



**SUPPLY CHAIN RELATIONSHIP
MANAGEMENT SYSTEM**

**SCRMS
SUPPLIER
USER GUIDE**

for

**SUBMITTING
SUBCONTRACTING
REPORTS**

June 2020

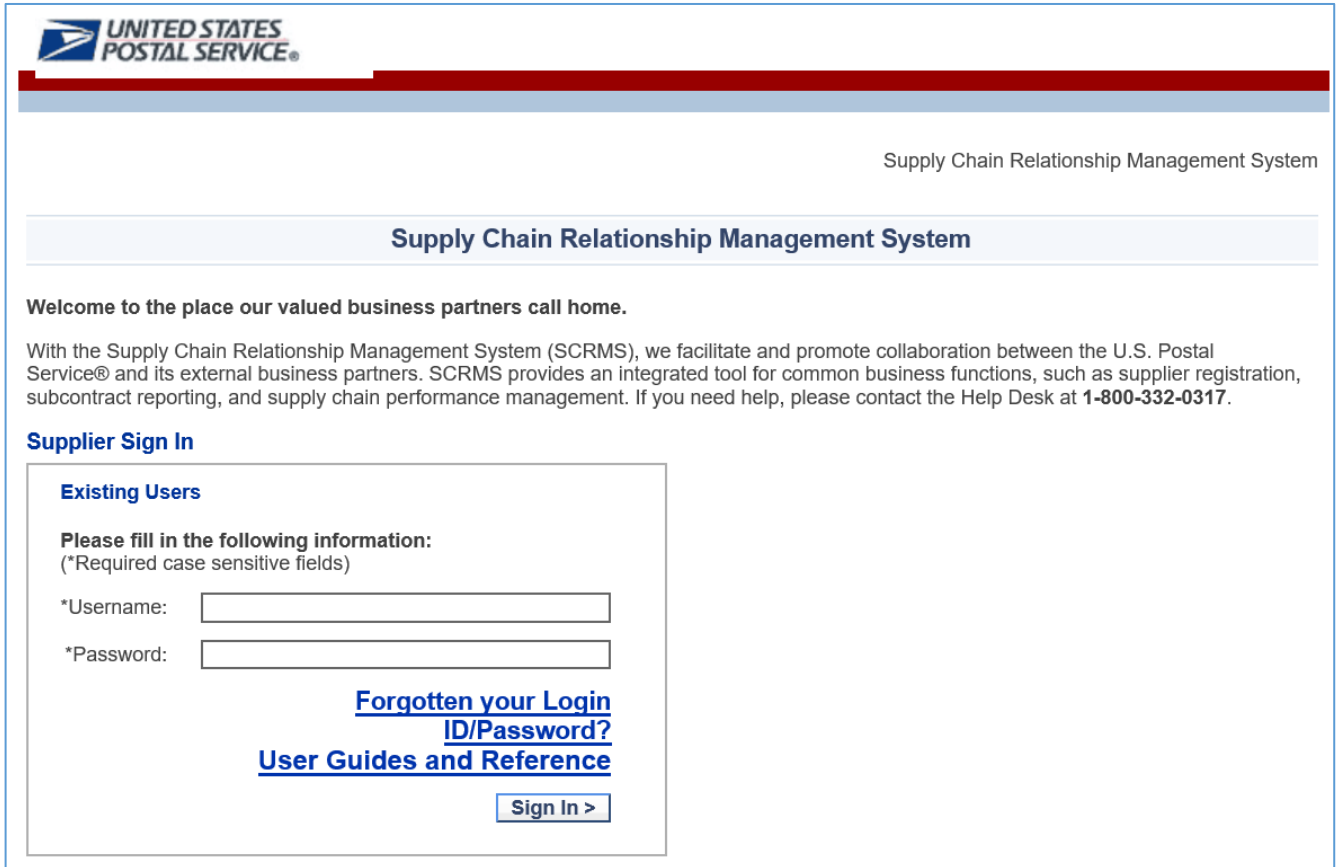
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SCRMS Link

Go to the [Supply Chain Relationship Management System \(SCRMS\)](#) website and enter your logon credentials ([Username](#) and [Password](#)) at the [Supplier Sign In](#) screen.

<https://uspsbuildingpartnerships.com/>



The screenshot shows the top of the SCRMS website. At the top left is the United States Postal Service logo. Below it is a red horizontal bar. To the right of the bar, the text "Supply Chain Relationship Management System" is displayed. Below this is a light blue header with the text "Supply Chain Relationship Management System". The main content area starts with a welcome message: "Welcome to the place our valued business partners call home." This is followed by a paragraph explaining the system's purpose. Below that is a "Supplier Sign In" section. Inside this section, there is a box titled "Existing Users" which contains the following text: "Please fill in the following information: (*Required case sensitive fields)". There are two input fields: "*Username:" and "*Password:". Below the fields are three links: "Forgotten your Login ID/Password?", "User Guides and Reference", and a "Sign In >" button.

User credentials for accessing **SCRMS** will be provided via a system-generated e-mail to the primary contact assigned for the company. If you will be reporting the subcontracting and have not received an e-mail, contact the [SCRMS Help Desk](#) at SCRMS@usps.gov.

