



UNITIER USER GUIDE

OVERVIEW

You were selected by your customer to provide Tier 2 information. In support for your supplier diversity effort, this request runs quarterly or monthly depending on which customer you are reporting to. A period opens so that you may provide all the information that was requested by your customer.

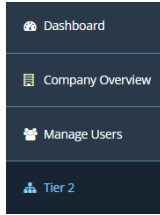


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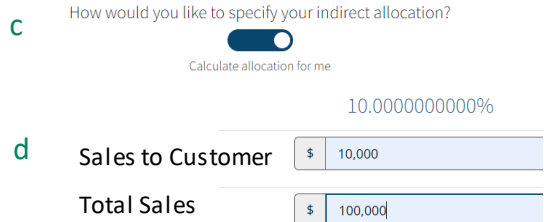
To submit spend:

- a) Select TIER 2
- b) Select REPORT
- b1) Select CONTRACT (if applicable)

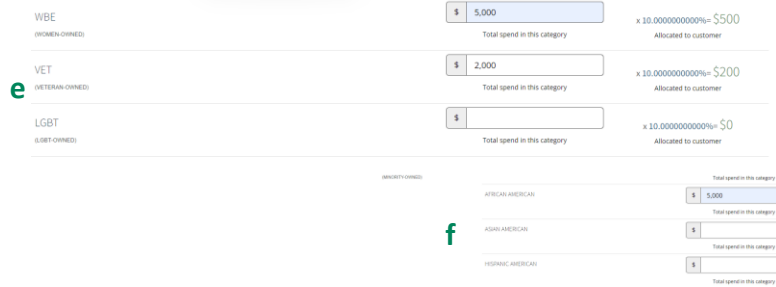


- c) Chose your allocation preference
- d) Enter Sales to customer and Total Sales or the allocation percentage

Allocation percent is calculated by:
 $\text{Sales to Customer} \div \text{Total Sales} \times 100$



- e) Enter the total diversity spend for each diversity category



- f) MBE: Enter the total spend for each ethnicity category

- g) Scroll to the bottom and verify the total indirect spend is correct and select NEXT



- h) Next page is [Direct Spend](#). Not reporting Direct Spend? Select NEXT to proceed to Review and Submit



- i) Check the box to certify spend is correct and SUBMIT

Q4 2022 Review and Submit

Review your report.
 I hereby certify that all of the spend information provide treated as valid up to the date of submission. I acknowledge



Spend Verified

The submission process is complete

*****IMPORTANT*** If you have more than one contract listed when clicking on Report, you will need to go back to the Tier2 module and report against all contracts tied to the time period selected. Please repeat the same process as above.**

LOCATION	STATUS	ACTION
Contract #1	Not Submitted	Report
Contract #2	Not Submitted	Report
Contract #3	Not Submitted	Report

Need Assistance?

[FAQs](#)



Email: support@supplier.io Email: unitier@supplier.io

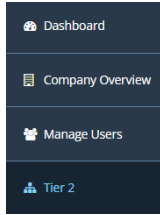
708-236-2000 | 7 AM-7 PM Central Standard Time | Monday thru Friday



Tier 2 Direct Spend Reporting Quick Reference Guide

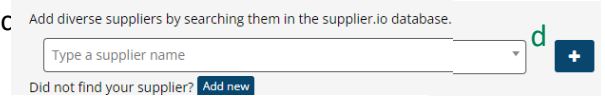
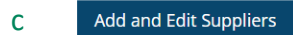
To submit spend:

- a) Select TIER 2
- b) Select REPORT
- b1) Select CONTRACT (if applicable)



c) Select add and edit Suppliers to upload subcontractors

- d) Option 1 Search the supplier.io database for matching suppliers and press **Add new** to add or



e) Option 2 Download the Excel template and open

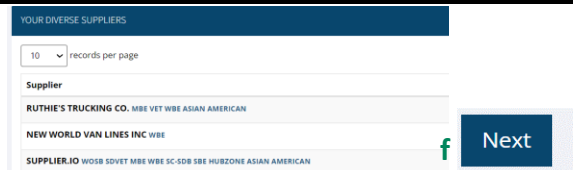
- e1) Enter NAME, ADDRESS, CITY, STATE, and SPEND in the appropriate columns.
- e2) Save the template to your desktop.
- e3) Upload the template.

Option 2: Upload suppliers and spend information

Automate the entry of your report by uploading your supplier information and spend information.



f) After the template is uploaded the subcontractors will be added to your Tier2 list. Click NEXT at the bottom of the page.

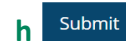


g) Next page will provide a list of the subcontractors and associated spend. Review once and update if needed. Then click NEXT.



h) Submit your report

Q4 2022 Review and Submit



The submission process is complete.

*****IMPORTANT***** If you have more than one contract listed when clicking on Report, you will need to go back to the Tier2 module and report against all contracts tied to the time period selected. Please repeat the same process as above.

LOCATION	STATUS	ACTION
Contract #1	Not Submitted	Report
Contract #2	Not Submitted	Report
Contract #3	Not Submitted	Report

Need Assistance?

[FAQs](#)



[Email: support@supplier.io](mailto:support@supplier.io) [Email: unitier@supplier.io](mailto:unitier@supplier.io)

708-236-2000 | 7 AM-7 PM Central Standard Time | Monday thru Friday

TIER 2 SYSTEM

Account Login


Log in to www.unifiedtier2.com by using your email and password. Check your spam folder if you did not receive an email or contact UniTier support. Click “[Forgot your Password](#)” if you do not remember your password and the system will email you with a link to reset it. Another option to log in by visiting UniTier website and click the Login menu.

SIGN IN

Login to access your account.

