

supplier

USER GUIDE

UNITIER

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



C How would you like to specify your indirect allocation?

☒ Calculate allocation for me

d Sales to Customer \$ 10,000

Total Sales \$ 100,000

WBE (WOMEN-OWNED)	<input type="text" value="\$ 5,000"/>	$\times 10.000000000000\% = \500 Total spend in this category Allocated to customer
VET (VETERAN-OWNED)	<input type="text" value="\$ 2,000"/>	$\times 10.000000000000\% = \200 Total spend in this category Allocated to customer
LGBT (LGBT-OWNED)	<input type="text" value="\$"/>	$\times 10.000000000000\% = \0 Total spend in this category Allocated to customer
SBI (SBI-OWNED)		
AFRICAN AMERICAN		
<input type="text" value="\$ 5,000"/>		
Total spend in this category		
ASIAN AMERICAN		
<input type="text" value="\$"/>		
Total spend in this category		
HISPANIC AMERICAN		
<input type="text" value="\$"/>		
Total spend in this category		

1

g Total \$12000 x 10.000000000000% = \$1200

Total Indirect Spend Allocated to customer

h

Q4 2022 Review and Submit

[Review your report.](#)

☐ I hereby certify that all of the spend information provided is accurate and has been reviewed and treated as valid up to the date of submission. I acknowledge that this information will be used for the purpose of the Q4 2022 Review.

[Back](#) [Submit](#)

Spend Verified

LOCATION	STATUS	ACTION
Contract #1	Not Submitted	<button>Report</button>
Contract #2	Not Submitted	<button>Report</button>
Contract #3	Not Submitted	<button>Report</button>



Supplier.io Proprietary and Confidential

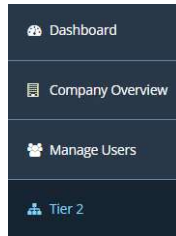


Tier 2 Direct Spend Reporting Quick Reference Guide

To submit spend:

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

a



b1

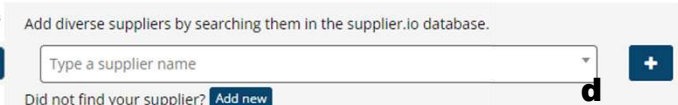


- c)** Select add and edit Suppliers to upload subcontractors

c

Add and Edit Suppliers

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



d

- 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.

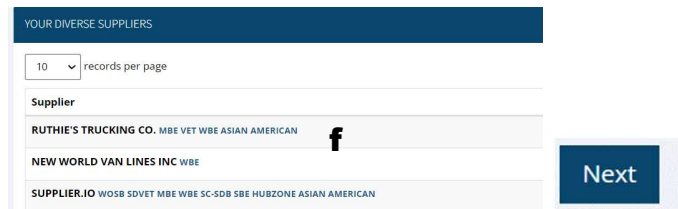


e1

e2

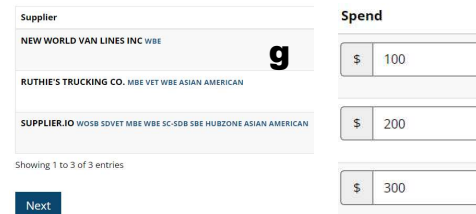
e3

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



f

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



g

- h)** Submit your report

Q4 2022 Review and Submit

h

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 Email: 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



[Forgot your password?](#)

Sign in

Don't have access

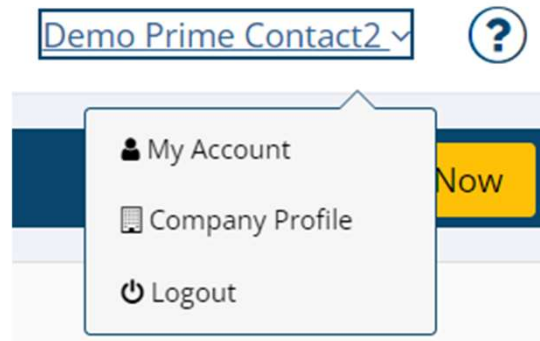
[Terms Of Use](#) | [Privacy Policy](#)
For technical support, please
email: unitier@supplier.io

Dashboard

After logging in, you will be taken to the Dashboard. Here you may have prompts that a reporting period is open to report. If you need reporting access to a different customer, click Request under the Tier 2 Report Access section. If you don't see your customer, you may need to contact them directly to request access. News about supplier diversity is also on this page.

