Rexann Dunn at 303-275-4322 or e-mail her at rexann.dunn@nrel.gov for assistance.

Thank you.