Email

Password

I'm not a robot  reCAPTCHA
Privacy · Terms

[Forgot your password?](#)

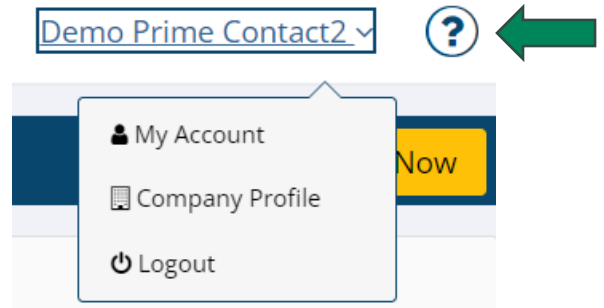
[Terms Of Use](#) | [Privacy Policy](#)
For technical support, please email: unitier@supplier.io

Dashboard

After logging in, you will be taken to the Dashboard. The Dashboard will prompt you when a reporting period is open to report, and customers require additional information. Click “[Edit](#)” next to your customer’s logo to complete each requirement. If you need additional reporting access to a different customer, click “[Request Tier 2 Access](#)” button under the Tier 2 Report Access section. News about supplier diversity is also on this page. Use the navigation menu to proceed to report Tier 2.

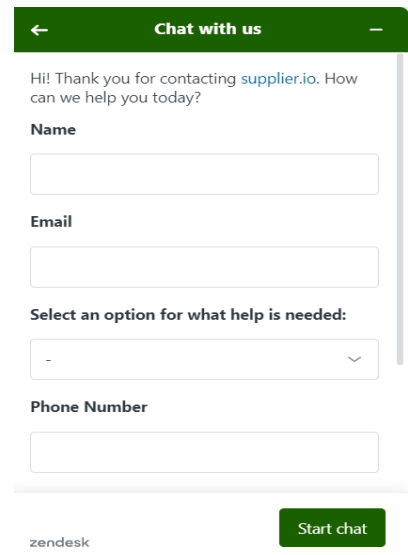
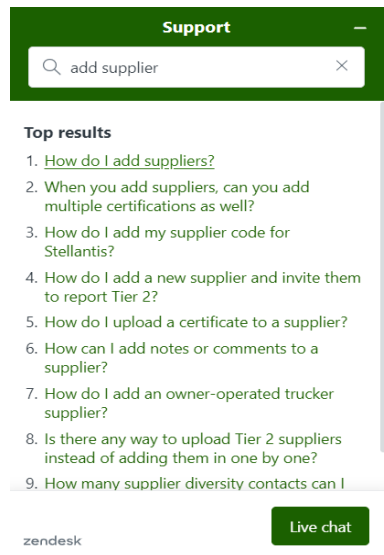
Additional Help

Click the question mark icon found on the upper right-hand side of the page next to your username. This will give you a description of each section of the page you are on.



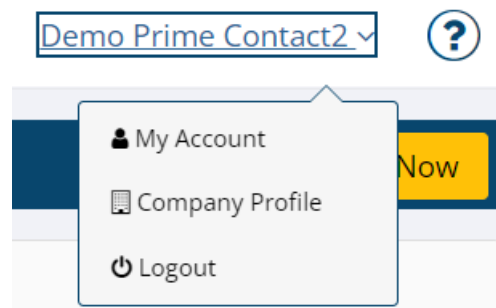
Support

Click the "Support" tab at the bottom of any page to contact UniTier Support directly. Access the knowledge base by clicking the magnifying glass icon and type keywords to search for articles.



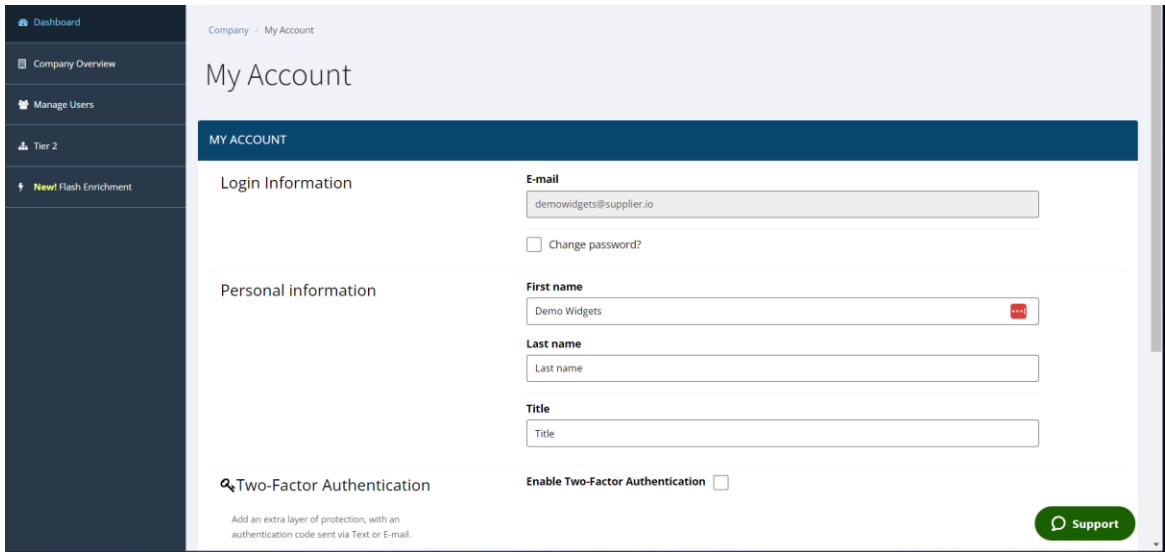
Account Information

Menu To update your account information, click the arrow next to your username and select "My Account".