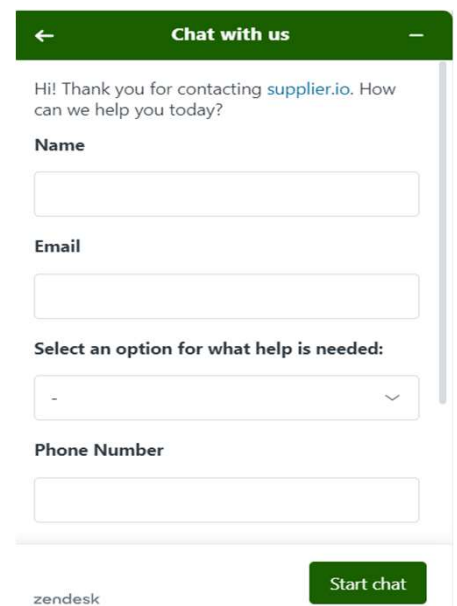
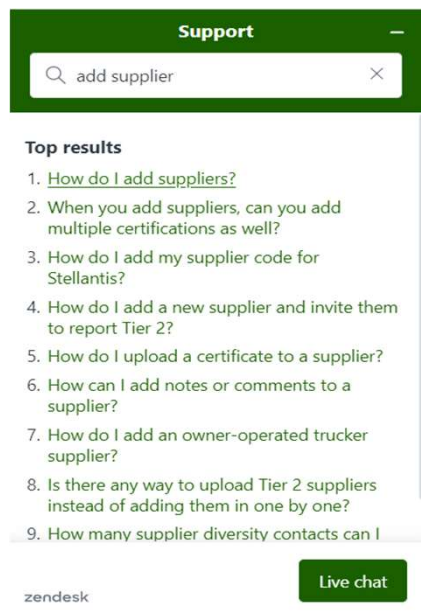
Additional Help

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.



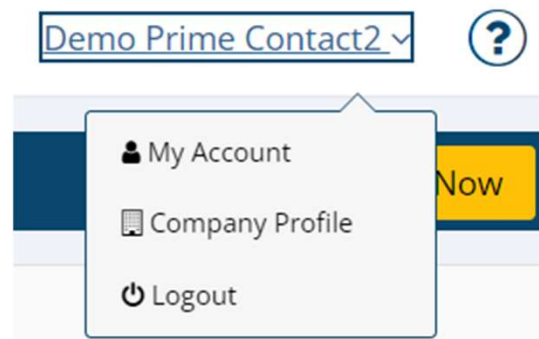
Support

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](#).