Only one user will receive the notifications and reminders per contract requiring a subcontracting report. And only the user assigned can access **SCRMS** for a particular contract. If you have been assigned in error, please be sure to contact the [SCRMS Help Desk](#) so that they can re-assign the responsibility to another company representative.

SCRMS Main Menu

UNITED STATES POSTAL SERVICE®

A1A BUILDING MAINTENANCE Supply Chain Relationship Management System

WELCOME
SUBK MENU >>
EPP MENU >>
SUPPLIER PERFORMANCE >>
ADDITIONAL CONTACTS
EXTENDED PROFILE
CHANGE PASSWORD
LOGOUT

SubK Reporting System - Main Menu

The SubK Reporting System **Main Menu** provides access for suppliers to update and extend their information in our database, to add and manage SubK vendors, to enter SubK spend data and to change the login password.

- [User Guides and Reference](#)
- [SubK Reporting Scenarios](#)
- [SubK Diverse Suppliers](#) This option allows you to add and remove subcontractors from SubK Reporting.
- [Enter Spend Data](#) This option allows you to enter contract data for your subcontractors.
- [SubK Report Summary](#) This option allows you to view your contract data for your subcontractors.
- [Enter EPP Data](#) This option allows you to enter contract EPP data.
- [EPP Report Summary](#) This option allows you to view your contract EPP data
- [Change Password](#)
- [Logout](#)

Do you have EPP (Sustainability) data to report for any of your SubK contracts?

Please Note: For most suppliers who only need to report subcontracting data because their USPS contracts are valued at \$500,000 or more, the left-hand menu will only consist of the following 5 options: **WELCOME, SUBK MENU, EPP MENU, CHANGE PASSWORD, and LOGOUT.**

The **SUBK MENU** contains all the links necessary to complete and submit a subcontracting report. When placing the cursor over the **SUBK MENU**, a pop-up menu provides the following three choices:

SUBK DIVERSE SUPPLIERS
ENTER SPEND DATA
SUBK REPORT SUMMARY

UNITED STATES POSTAL SERVICE®

A1A BUILDING MAINTENANCE Supply Chain Relationship Management System

WELCOME
SUBK MENU >>
EPP MENU >>
SUPPLIER PERFORMANCE >>
ADDITIONAL CONTACTS
EXTENDED PROFILE
CHANGE PASSWORD
LOGOUT

SubK Reporting System - Main Menu

The SubK Reporting System **Main Menu** provides access for suppliers to update and extend their information in our database, to add and manage SubK vendors, to enter SubK spend data and to change the login password.

- [User Guides and Reference](#)
- [SubK Reporting Scenarios](#)
- [SubK Diverse Suppliers](#) This option allows you to add and remove subcontractors from SubK Reporting.
- [Enter Spend Data](#) This option allows you to enter contract data for your subcontractors.
- [SubK Report Summary](#) This option allows you to view your contract data for your subcontractors.
- [Enter EPP Data](#) This option allows you to enter contract EPP data.
- [EPP Report Summary](#) This option allows you to view your contract EPP data
- [Change Password](#)
- [Logout](#)

Do you have EPP (Sustainability) data to report for any of your SubK contracts?

SubK Diverse Suppliers

SubK Diverse Suppliers is the location where the **USPS supplier** can **add**, **edit**, or **delete** their **subcontractors**. Upon entering this section; if you already have entries, some of them will display. The subcontractor records within this section will be for your **SCRMS** account only, and they can be used for multiple contracts associated with the same **SCRMS** account.

You can **edit** or **delete** the records that already exist; or you can **add** new records by clicking **Add Subcontractor** and then entering the information required for subcontractor records that will be part of the subcontracting reports you submit semi-annually to the Postal Service.

The screenshot shows the USPS Supply Chain Relationship Management System interface. At the top left is the USPS logo and the text "UNITED STATES POSTAL SERVICE®". Below it, the page title "A1A BUILDING MAINTENANCE" and the system name "Supply Chain Relationship Management System" are visible. A navigation menu on the left includes: WELCOME, SUBK MENU >>, EPP MENU >>, SUPPLIER PERFORMANCE >>, ADDITIONAL CONTACTS, EXTENDED PROFILE, CHANGE PASSWORD, and LOGOUT. The main content area is titled "Search/Add/Remove Subcontractors" and contains several input fields: "Company Name", "City", "Contact's Name", "Status" (dropdown menu with "All" selected), "State" (dropdown menu with "All" selected), and "Contact's Email". There are "Search" and "Add Subcontractor" buttons. Below the fields, it says "No Subcontractor." A red arrow points from the "Add Subcontractor" button to the next screenshot.

The screenshot shows the "Add SubK Subcontractor" form. It is divided into three main sections: "Supplier Information", "Contact Information", and "NAICS Code".
1. **Supplier Information**: Includes fields for "*Company Name:", "Contact Name (First Last):", and "*Classification: (Select all that apply.)". The classification options are: Small Business, Minority Business, Woman Business, and Large Business.
2. **Contact Information**: Includes fields for "Address:", "*City:", "*State:" (dropdown menu with "Select One" selected), "*Zip + 4:", "Email:", "Phone:", and "Fax:".
3. **NAICS Code**: Includes a text area for "Add NAICS Codes" and a link for "Remove NAICS Codes".
At the bottom of the form is a "Submit" button. A red arrow from the previous screenshot points to the top of this form.