Password Update

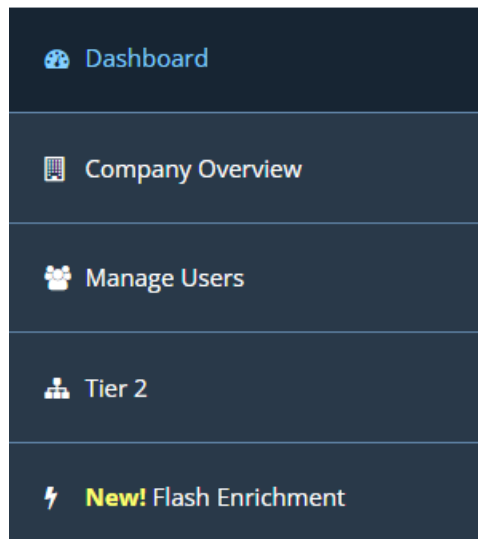
Check the Change Password checkbox on your Account page and follow the parameters to change your password

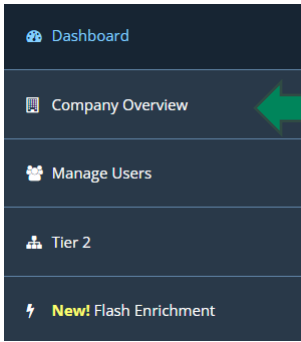


The screenshot shows the 'My Account' page with a dark sidebar on the left containing navigation items: Dashboard, Company Overview, Manage Users, Tier 2, and New! Flash Enrichment. The main content area is titled 'My Account' and includes a 'MY ACCOUNT' header. Below this, there are sections for 'Login Information' and 'Personal information'. The 'Login Information' section contains an 'E-mail' field with the value 'demonowidgets@supplier.io' and a 'Change password?' checkbox. The 'Personal information' section contains fields for 'First name' (Demo Widgets), 'Last name', and 'Title'. At the bottom, there is a 'Two-Factor Authentication' section with an 'Enable Two-Factor Authentication' checkbox. A 'Support' button is located in the bottom right corner.

Menu

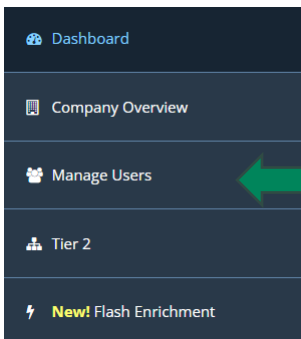
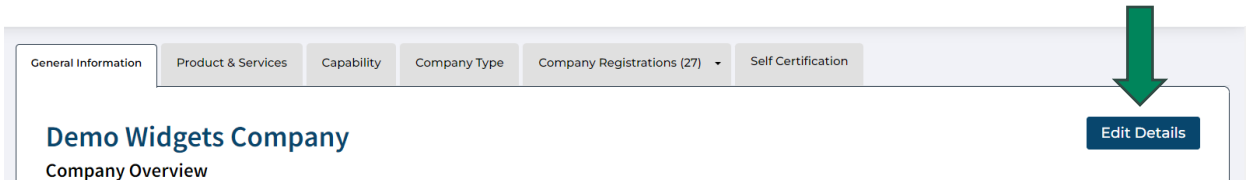
Use the Menu on the left-hand side of the screen to navigate through the site.





Company Overview

Add/Edit company information on this page. Click [Edit Details](#) update company details.



Manage Users

Add/Edit company information on this page. Click “[Edit](#)” to update company details.



Add User ×

Contact

E-mail
 ...

Contact Number

Mobile Number

[Save](#) [Cancel](#)

Tier 2 Landing Page

There are two ways to navigate to the Tier 2 landing page.

On the Dashboard click **“Submit Now”** to bring you to the Tier 2 landing page and view your customer list.



Tier 2 Reporting Now Open... Submit your reports before reporting period close.

Submit Now

Or on the side menu click **“Tier 2”** to bring you to the Tier 2 landing page and view your customer list.



Dashboard

Company Overview

Manage Users

Tier 2

New! Flash Enrichment




View your Customers

View all the customers that you are reporting on the Tier 2 landing page. Click “Update” to complete the requirements for each customer.

CUSTOMERS

Show Reporting Schedule

Customers View all periods Submissions Summary All Suppliers

	Q1 2023 Due Date: 15 May 2023	Not Submitted Status	Report	Dashboard
---	----------------------------------	-------------------------	---------------------	------------------------

[View Program Details](#)

Tier 2 Page

This page lists the customer/s that invited you to report. Tier 2 Reporting Status table is divided into periods. Periods may vary between your customers. You may be requested to report quarterly or monthly. The date below each period indicates when a period closes. A Submitted status will appear once you have submitted your report. Click the View button to edit a submitted report. (Note: You will need to resubmit your report once you click Edit)

Dashboard button will appear after your first submission. This will direct you to a page that will show your spending through the course of the year. To add Tier 2 information click

Report

View prior submissions and earlier periods by clicking

[View all periods](#)

2022 ▾



[View Program Details](#)

Q1 2022

(Test)

Due Date: 31 May 2023

Not Submitted

Status

[Report](#)

Q2 2022

Period Closed

Not Submitted

Status

[Dashboard](#)

Q3 2022

Period Closed

Submitted

Status

[View](#)

Q4 2022

Not Submitted

Status

[Report](#)

View summary report per customer by clicking

[Submissions Summary](#)

Tier 2 / Submission Summary

Submission Summary

Report Year ▾ Spend ▾ [Update Report](#)

Spend Report Summary for 2022

EVERYDAY GREENS

Diversity Category	Q1	Q2	Q3	Q4	Total
MBE	\$0	\$0	\$1,000	\$0	\$1,000
Total	\$0	\$0	\$1,000	\$0	\$1,000

[View Details](#)

Total excludes double counting and may not equal the sum of all category rows

All Suppliers button will show all suppliers used in Tier 2 reporting. You may search which suppliers were reported to each customer. Update any unverified supplier on this section without having to wait for the next period to open.

