What is Tier 2 Diversity Reporting?

Tier 2 Diversity reporting is a process where suppliers can share their diversity spend with their customers. This allows organizations to recognize the effect of their spend with non diverse suppliers who engage with diverse suppliers, as well as their direct spend with diverse suppliers.

When selecting suppliers or putting a strategic supplier program in place, large organizations place significant importance on doing business with companies that promote equality, innovation, and sustainability.

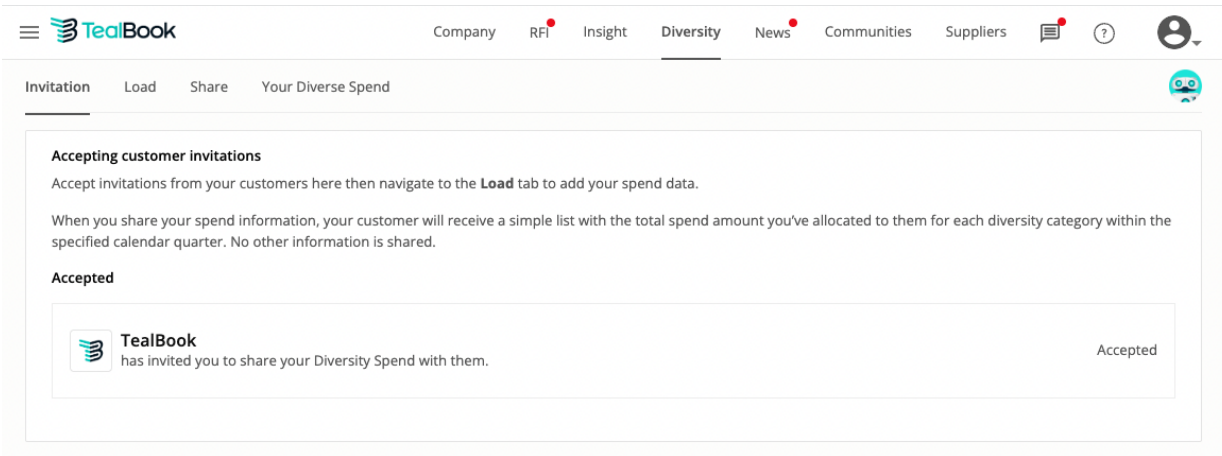
TealBook's support for Tier 2 reporting allows all companies, even those without diversity programs, to help their customers meet their diversity spending goals. Companies simply upload spend data once per quarter using TealBook's secure application and allocate a portion of the discovered diverse spend to their customer. TealBook's technology identifies the diverse suppliers in the provided spend and generates free, summary level diversity reporting for the participating company.

Table of Contents

Supplier Upload Process

Getting Started: Accept Invitation

After receiving your invitation email and clicking on your unique access link, you will be taken to the TealBook platform. Under the **Diversity** tab, you will be able to see all of the buyers who invited your organization to participate in Tier 2 Diversity Reporting. Click **Accept** to start your upload process.



For demo purposes, we are using our company profile

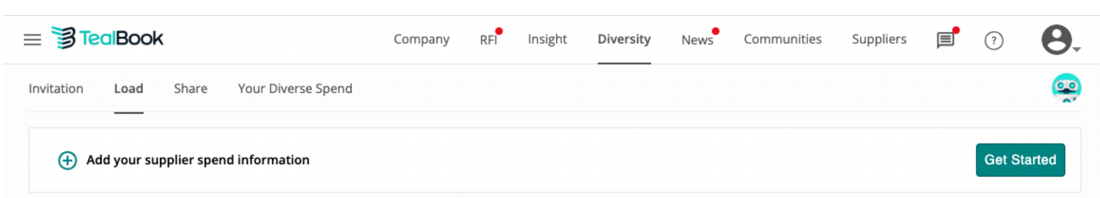
How to Upload Spend

You can upload your spend in several different ways, either by uploading your full master spend, only your direct spend with the customer, your direct or indirect aggregate spend, or a combination of both direct and aggregate spend. We will cover all of the different methods below.