SubK Diverse Suppliers (continued)

The sample screen below shows a list of five (5) companies that were added under the **SubK Diverse Suppliers** section. To the right of each subcontractor shown under **Vendor Name**, there are option buttons that allow you to **Edit** (pencil) or **Delete** (red X) the subcontractor.

Search/Add/Remove Subcontractors

Company Name

City

Contact's Name

Status
All

State
All

Contact's Email

5 Subcontractors found

Vendor Name	Classification	NAICS Code	
CT Cleaning Company	MB SB WB	561720: Janitorial Services	
HVAC Pros	MB SB	238220: Plumbing, Heating, and Air-Conditioning Contractors	
New England Landscaping Services	LB	561730: Landscaping Services	
Timber Tree Removal	SB	561730: Landscaping Services	
USA Painting	SB WB	238320: Painting and Wall Covering Contractors	

Edit Subcontractor Record

Delete Subcontractor Record

This section is where you want to go to properly classify the subcontractors you use during the reporting period. Each subcontractor's classifications only need to be entered once and all reports submitted using the subcontractor will reflect its business classifications as currently saved under this section. These classifications include **Business Size (Small OR Large)**, **Minority-Owned** and/or **Woman-Owned** classification IF applicable, and **NAICS** (Industry codes.) See Page 4 for sample screen requesting subcontractor information.

So if your report is missing a subcontractor's **Business Size**, you will likely be asked by the contracting officer or another USPS reviewer to go back to this **SubK Diverse Suppliers** screen, **Edit** the **Vendor Name**, and check off the applicable box for either **Small** or **Large Business**. All reports must indicate a business size for each subcontractor listed that has spend data. For more information on business size, go to the [Small Business Administration](#) Website for a quick, two question tool based on 1) industry AND 2) either the average annual receipts OR the number of employees for that company. Contact the subcontractor to ensure the size is coded correctly. Likewise, if the business is a **Minority-Owned Business** or a **Woman-Owned Business** you can check it off within the subcontractor's record under the **SubK Diverse Suppliers** section.

Please note that rejection of a report is not necessary for these corrections. A submitted report will be updated automatically for corrections made to the **SubK Diverse Suppliers** section.

Enter Spend Data

WELCOME
SUBK MENU >>
EPP MENU >>
CHANGE PASSWORD
LOGOUT

Enter Spend Data

Total 2 contracts. Status: All

Contract No	Contract Manager	MB Goal	WB Goal	SB Goal
LPTEST-16-Q-3000	Lillian Perkins			
Select Subcontractors (2)		Enter Spend Data		
LPTEST-20-P-2020	Lillian Perkins			
Select Subcontractors (0)		Enter Spend Data Submit \$0 Report		

Enter Spend Data is the location where the **USPS** supplier will submit their subcontracting spend data or a \$0 “zero dollar” report for their contracts in **SCRMS**. From this **Enter Spend Data** section, the supplier can perform the following activities:

- A. Select Subcontractors
- B. Enter Spend Data (Review and Submit Report)
- C. Submit \$0 Report

A. Select Subcontractors

By clicking the **Select Subcontractors** link under a listed contract, you will be able to add any subcontractor from the **SubK Diverse Suppliers** section to that contract’s subcontracting report. If more than one contract is in **SCRMS**, the same subcontractors can also be associated to other contracts following the same procedure. The **SubK Diverse Suppliers** list will pre-populate with subcontractors already in the supplier’s **SCRMS** account. They will appear in alphabetical order by **Company** name. You can select which subcontractors to add to that specific contract. If there are many subcontractor records and a particular subcontractor is not displayed, use the **Filtering** or **Search** options to bring up the subcontractor’s name for selection. Upon adding the subcontractors to the specific contract, the **Select Subcontractors** link will show the number of subcontractors currently associated with the contract.

Select Subcontractor For Contract: LPTEST-20-P-2020

Company Name: Status: All

City: State: All

Contact's Name: Contact's Email:

5 subcontractors available to add to contract

Company	Classification	NAICS Code	<input type="checkbox"/>
CT Cleaning Company	MB SB WB	561720: Janitorial Services	<input type="checkbox"/>
HVAC Pros	MB SB	238220: Plumbing, Heating, and Air-Conditioning Contractors	<input type="checkbox"/>
New England Landscaping Services	LB	561730: Landscaping Services	<input type="checkbox"/>
Timber Tree Removal	SB	561730: Landscaping Services	<input type="checkbox"/>
USA Painting	SB WB	238320: Painting and Wall Covering Contractors	<input type="checkbox"/>

0 selected subcontractor

To add a subcontractor to the specific contract, check the box and click **Add Selected** button.

Enter Spend Data (continued)

B. Enter Spend Data

Click the [Enter Spend Data](#) option from either the [SUBK MENU](#) on the left side or from the [Main Menu](#) which displays upon logging in to [SCRMS](#) and also when clicking [WELCOME](#).