Tier 2 / Report Tier 2

My Suppliers

All Suppliers Projected Verification Status

ALL SUPPLIERS

10 records per page Search:

Supplier Name	Customers	Categories	Last Reporting Period	Needs Attention
BRITISH AIRWAYS PLC	EVERYDAY GREENS		Q4 2022	View EVERYDAY GREENS specific requirements
TIGER CONTROLS INC., LLC	EVERYDAY GREENS	EDWOSB MBE SBE SC-SDB WBE WOSB	Q3 2022	

Showing 1 to 2 of 2 entries Previous **1** Next

Program Details

Click on ["View Program Details"](#) to view the certifications that each company accepts, address, industry and the customer's contact information.

EVERYDAY GREENS

Address: San Francisco, United States

EVERYDAY GREENS supplier diversity program accepts the following certifications:

1. MBE
2. WBE
3. VET
4. LGBT
5. DISABLED
6. SDVET
7. SC-SDB
8. HUBZONE
9. SMALL
10. HBCU
11. ABILITYONE
12. ANC
13. DBE
14. EDWOSB
15. WOSB
16. 8A
17. ACDBE

Primary Industry: Food

Supplier Diversity Contacts

- **Supplier Diversity**
sweetgreens@supplierdiversity.com

Reporting Tier 2

Depending on your customer, you may be required to report direct or indirect spend or both. The appropriate sections will be displayed for you.

Indirect Spend

How would you like to specify your indirect allocation?



Calculate allocation for me

The system allows you to either enter your sales numbers and the system will calculate your indirect allocation or you may enter your indirect allocation percentage. Use the slider icon to make your selection.

Tier 2 Submission for **EVERYDAY GREENS** (Contracts : Default)

INDIRECT SPEND

This is your company's spending with diverse suppliers in support of your company's overall operations and business. This spend is not related to a specific customer contract or agreement.

EXAMPLE OF INDIRECT SPEND:

1. PURCHASE OF OFFICE SUPPLIES FROM A DIVERSE-OWNED COMPANY.
2. HIRING A DIVERSE-OWNED MARKETING FIRM.

HOW INDIRECT SPEND IS ALLOCATED TO YOUR CUSTOMER:

Indirect spending is allocated to your customer based on the percentage of your total revenue that your customer represents. For example, if your total sales in a quarter are \$1,000,000, your sales to your customer are \$200,000, $(\$200000 \div \$1000000) \times 100 = 20\%$ of your diversity spend will be allocated to your customer.

How would you like to specify your indirect allocation?



Calculate allocation for me

Enter your sales during this period and your **total** spending in each category. The system will calculate the portion of your spending to allocate for the customer.

Indirect Spend Cont'd

If you are reporting indirect for the first time and want the system to calculate allocation to customer, enable the button blue and enter your sales total to your customer and enter your total sales for the reporting period.

INDIRECT SPEND

This is your company's spending with diverse suppliers in support of your company's overall operations and business. This spend is not related to a specific customer contract or agreement.

EXAMPLE OF INDIRECT SPEND:

1. PURCHASE OF OFFICE SUPPLIES FROM A DIVERSE-OWNED COMPANY.
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How would you like to specify your indirect allocation?



Calculate allocation for me

Enter your sales during this period and your **total** spending in each category. The system will calculate the portion of your spending to allocate for the customer.

Q1 2023 Indirect Spend (Not Submitted)

Enter your total spend in each category. Your allocated spend will be automatically calculated.

Customer Allocation

0%

Only final allocated totals are available to your customers.

Sales to Customer during this period

\$



Sales and allocation percentages are not shared with your customers.

Total Sales during this period

\$

Indirect Spend Cont'd

If you are a private company and unable to report your total sales, disable the button and enter the percentage that is only allocated to your customer.

Tier 2 Submission for **PSS Demo**

INDIRECT SPEND

This is your company's spending with diverse suppliers in support of your company's overall operations and business. This spend is not related to a specific customer contract or agreement.

EXAMPLE OF INDIRECT SPEND:

1. PURCHASE OF OFFICE SUPPLIES FROM A DIVERSE-OWNED COMPANY.
2. HIRING A DIVERSE-OWNED MARKETING FIRM.

HOW INDIRECT SPEND IS ALLOCATED TO YOUR CUSTOMER:


Indirect spending is allocated to your customer based on the percentage of your total revenue that your customer represents. For example, if your total sales in a quarter are \$1,000,000, your sales to your customer are \$200,000, $(\$200,000 \div \$1,000,000) \times 100 = 20\%$ of your diversity spend will be allocated to your customer.

How would you like to specify your indirect allocation?



I will provide the allocation percentage

Enter only the spending allocated to the customer during this period.

 Support

Enter the portion of your spending allocated to the customer.

Allocation Percentage

20.0000000000

%

How should I calculate this?

Indirect by Diversity Category

After entering your sales to customer, your sales for the reporting period, or percentage, enter the reported spend for each diversity category. When complete, verify the total at the bottom and click “Next”.