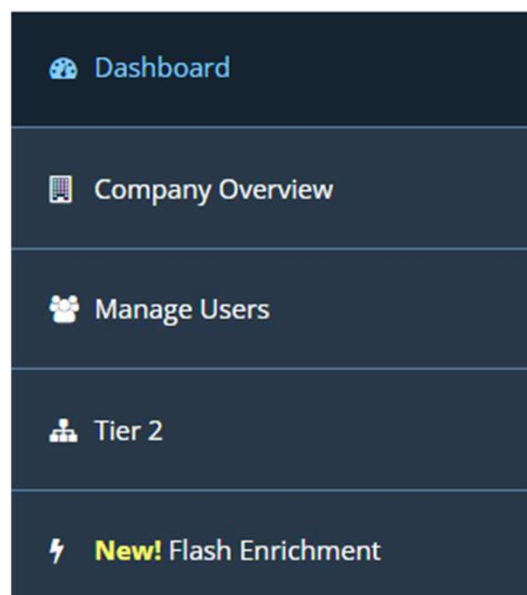
Password Update

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

The screenshot shows the 'My Account' page in the Supplier.io dashboard. The left sidebar contains the following menu items: Dashboard, Company Overview, Manage Users, Tier 2, and New! Flash Enrichment. The main content area is titled 'My Account' and includes a breadcrumb 'Company / My Account'. Below the title is a 'MY ACCOUNT' header. The page is divided into three main sections: 'Login Information', 'Personal Information', and 'Two-Factor Authentication'. In the 'Login Information' section, there is an 'E-mail' field with the value 'demowidgets@supplier.io' and a 'Change password?' checkbox. The 'Personal Information' section contains fields for 'First name' (filled with 'Demo Widgets'), 'Last name' (filled with 'Last name'), and 'Title' (filled with 'Title'). The 'Two-Factor Authentication' section has a 'Two-Factor Authentication' label and an 'Enable Two-Factor Authentication' checkbox. A 'Support' button is located in the bottom right corner.

Menu

Update your company information by filling out sections under Company Profile. Click Tier 2 menu to view reporting status and to enter your Tier 2 information.



Company Overview

Add/Edit company information on this page. Click Edit to update company details.

General Information

Product & Services

Capability

Company Type

Company Registrations (27)

Self Certification

Demo Widgets Company

Company Overview

Edit Details

Manage Users

Add/Edit company information on this page. Click Edit to update company details.

Company / Manage User

MANAGE USER

Add User

records per page 10

Add User

×

Contact

Contact

E-mail

E-mail

Contact Number

Contact Number

Mobile Number

Mobile Number

Save

Cancel

View your Customers

View all the customers that you are reporting on this 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

View

 button to edit the 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

2022

 Spend

All

[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, $(\$200,000 \div \$1,000,000) \times 100 = 20\%$ of your diversity spend will be allocated to your customer.

How would you like to specify your indirect allocation?



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.

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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, $(\$200000 \div \$1000000) \times 100 = 20\%$ of your diversity spend will be allocated to your customer.

How would you like to specify your indirect allocation?



I will provide the allocation percentage

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



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.

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

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

Copy All Subcontractors

Copy all suppliers that have been entered to submit spend for below. You will still be able to add, edit and remove subcontractors.

Add Suppliers

There are two ways you can add suppliers:

Option 1- Add diverse suppliers manually by searching the supplier's name using the database.

Option 2- Upload your information.

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 plus (+) sign and it is automatically added. Click the (x) to remove the supplier from your list. Click 'Next' button to submit spend information.

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

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)

ABCO 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,)

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.

Did not find your supplier?

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

 No file chosen

Certifications

Add

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 *

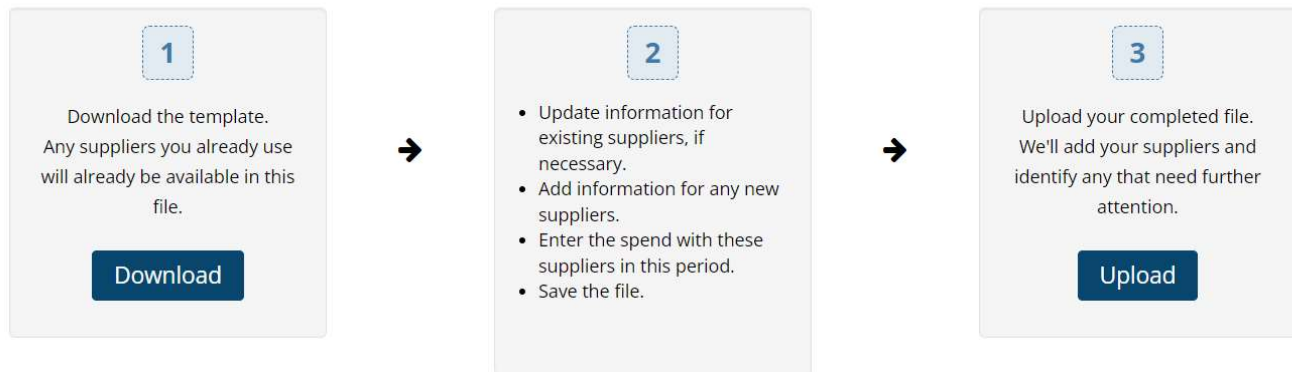
Contact name *

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.