The [Enter Spend Data](#) menu option when selected will display the [Contract](#) numbers added to [SCRMS](#) account, the [Contract Manager](#) (also referred to in this guide as the USPS [contracting officer](#) or [CO](#) currently responsible for [SCRMS](#) actions for that contract, [Goals](#) for subcontracting with [Minority Businesses](#), [Women Businesses](#), and [Small Businesses](#) for that contract (if required under a subcontracting plan), and links for adding contractors to the contract's subcontracting report and for entering the spend data or submitting a \$0 report.

Contract No	Contract Manager	MB Goal	WB Goal	SB Goal
LPTEST-16-Q-3000	Lillian Perkins			
Select Subcontractors (2)		Enter Spend Data		
LPTEST-20-P-2020	Lillian Perkins			
Select Subcontractors (0)		Enter Spend Data Submit \$0 Report		

If you have not added any subcontractors to a listed contract, there will be a link available to [Submit \\$0 Report](#). The [Select Subcontractors](#) link would have to show **(0)** for the [Submit \\$0 Report](#) link to display. See example above.

The [Submit \\$0 Report](#) is a quick link you can use to submit a report when you have no subcontracting data to report for the current reporting period. This link will only appear when the contract has been newly added to [SCRMS](#) and no subcontractors have been associated (added) to the contract. You may also still see the link if you have always previously reported for the contract using the link and never added or associated a subcontractor with the specific contract. The option for [submitting \\$0 reports](#) is explained further on Page 15.

The [Enter Spend Data](#) link within this [Enter Spend Data](#) section is the one you want to click when you are ready to enter data. The screen that will appear after clicking the [Enter Spend Data](#) link will allow you to enter the data manually after you have added subcontractors using the [Select Subcontractors](#) process described earlier. Or if you prefer, you can download an Excel worksheet template that can be completed outside of [SCRMS](#) and then imported at the same [Enter Spend Data](#) section through the [Enter Spend Data](#) link in order to submit your subcontracting report.

The next page will show the steps for entering spend data manually.

B. Enter Spend Data (continued)

There are a couple of ways you can enter actual spend data – either through direct entry into SCRMS or by using a template that can be downloaded and later imported into **SCRMS**.

(1) Manual Entry of Subcontracting Data

The **USPS supplier** can enter subcontracting data manually. Upon selection of the **Enter Spend Data** link, the contract's subcontractors associated with the contract selected will appear at the bottom of the page. Data can be entered by clicking in the data entry fields or using the tab key to navigate to each field which requires data. Upon completion, you will need to complete the **Prepared By**, **Preparer's Email** and **Preparer's Phone** fields (if blank) and select the **Save for Later** or **Submit to CO** button.

The **Save for Later** button **will not** submit the subcontracting report to the contracting officer (CO). Instead, it just retains the data entered for submission at a later time.

The **Submit to CO** button **submits** the subcontracting report to the contracting officer for review. A submitted report cannot be edited for data entries unless the USPS rejects it.

Direct Contract Based SubK Report

Contract No
Portfolio
MB Goal (%)
WB Goal (%)
SB Goal (%)

Reporting Year
Reporting Period

Include Adjustments
Comment

LPTEST-16-Q-3000
Facilities Portfolio

2019 - 2020
Oct - Mar

Prepared By
Preparer's Email
Preparer's Phone

Ian Lilly
lperkins@usps.gov

[Download Template](#) [Import SubK Report](#)

Supplier Name	Classification	# SubKs	Direct	Allocated
CT Cleaning Company	MB WB SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
HVAC Pros	MB SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
New England Landscaping Services	LB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Timber Tree Removal	SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
USA Painting	WB SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total		0	\$0.00	\$0.00

NOTE: If this is a **cumulative report**, please **Check Include Adjustments** and in the **Comment** section, state which period's data is included in the submission. **For examples:** "This report includes unreported data from January and February 2020." Or "This report was adjusted due to overstated data in October 2019." Data must be within the reportable USPS Fiscal Year.

If fields are blank or incorrect, the preparer must complete before submitting.

By choosing to submit this form, you certify that the information you have provided above is true and accurate.

[Save for Later](#) [Submit to CO](#)

Click in each field to enter data. You can also TAB to navigate to data entry fields.

IMPORTANT: If a subcontractor listed does not have data for the current period leave all of its fields blank. Do not enter "0".

B. Enter Spend Data (continued)

(2) Using the Excel Template to Complete your Report.

The **Download Template** option can be used to obtain a copy of an Excel worksheet that will serve as a template for completing the report externally. And then after the template has been completed, it can be imported back into **SCRMS**.