<p>MBE (MINORITY-OWNED)</p>	<p>\$0</p> <p>Total spend in this category</p>	<p>x 0% = \$0</p> <p>Allocated to customer</p>
<p>AFRICAN AMERICAN</p>	<p>\$ <input type="text"/></p> <p>Total spend in this category</p>	<p>x 0% = \$0</p> <p>Allocated to customer</p>
<p>ASIAN AMERICAN</p>	<p>\$ <input type="text"/></p> <p>Total spend in this category</p>	<p>x 0% = \$0</p> <p>Allocated to customer</p>
<p>HISPANIC AMERICAN</p>	<p>\$ <input type="text"/></p> <p>Total spend in this category</p>	<p>x 0% = \$0</p> <p>Allocated to customer</p>
<p>WBE (WOMEN-OWNED)</p>	<p>\$ <input type="text"/></p> <p>Total spend in this category</p>	<p>x 0% = \$0</p> <p>Allocated to customer</p>
<p>VET (VETERAN-OWNED)</p>	<p>\$ <input type="text"/></p> <p>Total spend in this category</p>	<p>x 0% = \$0</p> <p>Allocated to customer</p>
<p>LGBT (LGBT-OWNED)</p>	<p>\$ <input type="text"/></p> <p>Total spend in this category</p>	<p>x 0% = \$0</p> <p>Allocated to customer</p>
<p>DISABLED (DISABLED-OWNED)</p>	<p>\$ <input type="text"/></p> <p>Total spend in this category</p>	<p>x 0% = \$0</p> <p>Allocated to customer</p>

Indirect by Supplier

The instructions for indirect supplier is the same as Direct Spend by Supplier.

Direct Spend by Supplier

If you are reporting direct by suppliers for the first time, Click [“Add and Edit Suppliers”](#) button in the middle of the direct Reporting page to add suppliers.

Tier 2 Submission for **PSS Demo**

DIRECT SPEND

Direct spend is your company's spending with a diverse supplier that can be directly traced back to a specific agreement with your customer.

EXAMPLES OF DIRECT SPENDING:

1. A SUBCONTRACT WITH A DIVERSE-OWNED FIRM TO PROVIDE IT STAFF AUGMENTATION SERVICES.
2. A SUBCONTRACT WITH A DIVERSE-OWNED FIRM TO PROVIDE CONCRETE FOR CONSTRUCTION AT A SPECIFIC LOCATION.

Q1 2023 Direct Spend (Not Submitted)



Add and Edit Suppliers

Copy All Subcontractors

Copy Suppliers

Click [“Copy Last Reporting Period Subcontractors”](#) or [“Copy All Subcontractors”](#) if you would like to suppliers from the previous report.

Copy Last Reporting Period Subcontractors

Copy suppliers from the last reporting period to make the reporting process easier. You will still be able to add, edit and remove subcontractors.

Copy All Subcontractors

Copy all suppliers that have been entered to make the reporting process easier. You will still be able to add, edit and remove subcontractors.

Add Suppliers

There are three ways you can add suppliers:

- Add diverse suppliers manually by searching the supplier's name using the database
- Add a new supplier manually by uploading their diversity information
- Bulk upload your information via spreadsheet

Option 1: Add diverse suppliers manually

Tier 2 Submission for **PSS Demo**

ADD DIRECT SUPPLIERS

Add Suppliers and Upload Spend

Select the suppliers you will be using in your report. Suppliers can be added by searching them in the database using Option 1. Or, you can upload all your suppliers and your spending with them using an Excel upload in Option 2.

Need help with identifying your diverse suppliers? Use **supplier.io** data services to simplify your submission.

[Learn how this works.](#)

How does this work?

Option 1: Add diverse suppliers manually

Add diverse suppliers by searching them in the supplier.io database.

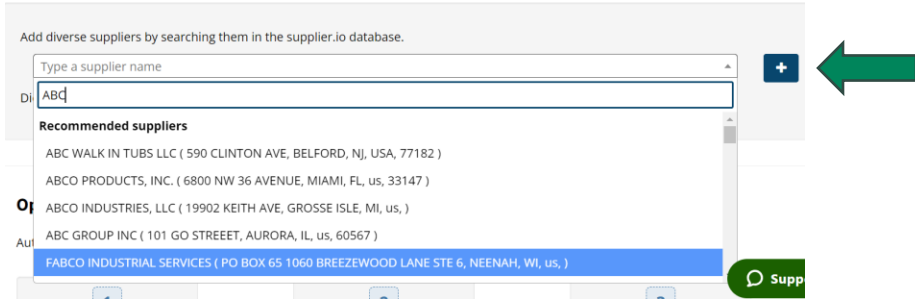


Did not find your supplier? [Add new](#)

Support

Searching for Suppliers

Type the first few characters of the company's name and a list of suppliers will appear. Select the company and click the “(+)” and it is automatically added.



Add diverse suppliers by searching them in the supplier.io database.

Type a supplier name

DI ABC

Recommended suppliers

- ABC WALK IN TUBS LLC (590 CLINTON AVE, BELFORD, NJ, USA, 77182)
- ABCO PRODUCTS, INC. (6800 NW 36 AVENUE, MIAMI, FL, us, 33147)
- ABC INDUSTRIES, LLC (19902 KEITH AVE, GROSSE ISLE, MI, us,)
- ABC GROUP INC (101 GO STREET, AURORA, IL, us, 60567)
- FABCO INDUSTRIAL SERVICES (PO BOX 65 1060 BREEZEWOOD LANE STE 6, NEENAH, WI, us,)**

Supp

Click the “(x)” to remove the supplier from your list. Click “Next” button to submit spend information.



JOHNSON PUBLISHING COMPANY, INC. SC-SDB SBE

ABC GROUP INC MBE UNKNOWN

Add diverse suppliers by searching them in the supplier.io database.