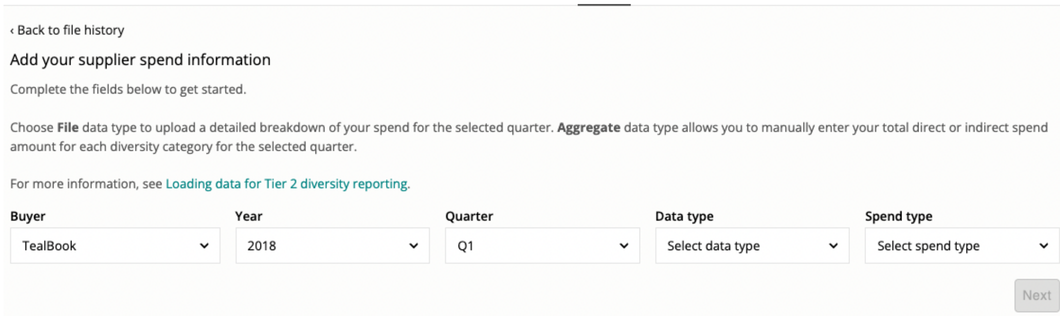
Method 1: Full Spend Upload

**This method applies if you are able to provide your organization's full supplier spend for the quarter regardless if the spend is diverse or non-diverse.*

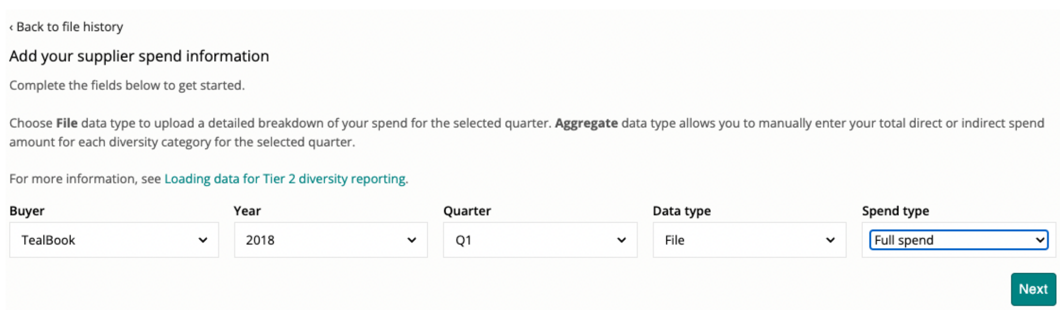
- Obtain your full Supplier Spend Master for the quarter. You can typically obtain this information from your **finance or procurement department**. You do not need to know which suppliers are diverse, please use all supplier spend information.
- Navigate to the **Load** tab and click the **+ Add your supplier spend information** or the **Get started** button.



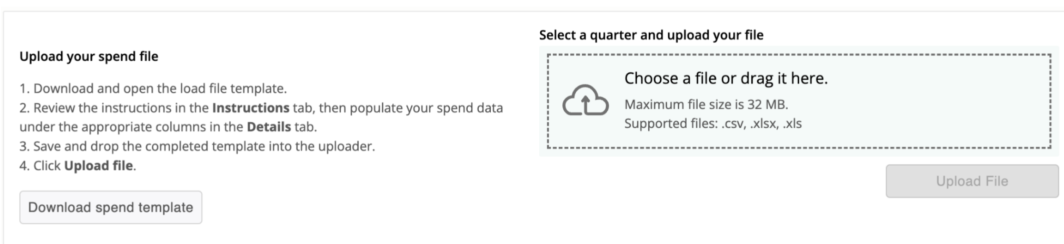
- From the **Buyer** dropdown list, select the customer you would like to add spend data for and select the **Year** and **Quarter** that you would like to report on.



- From the **Data type** dropdown list, choose **File** as the data type and select **Full Spend** as the spend type. Click **Next.**



- After clicking **Next** , Click on the **Download Spend Template** button and open the Tier 2 Spend Template file.

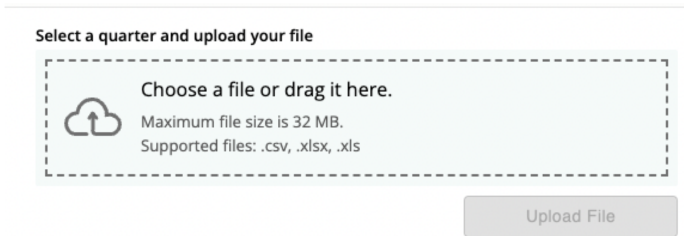


- Populate the Spend Template in the **Details Tab** with the data from your Supplier Spend Master. You will find the list of **mandatory fields** to enter on the **Instructions Tab.**