To do this, click on the **Download Template** button and select **Save As** on the pop-up that appears. You can rename the Excel file and save it to your computer. **Note that the file must be saved as an Excel 97-2003 Workbook (*.xls) format in order to be able to import the file successfully.**

Direct Contract Based SubK Report

Contract No	LPTEST-16-Q-3000
Portfolio	Facilities Portfolio
MB Goal (%)	
WB Goal (%)	
SB Goal (%)	
Reporting Year	2019 - 2020
Reporting Period	Oct - Mar
Include Adjustments	<input type="checkbox"/>
Comment	<input type="text"/>
Prepared By	Ian Lilly
Preparer's Email	lperkins@usps.gov
Preparer's Phone	<input type="text"/>

Download Template **Import SubK Report**

Supplier Name	Classification	# SubKs	Direct	Allocated
CT Cleaning Company	MB WB SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
HVAC Pros	MB SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
New England Landscaping Services	LB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Timber Tree Removal	SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
USA Painting	WB SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total		0	\$0.00	\$0.00

By choosing to submit this form, you certify that the information you have provided above is true and accurate.

Save for Later **Submit to CO**

Upon clicking on the **Download Template** button, you will get a pop-up at the bottom of the screen that gives you an opportunity to **Open** or **Save** the Excel file template.

Select **Save as** and save it as an **Excel 97-2003 "xls" file format.**



(2) Using the Excel Template to Complete your Report (continued)

If you clicked to [Download Template](#) and saved the file; when you open it, it will be pre-populated with subcontractor information that has already been added to the specific contract. Within this Excel file, you will (a) need to enter spend data associated with each subcontractor and/or (b) add any new subcontractors if necessary.

(a) Enter spend data associated with each subcontractor.

Notes:

1. Do not use formatting such as dollar signs (\$) or commas (,) in your spend data. Enter unformatted values only. Periods to separate any dollars from cents are OK.
2. For each subcontractor, you must select or enter "Yes" for the Small OR Large business category, but not both. You should also select "Yes" for Minority and/or Woman business categories, if applicable.

SUBCONTRACTOR INFORMATION					NAICS	Contract-Specific		Business Category			
Name	City	State	ZIP + 4	# SubKs	Codes	Direct	Allocated	Minority	Woman	Small	Large(requested)
CT Cleaning Company	Sparkling	CT	06060	0	561720			Yes	Yes	Yes	
HVAC Pros	Stone Creek	MA	01010	0	238220			Yes		Yes	
New England Landscaping Services	Green Hills	MA	01000	0	561730						Yes
Timber Tree Removal	Mighty Oaks	CT	06001	0	561730					Yes	
USA Painting	Four Seasons	CT	06000	0	238320				Yes	Yes	

Pre-populated data from [SCRMS](#). If you entered any manually or have previously reported any under the specific contract, they will appear on the downloaded template. You can delete and/or add additional ones directly to the Excel worksheet, and then import it back into [SCRMS](#) when the remaining fields have been completed. This process is further explained on the next page.

Enter **#SubKs** (the number of subcontracts awarded OR payments made during the specific 6 month reporting period.) Enter amount of spend under **Direct** OR **Allocated** columns. The values must not include dollar signs or commas -- only the number of dollars (and cents if applicable preceded by a period.)

Please Note: Most data reported to the Postal Service is **Direct**. This means that the subcontracting spend was directly associated with the USPS contract.

The **Business Categories** will be pre-populated for those who were entered manually or previously reported for the specific contract. When adding new entries to the Excel workbook, you must select "Yes" for any applicable business classifications (**Minority** and/or **Woman-owned**) AND the business size (**Small** OR **Large**.) Please note: You must show one and only one business size (Small OR Large) but you may have both Minority and Woman-owned selected, if applicable.

(2) Using the Excel Template to Complete your Report (continued)

(b) Add any new subcontractors.

You can enter any additional subcontractors that you need to include on your report that did not pre-populate as a result of manual entry or previous reporting under that contract. You may also copy and paste the data onto the Excel template as long as the formatting agrees with the template that was downloaded.

If you do have subcontractor entries that appear after downloading the template, and you need to add others to the worksheet, do not leave a blank row between the pre-populated entries and the new entries. You must enter additional subcontractors on the next row immediately after the pre-populated data so that data is contiguous. Otherwise, the import of subcontractors on the report will stop where a blank row begins.

You also want to remove any duplicates which will lead to an error upon attempting to import the file back into **SCRMS**. So make sure to go over your pre-populated list before adding the same subcontractor to the worksheet.

Importing the Excel Template

Upon completion of the Excel template, save the Excel file and return to the **SCRMS** website: <https://uspsbuildingpartnerships.com/>.

After logging back into the SCRMS website, go to **Enter Spend Data** menu option. Look for the contract for which the data to be imported applies. Then select the **Enter Spend Data** link to view the screen with the contract information. Then follow these steps: (1) Select the **Import SubK Report** button, (2) Select **Browse** to go to the file's location, (3) Choose the file with the data that you want to import and (4) Select the **Import** button.

On the next page (Page 12), there are step-by-step screenshots of what to look for to complete the steps in order to import the **SCRMS** Excel worksheet that was downloaded earlier.

Keep in mind that the download and import options are not required to add subcontractors or submit a report via **SCRMS**.

Some suppliers may choose to use the Excel worksheet when they have a large number of subcontractors to report, but the manual entry option using the **SubK Diverse Suppliers** section is very easy to add subcontractors for most reports.