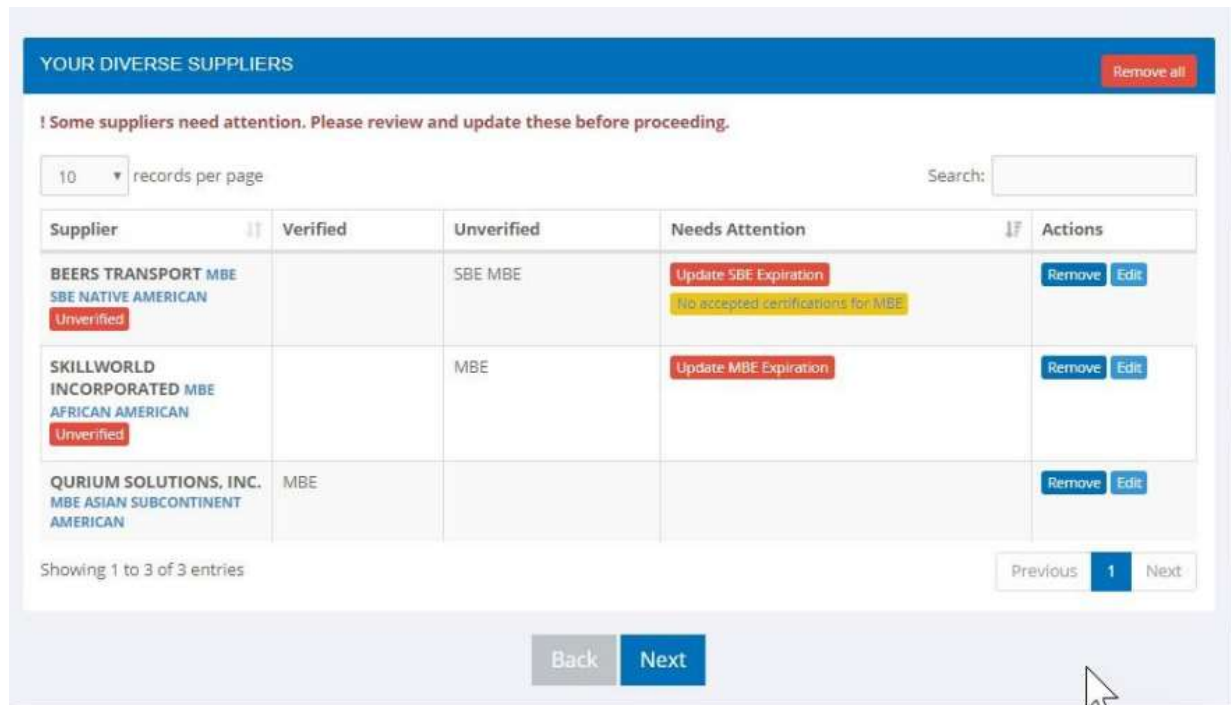


Once the file is complete, save it as a .csv file and do not make any format changes to the file. Upload the file by clicking Upload button on step 3. Scroll at the bottom of the page after the system uploads to see all the records.

The screenshot shows a modal window titled "Upload Suppliers" with a close button (X) in the top right corner. Inside the modal, there is a "Select file" section. This section contains a "Choose File" button and a text field that currently displays "No file chosen". Below the text field is an "Upload" button. At the bottom right of the modal, there is a "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.



YOUR DIVERSE SUPPLIERS Remove all

! Some suppliers need attention. Please review and update these before proceeding.

10 records per page Search:

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

Showing 1 to 3 of 3 entries Previous 1 Next

Back Next

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**.