Type a supplier name

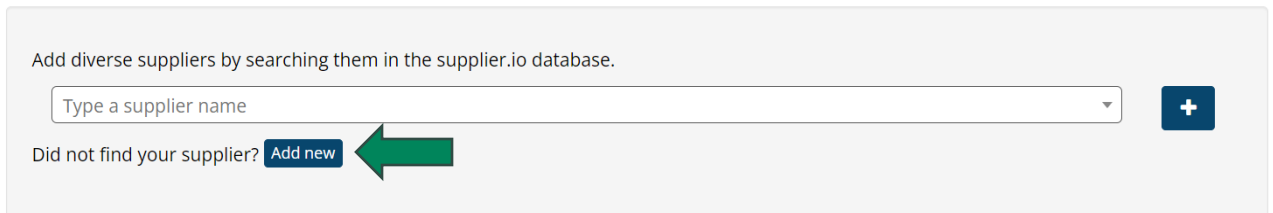
Did not find your supplier? [Add new](#)

Add a New Supplier

If the subcontractor you are looking for is not listed, click “Add New” button to add a new supplier.

How does this work?

Option 1: Add diverse suppliers manually



Add diverse suppliers by searching them in the supplier.io database.

Type a supplier name

Did not find your supplier? [Add new](#)

Complete all the required information to add a new supplier to your report. Select the correct category and council when uploading a certificate.

* Indicates a required fields

Supplier Name *



Address *

City *

Country *

State *

Request certificates from the supplier ⓘ

Category *



Council

Expiration

Number

Certificate

Certifications



Close

Save

Enable the button blue to request certificates from the suppliers. Add supplier's email and contact name, then hit "Save". The system will email your supplier requesting to upload their certificate to the system.

Request certificates from the supplier ⓘ

Email *

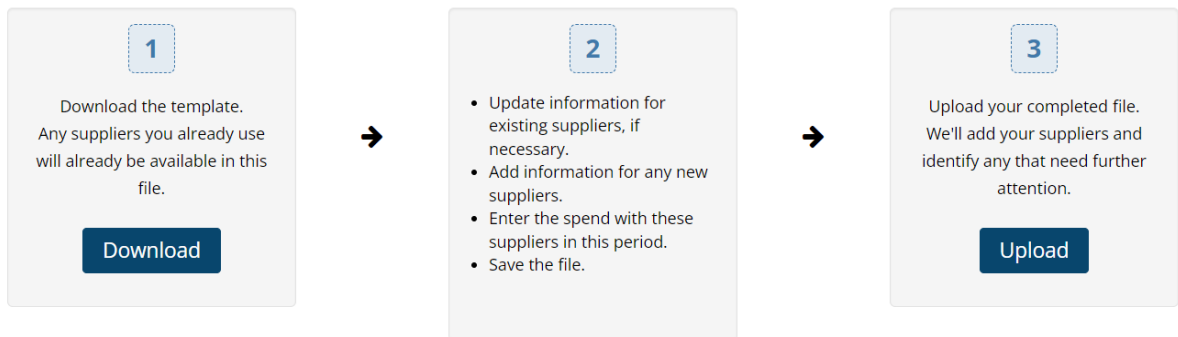
Contact name *

Option 2: Upload a List of Suppliers

Option 2: Upload suppliers and spend information by downloading the excel file and uploading it back to the system. To download the file, click the “Download” button. This file may request information for some categories that your customer does not require and ignore those columns. Provide name, address, city, state and at least one diverse category to upload the list properly, otherwise, the system will give you an error. You may add spend on the last column.

Option 2: Upload suppliers and spend information

Automate the entry of your report by uploading your supplier information and spend information.

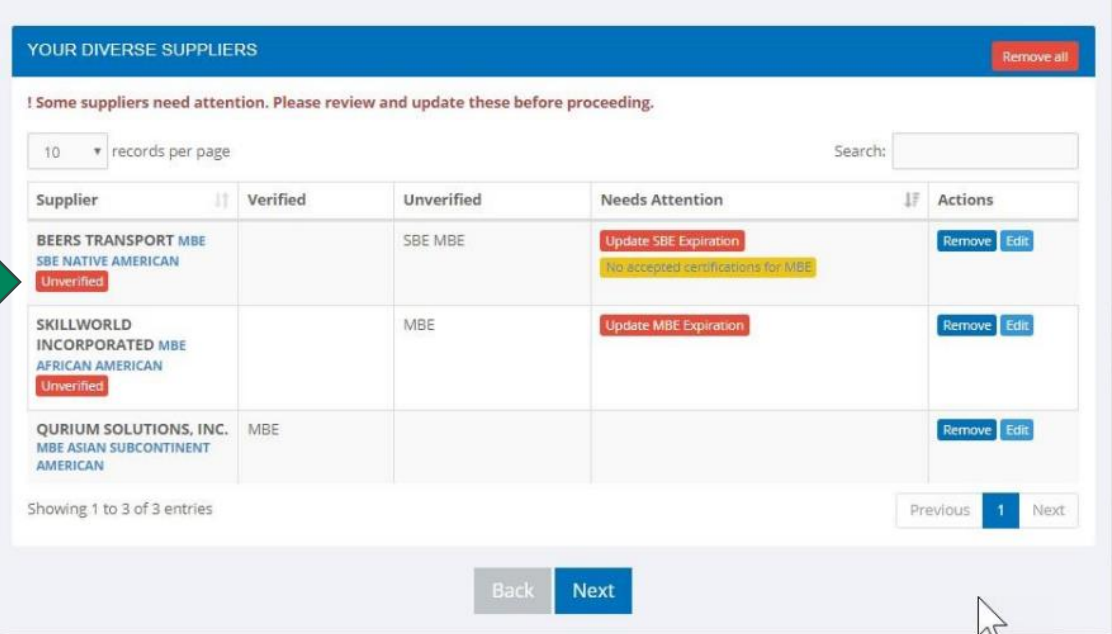


Once the file is complete, save it as a .csv file and do not make any format changes to the file. Upload the file by clicking “Upload” on step 3. Scroll at the bottom of the page after the system uploads to see all the records.