The **SubK Diverse Suppliers** entry screen for adding subcontractors also allows you to quickly search **NAICS** codes for the industry of each subcontractor just by entering a keyword such as "janitorial" or "plumbing" which will quickly list the available codes. The **NAICS** search option is not available using the Excel template; but even if you use the Excel template, you can still look them up at the **SubK Diverse Suppliers** entry screen or using another **NAICS** reference tool.

Importing the Excel Template (continued)

Prepared By
 Preparer's Email
 Preparer's Phone

(1) Select the "Import SubK Report" button

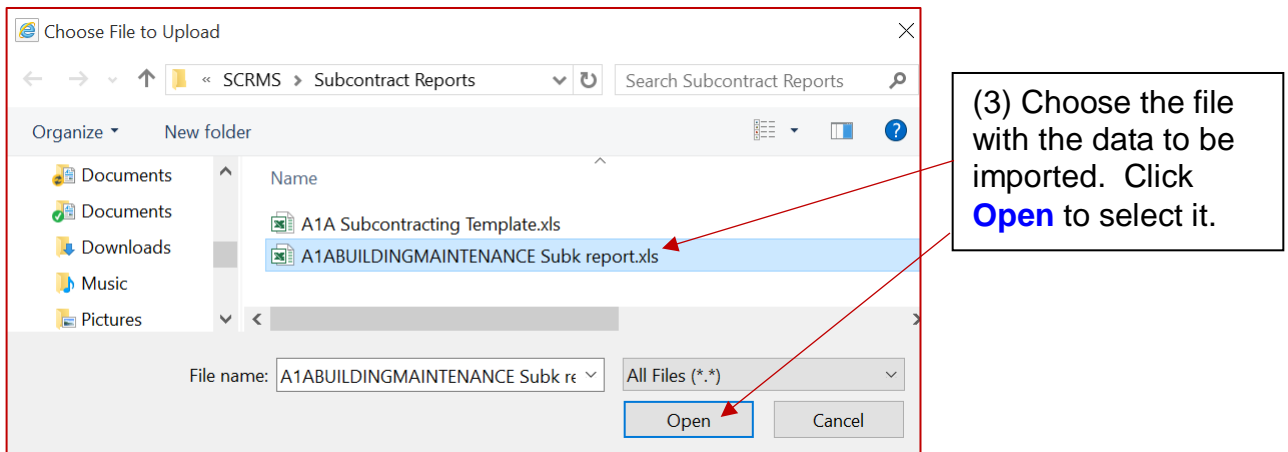
Supplier Name	Classification	# SubKs	Direct	Allocated
CT Cleaning Company	MB WB SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
HVAC Pros	MB SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
New England Landscaping Services	LB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Timber Tree Removal	SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
USA Painting	WB SB	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total		0	\$0.00	\$0.00

By choosing to submit this form, you certify that the information you have provided above is true and accurate.

Import Excel File

Select a File (Excel Only) [Template](#)

(2) Select Browse...



Import Excel File

Select a File (Excel Only) [Template](#)

(4) Select Import button.

Importing the Excel Template (continued)

If you were able to import your data successfully, you will see any new entries appear in alphabetical order by subcontractor's name. The names of the subcontractors will always appear in alphabetical order. Verify that the spend data is correct, and select **Save for Later** or **Submit to CO**.

Prepared By
Preparer's Email
Preparer's Phone

Add the Preparer information at left which is cleared upon importing a new file.

[Download Template](#)

[Import SubK Report](#)

Verify data from import.

Supplier Name	Classification	# SubKs	Direct	Allocated
All-U-Need Maintenance Supplies	LB	8	\$ 77,738.84	\$
CT Cleaning Company	MB SB WB	12	\$ 7,200.00	\$
HVAC Pros	MB SB	3	\$ 25,342.00	\$
New England Landscaping Services	LB	7	\$ 6,300.00	\$
Northeast Pest Controllers	MB SB	1	\$ 888.00	\$
Pop & Sons Electricians	SB	1	\$ 5,224.00	\$
Timber Tree Removal	SB	4	\$ 3,800.00	\$
USA Painting	SB WB	1	\$ 7,531.00	\$
Total		37	\$134,023.84	\$0.00

By choosing to submit this form, you certify that the information you have provided above is true and accurate.

[Save for Later](#)

[Submit to CO](#)

Select **Save for Later** or **Submit to CO**

Save for Later will keep the data as imported and allow you to make changes to the values before submitting your report.

Submit to CO will transmit the report to the CO for review and lock the report for the supplier to make any further changes. If this happens, and you realize you need to make a revision to the subcontractors listed, the number of the subcontracts (#SubKs) reported, or the spend amounts, notify the CO or the Help Desk as soon as possible so that the report can be reopened for changes.

Importing the Excel Template (continued)

Please note some reasons why your report may not be imported successfully into **SCRMS**:

The file you are trying to import was not saved with the required .xls extension. For example, instead of saving the file as MySubKreport.xlsx, save it using the older Excel version from 97-2003.

Your values include formatting such as dollar signs (\$), commas (,), etc. Only periods separating the dollars from cents will be accepted by **SCRMS** when importing the file.