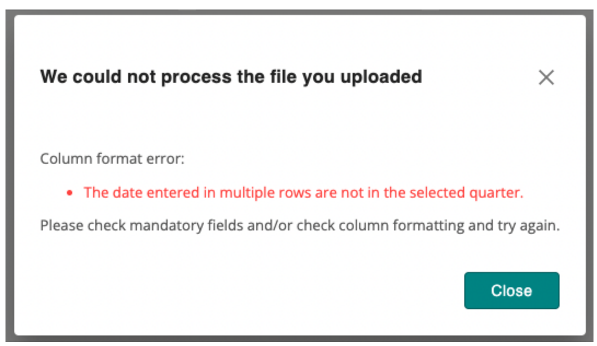
requestorsupplierid	name	domain	email	phone	address	amount	spenddate	category	spendgroup	spendcountry
100181	testname1	testdomain.com	contact@testdomain.co	9876543210	1234 Main St., Woodbu	1000.2	2020/01/14	technology	Direct	US

***Mandatory Fields Highlighted.**

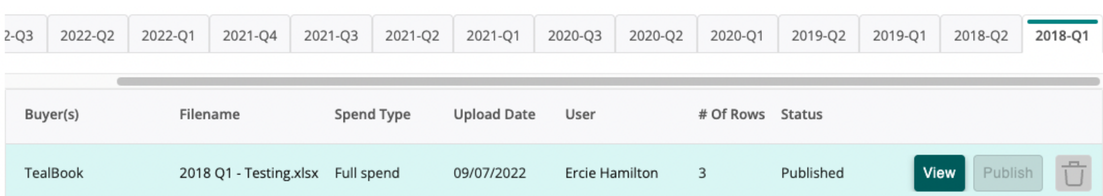
- Please do not make any changes to the headers or sheet names, and delete the sample line before you get started.
- Once you have finished entering your data on the template, **save the file in** .csv, .xlsx, or .xls format.
- Upload your completed load file by either dropping it into the upload box or clicking the cloud. You can then browse for your load file and press the **Upload File** button.



- If the file upload is unsuccessful, a popup window will notify you with an explanation of what caused the error. It will also provide you with a recommended solution so you can successfully re-upload the file.

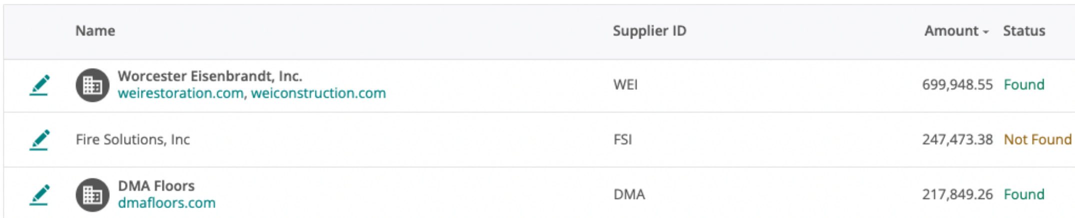


- When your spend file is successfully uploaded, it will appear in the **Upload history table** within the Load tab and its status will be changed to **Processing.** Our system will match the suppliers in your loaded file with their supplier profiles in TealBook. This process can take between 5 to 60 minutes.
- When the file's status changes to **Complete**, click **View** to review your supplier mapping and make any required edits. If you encounter any Not Found suppliers within your upload, you can remap them using the steps below.

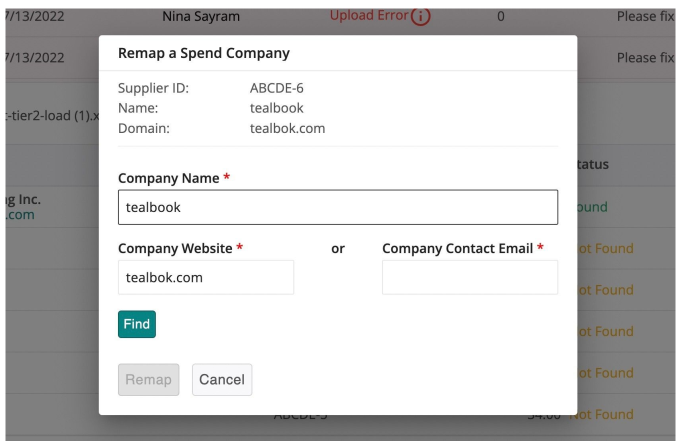


Mapping Process

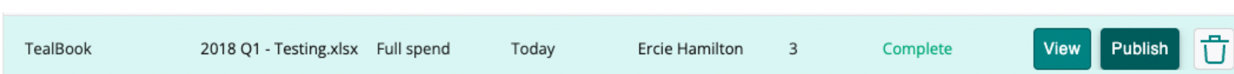
- Once you click **View**, you will be able to see all of your uploaded suppliers and see if they have been successfully mapped to their profiles in TealBook.
- If the supplier's mapping status is **Not Found**, click on the **Pencil** icon beside their name to manually map them.