The screenshot shows the 'Upload Suppliers' dialog box. It has a title bar with a close button (X). The main content area is titled 'Select file' and contains a file selection interface with a 'Choose File' button and the text 'No file chosen'. Below this is a blue 'Upload' button. At the bottom right of the dialog is a grey 'Close' button.

Correct Unverified Suppliers

If there is missing information needed for a supplier, the system will tag it as Unverified. Click the “Unverified” tag to give you more information why this supplier is considered unverified. You may clear the error tags on the Needs Attention column. Click the red or yellow tag to provide missing information.



The screenshot displays a web interface titled "YOUR DIVERSE SUPPLIERS" with a "Remove all" button in the top right. A warning message states: "! Some suppliers need attention. Please review and update these before proceeding." Below this, there is a search bar and a dropdown for "records per page" set to 10. The main content is a table with columns: Supplier, Verified, Unverified, Needs Attention, and Actions. Three suppliers are listed:

Supplier	Verified	Unverified	Needs Attention	Actions
BEERS TRANSPORT MBE SBE NATIVE AMERICAN Unverified		SBE MBE	Update SBE Expiration No accepted certifications for MBE	Remove Edit
SKILLWORLD INCORPORATED MBE AFRICAN AMERICAN Unverified		MBE	Update MBE Expiration	Remove Edit
QURIUM SOLUTIONS, INC. MBE ASIAN SUBCONTINENT AMERICAN	MBE			Remove Edit

At the bottom, it says "Showing 1 to 3 of 3 entries" and includes "Previous 1 Next" and "Back Next" navigation buttons. A green arrow points to the "Unverified" tag on the first supplier row.

After the certificate is uploaded, it will go through an internal process for validation.

The spend that is entered into the system will be labeled as **Unverified** spend until the validation process is complete.

Certification approvals can take up to 14 business days. If the supplier's certificate is not approved by our internal team, the spend will remain under unverified and the person who uploaded the certificate will be notified.

Correct Unverified Suppliers Cont'd

Once certificate approval has been received, you will need to go back and edit the supplier and resubmit the spend for the current reporting period, so it shows **Verified**.

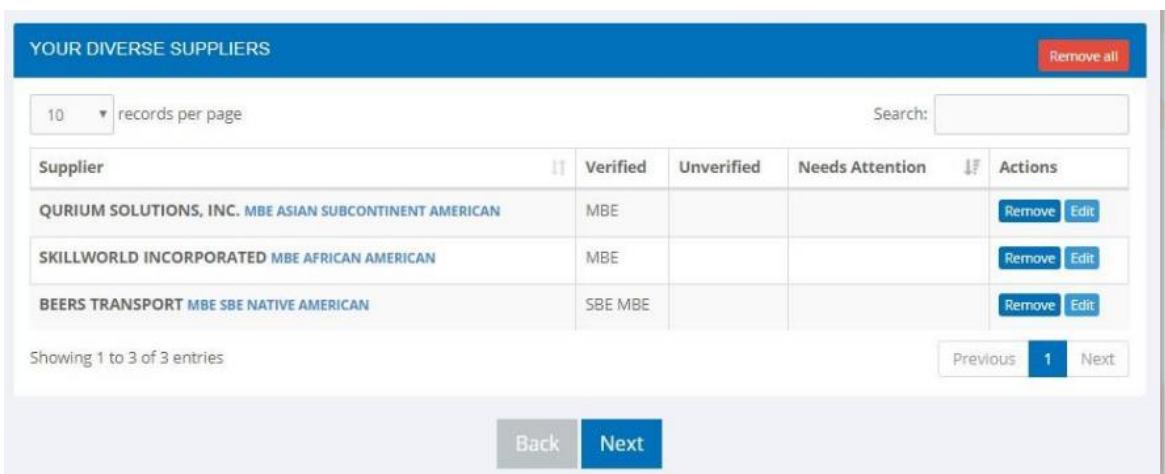
If you are not the person who uploaded the certificate, check back into the system before the reporting period closes. If no changes are made before the reporting period closes, then the spend will remain unverified for the current reporting period. Future reporting periods will show the spend as verified.

Delete/Edit a Supplier

To remove a supplier, or edit company information, click the buttons on the 3rd column of the table.

Click “Next” to add spend information.

Click “Remove” all to remove all the suppliers on this list.



The screenshot displays a web interface titled "YOUR DIVERSE SUPPLIERS". At the top right, there is a red "Remove all" button. Below the title, there is a dropdown menu set to "10 records per page" and a search box. The main content is a table with the following columns: "Supplier", "Verified", "Unverified", "Needs Attention", and "Actions". The "Supplier" column contains three entries: "QURIUM SOLUTIONS, INC. MBE ASIAN SUBCONTINENT AMERICAN", "SKILLWORLD INCORPORATED MBE AFRICAN AMERICAN", and "BEERS TRANSPORT MBE SBE NATIVE AMERICAN". The "Verified" column shows "MBE" for the first two and "SBE MBE" for the third. The "Actions" column contains "Remove" and "Edit" buttons for each row. At the bottom of the table, it says "Showing 1 to 3 of 3 entries" and "Previous 1 Next". Below the table, there are "Back" and "Next" buttons.

Supplier	Verified	Unverified	Needs Attention	Actions
QURIUM SOLUTIONS, INC. MBE ASIAN SUBCONTINENT AMERICAN	MBE			Remove Edit
SKILLWORLD INCORPORATED MBE AFRICAN AMERICAN	MBE			Remove Edit
BEERS TRANSPORT MBE SBE NATIVE AMERICAN	SBE MBE			Remove Edit

Review and Submit

This page shows a summary of the data you entered in the system. Review your data and verify by clicking the checkbox and click “Submit” to complete your submission. Download the data by clicking “Download” button at the bottom of the page.

UNITIER Demo Widgets

Review and Submit

Review your report.