You left a blank line in between companies, so only those above the first blank row will import. [Make sure to remove any blank rows within the list of subcontractors on the report you want to import.](#)

You have duplicate subcontractor information that was previously imported, reported manually, or entered into the **SubK Diverse Suppliers** section, but the duplicate subcontractor name has different coding than what is showing on the report you want to import into **SCRMS**. For example, the name of the company may be the same, but the **NAICS** code, ZIP code, or other classifying information is different. [To resolve this issue, go into SubK Diverse Suppliers section, search for the contractor, and update the coding that is in disagreement. This will also update prior reports submitted for that subcontractor.](#)

If you are still getting an error when importing the file even though none of the issues above apply, just contact the **SCRMS Help Desk** at SCRMS@usps.gov.

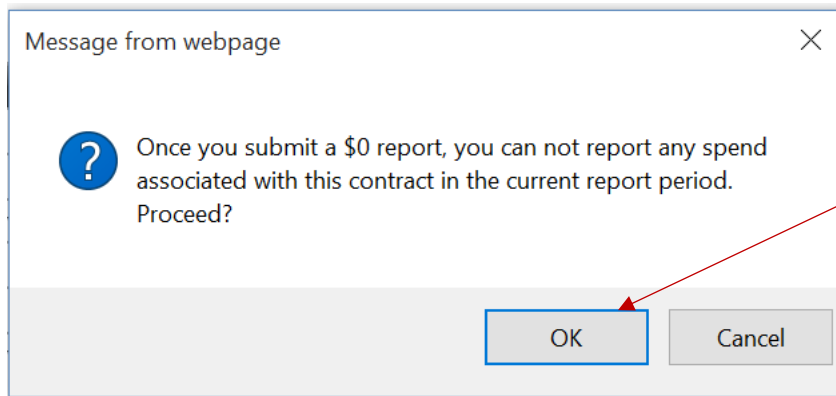
Enter Spend Data (continued)

C. Submit \$0 Report

Go to the [Enter Spend Data](#) menu option. If the contract for which you want to submit a \$0 report has a [Submit \\$0 Report](#) link, select it. A pop-up will appear stating that upon submission, you can no longer enter spend associated with this contract in the current reporting period.

Enter Spend Data				
Total 2 contracts.		Status: <input type="text" value="All"/>		
Contract No	Contract Manager	MB Goal	WB Goal	SB Goal
LPTEST-16-Q-3000	Lillian Perkins			
Select Subcontractors (8)		Enter Spend Data		
LPTEST-20-P-2020	Lillian Perkins			
Select Subcontractors (0)		Enter Spend Data	Submit \$0 Report	

Select [Submit \\$0 Report](#).



Please pay special attention to the explanatory pop-up window. When you click **OK**, the \$0 report will be submitted to the CO.

Please Note: If you want to submit a \$0 report, but you do not have the link for [Submit \\$0 Report](#) next to the contract for which you want to submit a \$0 report, you can just as easily click the [Enter Spend Data](#) link, and without entering any data (#SubKs or spend under the dollar fields) for any of the subcontractors listed, just click the [Submit to CO](#) button. This will also produce a \$0 report, but you must leave all the entry fields blank, no values – not even a zero.

The way to get the [Submit \\$0 Report](#) link to display again is to remove all of the subcontractors that are associated with the specific contract. This will not affect previous reports submitted. But you do not need to use the [Submit \\$0 Report](#) link in order to submit a \$0 report.

SubK Report Summary

This is the page where the supplier can view a summary of all their contracts in **SCRMS**. The supplier can: (1) click on the **Spend Period** link to view current and previous subcontracting reports, (2) **Edit** the subcontracting report submitted if it is rejected by the contracting officer, and (3) view up-to-date Small, Minority and Woman-owned business actual percentages versus goal (plan) percentages (this applies to those contracts –mainly greater than \$1 million with subcontracting plan goals.)

Click on the **Spend Period** link to view a copy of the report for that period. A sample of this report is on the next page. You can also export it and/or print it.

Contract Summary Report						
Contract No	Actual MB (%)	MB Goal (%)	Actual WB (%)	WB Goal (%)	Actual SB (%)	SB Goal (%)
LPTEST-16-Q-3000						
Spend Period		Direct		Allocated		
2020MDFY		\$134,023.84		\$0.00		
						Edit
Contract No	Actual MB (%)	MB Goal (%)	Actual WB (%)	WB Goal (%)	Actual SB (%)	SB Goal (%)
LPTEST-20-P-2020						
Spend Period		Direct		Allocated		
2020MDFY		\$0.00		\$0.00		

If after submitting your report, you receive an e-mail from **SCRMS** that the **CO** has rejected your report and needs you to go into **SCRMS** to make a correction, here is where you want to go. You will see an **Edit** link next to the contract that requires correction and resubmission. After making the correction, you can just click the **Submit to CO** button again.

The sample below is of a **\$0 report**. This one generated after selecting the 2nd **Spend Period**.