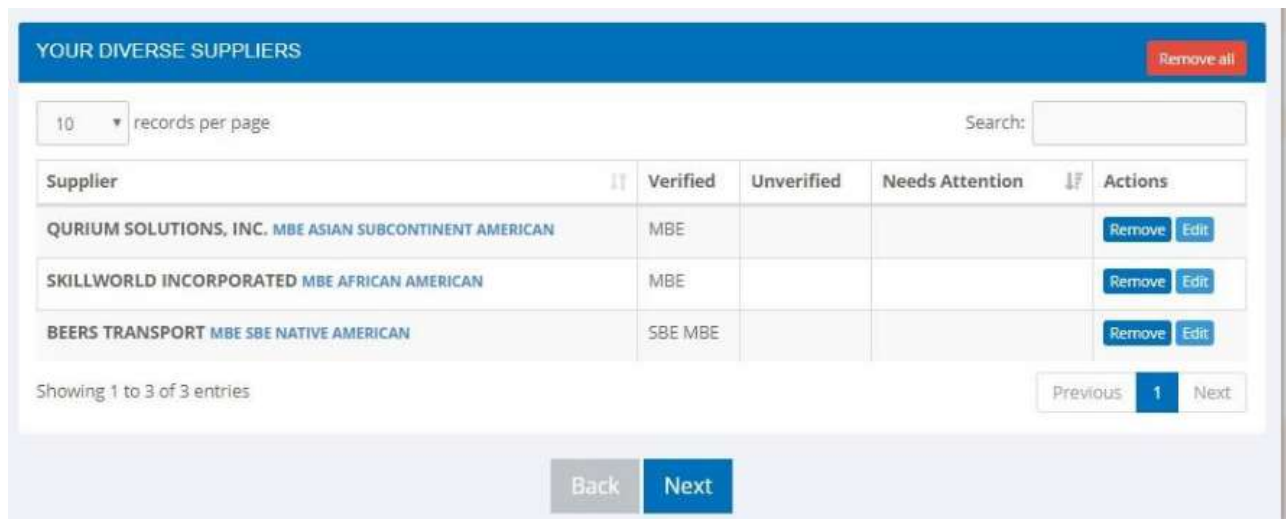
If no changes are made before the reporting period closes, then the spend will remain unverified for the current reporting period. Future reporting periods will show the spend as verified.

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 shows a web interface titled "YOUR DIVERSE SUPPLIERS". At the top right is a red "Remove all" button. Below the title is a search bar and a dropdown menu set to "10 records per page". The main content is a table with the following columns: "Supplier", "Verified", "Unverified", "Needs Attention", and "Actions". There are three rows of data:

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

Below the table, it says "Showing 1 to 3 of 3 entries". At the bottom right of the table area are "Previous", "1", and "Next" buttons. At the very bottom of the interface are "Back" and "Next" buttons.

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

Dashboard

Company Profile

100%

Review and Submit

Review your report.

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

Back

Submit

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			

Direct

Indirect

Reset Filters

Review your report.

Close

Edit

Spend

Verified

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 totals

Subcontractors included in this submission

Search

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	\$1,320	\$1,320

Showing 1-10 of 14.

Prev

Next

Download

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	Report	Dashboard
		Status		
View Program Details	Q1 2023	Submitted	View	
	Due Date: 15 May 2023	Status		

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.

Tier 2 / Report Tier 2

Tier 2 Submission

REVIEW

Review and Submit

Review your report.

Close

Edit

Spend

Verified

Dashboard Button

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.

Performance		
Goals are calculated as Tier 2 spending as a percentage of Sales To MS Consulting		
MS Consulting only counts verified spending towards goals.		
Sales To MS Consulting: \$400,000		
Progress towards goals		
Category	Goal	Status
Overall	5%	6.8%

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 Tier 2 Supplier Diversity Program?

Tier 2 Supplier Diversity Program aims to grow and sustain beyond direct supplier relationships which is Tier 1. For many varying reasons, growth opportunities for small businesses are more frequently down the supply chain. 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.

What is Direct Spend?

Direct spend refers to the purchases of goods and services that are directly incorporated into a product being manufactured. 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 are not incorporated into a product being manufactured. This is your spending with diverse suppliers that were not related directly to the fulfillment of any specific contract. How 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?

A: This varies from company to company. In some companies it maybe 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