

## 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](http://www.esrs.gov) for registration and reporting.

On April 4, 2022 the federal government stopped using DUNS numbers to uniquely identify entities. The DUNS number was replaced by a new identifier provided by the System for Award Management (SAM.gov). This new identifier is called the Unique Entity Identifier (UEI).

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

- Prime Contract Number DE-AC36-08-GO28308
- NREL UEI Number DVGLNXBURMP3
- 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, they must include the following information:

- Prime Contract Number DE-AC36-08-GO28308
- NREL UEI Number DVGLNXBURMP3
- NREL Subcontract Number xxxx-x-xxxxx-xx
- Your UEI 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 they submit their reports and so on. Your individual subcontract reports will be reviewed electronically by NREL's Small Business Program Manager, Rexann Dunn. The email address you should use when filing your ISR is [rexann.dunn@nrel.gov](mailto:rexann.dunn@nrel.gov). Your summary subcontract reports will be reviewed electronically by the Department of Energy. You will need to include the following email addresses on your SSR: [rexann.dunn@nrel.gov](mailto:rexann.dunn@nrel.gov), and [jean.siekerka@ee.doe.gov](mailto:jean.siekerka@ee.doe.gov). **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 web-site at [www.esrs.gov](http://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](mailto:rexann.dunn@nrel.gov) for assistance.

Thank you.