Subcontractor Management											
Supplier's Name: A1A BUILDING MAINTENANCE										06/18/2020	
Contract Number: LPTEST-20-P-2020										Total of Direct & Allocated:	
Contracting Officer's Name: Lillian Perkins										Number Subcontracts:	
Reporting Year: 2019 - 2020										Total: Direct:	
Reporting Period: Oct - Mar										Total Allocated:	
Classification	NEGOTIATED GOALS		PERIOD TOTAL		CUMULATIVE TO PLAN						
	Dollars	Percentage	Dollars	Actions	Dollars	Percentage					
Minority Owned	\$0	0.00 %	\$0	0		0.00 %					
Woman Owned	\$0	0.00 %	\$0	0		0.00 %					
Small Business	\$0	0.00 %	\$0	0		0.00 %					
Large Business	\$0	0.00 %	\$0	0		0.00 %					
SUBCONTRACTOR INFORMATION				Contract-Specific			Business Category				
Name	City, State	ZIP + 4	# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated	Minority	Woman	Small	Large
Total:											

SubK Report Summary (continued)

Below is just a sample view of a subcontracting report with spend data that you can view from the [SubK Report Summary](#) screen by clicking the [Spend Period](#) link for the contract number.

Subcontractor Management											
											06/18/2020
Total of Direct & Allocated: <u>\$134,024</u>				Number Subcontracts: <u>37</u>							
Total: Direct: <u>\$134,024</u>				Total Allocated: <u>\$0</u>							
Supplier's Name: <u>A1A BUILDING MAINTENANCE</u>											
Contract Number: <u>LPTEST-16-Q-3000</u>											
Contracting Officer's Name: <u>Lillian Perkins</u>											
Reporting Year: <u>2019 - 2020</u>											
Reporting Period: <u>Oct - Mar</u>											
Classification	NEGOTIATED GOALS		PERIOD TOTAL		CUMULATIVE TO PLAN						
	Dollars	Percentage	Dollars	Actions	Dollars	Percentage					
Minority Owned	\$0	0.00 %	\$33,430	16	\$33,430	0.00 %					
Woman Owned	\$0	0.00 %	\$14,731	13	\$14,731	0.00 %					
Small Business	\$0	0.00 %	\$49,985	22	\$49,985	0.00 %					
Large Business	\$0	0.00 %	\$84,039	15	\$84,039	0.00 %					
SUBCONTRACTOR INFORMATION					Contract Specific			Business Category			
Name	City, State	ZIP + 4	# SubKs	NAICS Codes	Total of Direct & Allocated \$	Directed	Allocated	Minority	Woman	Small	Large
All-U-Need Maintenance Supplies	Allentown, MA		8	444130	\$77,739	\$77,739	\$0				X
CT Cleaning Company	Sparkling, CT		12	561720	\$7,200	\$7,200	\$0	X	X	X	
HVAC Pros	Stone Creek, MA		3	238220	\$25,342	\$25,342	\$0	X		X	
New England Landscaping Services	Green Hills, MA		7	561730	\$6,300	\$6,300	\$0				X
Northeast Pest Controllers	New Lyme, CT		1	561710	\$888	\$888	\$0	X		X	
Pop & Sons Electricians	Bolton, CT		1	238210	\$5,224	\$5,224	\$0			X	
Timber Tree Removal	Mighty Oaks, CT		4	561730	\$3,800	\$3,800	\$0			X	
USA Painting	Four Seasons, CT		1	238320	\$7,531	\$7,531	\$0		X	X	
Total:			37		\$134,024	\$134,024	\$0	3	2	6	2

This would be a properly completed subcontracting report that imported successfully from an Excel template. However, please note that when importing the worksheet, there is currently a glitch that will wipe out the **ZIP+4** data. The data from that field will not import, but it will still let you import the other data without an error. Although the **ZIP+4** is a required field when entering subcontractor information in the [SubK Diverse Suppliers](#) section, do not worry about the fact that they are missing from a report that was imported. When the data (**#SubKs** and **Spend**) is entered manually from the [Enter Spend Data](#) link, all of the subcontractor information including the **ZIP+4** should remain on the report.

SCRMS Help Desk

If you need assistance, please contact the USPS contracting officer for your contract or you may contact the **SCRMS Help Desk** as shown below.

SM *COMMUNICATION*

New Help Desk Support Center for All SCRMS Users

To help improve Customer Service experience, effective **April 13, 2015**, Supply Chain Relationship Management System (SCRMS) help desk Support for Tier 1 and Tier 2 support will now be managed through the National Materials Customer Service Center (NMCSC) located in Topeka, Kansas. The SCM Strategies team has been working closely with the NMCSC help desk team getting them ready for the transition. The SCM Strategies Technology Team will continue to handle all help desk calls that are escalated for Tier 3 support. The Support Center is staffed from the hours of 7:00 am to 5:00 pm Central time Monday through Friday. The customer may submit a new ticket by either sending an email message to the SCRMS mailbox SCRMS@usps.gov or contacting a help desk analyst at 1-800-332-0317 option 4 option 5 for support on the following call types:

Subk Call Types:

- New user account setup
- Password Reset
- Opening/Closing a contract
- Adding a supplier
- Subk Contract updates

Supplier Performance Call Types:

- Supplier profile updates
- Development Plan Setup
- Scorecard Setup
- Scorecard Concurrence Validation
- How to correct goals/objectives

Thank you,

SCRMS Team - SCM Strategies
475 L'Enfant Plaza, SW Room 1021
Washington, DC 20260-6201