I attest that I have provided accurate information in this submission.

Spend Verified

Diversity Category	Direct	Indirect	Total
MBE	\$173,800	\$39,760	\$213,560
AFRICAN AMERICAN	\$0	\$18,000	\$18,000
ASIAN AMERICAN	\$7,800	\$2,400	\$10,200
HISPANIC AMERICAN			

Review your report.

Spend Verified

Verified
Unverified
All

Diversity All

If you do not see all the spend submitted, make sure the drop-down menu is on All. The system will automatically default to Verified.

Total excludes double counting and may not equal the sum of all category rows.

Subcontractors included in this submission

Supplier	Diversity Categories	Ethnicity	Direct	Indirect	Total
ABCD Marketing	MBE	HISPANIC AMERICAN	\$90,000	\$0	\$90,000
Everydaygreen Corporation	WBE		\$12,000	\$0	\$12,000
INDIRECT AFRICAN AMERICAN	MBE	AFRICAN AMERICAN	\$0	\$18,000	\$18,000
INDIRECT ASIAN AMERICAN	MBE	ASIAN AMERICAN	\$0	\$2,400	\$2,400
INDIRECT HISPANIC AMERICAN	MBE	HISPANIC AMERICAN	\$0	\$1,960	\$1,960
INDIRECT HUBZONE	HUB		\$0	\$13,400	\$13,400
INDIRECT LGBT	LGBT		\$0	\$1,560	\$1,560
INDIRECT NATIVE AMERICAN	MBE	NATIVE AMERICAN	\$0	\$1,800	\$1,800
INDIRECT UNSPECIFIED	MBE	UNSPECIFIED	\$0	\$15,600	\$15,600
INDIRECT VET	VET		\$0	\$1,520	\$1,520

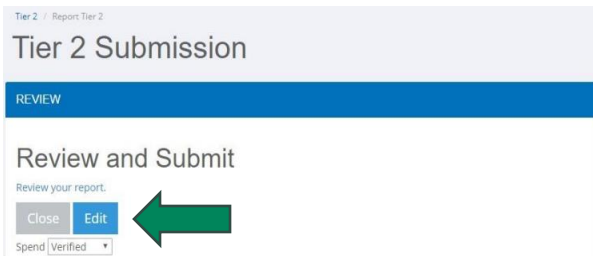
Showing 1-10 of 14.

Dashboard Button

Once data is submitted, a Submitted status will show up on the Tier 2 page. If the period is still open, you may edit your data at anytime. Click **“View”** button to edit your submission.

supplier.io	Q4 2022	Not Submitted Status	Report	Dashboard
View Program Details	Q1 2023 Due Date: 15 May 2023	Submitted Status	View	

Click **“Edit”** button to edit your report. Once you click **“Edit”** you will need to click **“Submit”** on the Review and Submit page to resubmit your report.



supplier.io	Q4 2022	Not Submitted Status	Report	Dashboard
View Program Details	Q1 2023 Due Date: 15 May 2023	Submitted Status	View	

Dashboard Performance Section

Click the **“Dashboard”** button will show your spending through the year. Performance section will be available if you are tracked against goals. Download the data by clicking **“Download”** button at the bottom of the page.



FAQ

What is Tier 1?

Tier 1 suppliers are the business partners who directly provide goods and services to the parent company.

What is Tier 2?

Tier 2 suppliers are the vendors or subcontractor of the Tier 1 supplier.

What is a Tier 2 Supplier Diversity Program?

A Tier 2 Supplier Diversity Program aims to grow and sustain beyond direct supplier relationships which is Tier 1. Through the Tier 2 Program, key suppliers are required to create and/or maintain their own supplier diversity program and report the spend on a quarterly basis. This promotes economic equity throughout the supply chain.

What is Direct Spend?

Direct spend refers to the purchases of goods and services that are directly incorporated into a product being manufactured/services being provided. This is the spend you incurred for the completion of your obligation to a company. Examples include raw materials, subcontracted manufacturing services, components, hardware, etc.

What is Indirect Spend?

Indirect spend refers to purchases of goods and services that support your company's business operations and cannot be attributed to a specific customer. This is your spending with diverse suppliers that were not related directly to the fulfillment of any specific contract. **How is indirect spend allocated to your customer?** Indirect spending is allocated to your customer based on the percentage of your total revenue that your customer represents. For example, if your total sales in a quarter are \$1,000,000, your sales to your customer are \$200,000, 20% ($\$200,000/\$1,000,000$) of your diversity spend will be allocated to your customer.

Who in my company should be reporting this information?

This varies from company to company. In some companies it may be someone from the Supplier Diversity team, the account manager, sales executive, or admin.

If we are not diverse, does this still apply to our company?

A: Yes, this is not about your company's diversity status but rather the diversity status of your suppliers.

Is this reporting required?

Please review your current contract to confirm. However, if you find it is not required it is still strongly encouraged and many of our clients consider a company's Tier 2 reporting participation when evaluating future contract opportunities.

How do I know if my suppliers are diverse?

You will need to reach out directly to your suppliers or you can choose to hire a third party such Supplier.io for assistance.

What if I don't have any diverse suppliers, do I still need to report?

Yes, this does not exclude you from reporting Tier 2 spend. If you have \$0, you will submit that in the system.

What happens if I miss the reporting period deadline?

Please reach out to your client right away and they will be able to determine the next steps.

When will I know if my diverse supplier uploaded the requested certification?

You will need to check back before the close date to see if the status of the supplier changed to verified.

My company is a staffing agencies, etc. does this apply to us?

Yes, your company still has an opportunity to use diverse suppliers that would fall under indirect spend

How to get more information about UniTier System?

Visit : <https://www.unifiedtier2.com/> for more information