- In the pop-up window, enter either the company's website or the contact person's email address and click **Find.**



- Next, select the correct supplier and click **Remap**. If the correct supplier is not listed, click **None of the above** to try searching for the supplier again.
- Repeat this process until you are satisfied with your mapping.
- Navigate back to the **file history table** and click **Publish.**



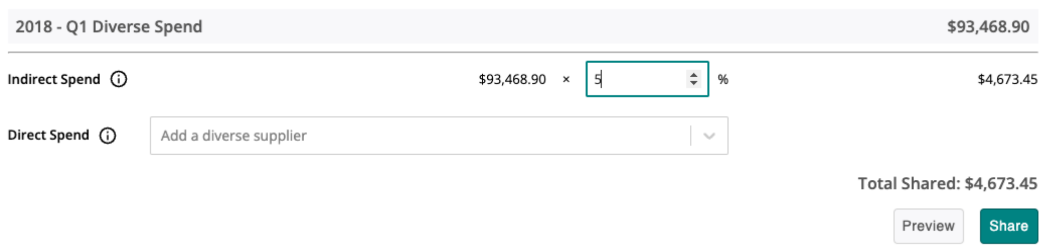
- From here, the next step is to **share** an allocation of your diverse spend to your customer. Head over to **Share Tab** to enter your allocation.

Share Allocation

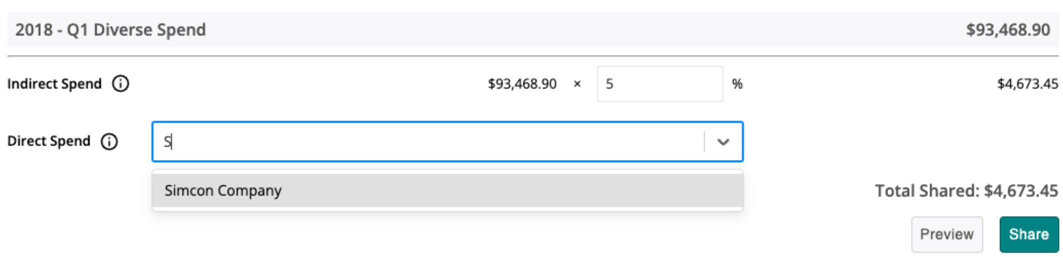
After entering your spend data, your next step is to enter the Indirect Allocation Factor for the customer you are reporting for.

Formula: *(Sales to Customer for the Quarter / Total Company Sales for the Quarter) x 100 = IAF%*

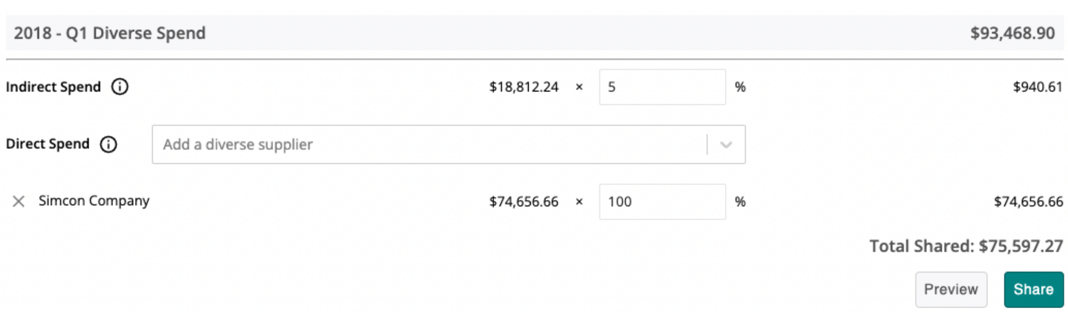
- **You can enter or edit the Indirect Allocation Factor for each customer by navigating to the Share tab. Find the specific year and quarter for the customer you are looking to allocate your diverse spend to.**
- Enter the percentage of spend that you would like to allocate to the customer in the box next to the % sign.



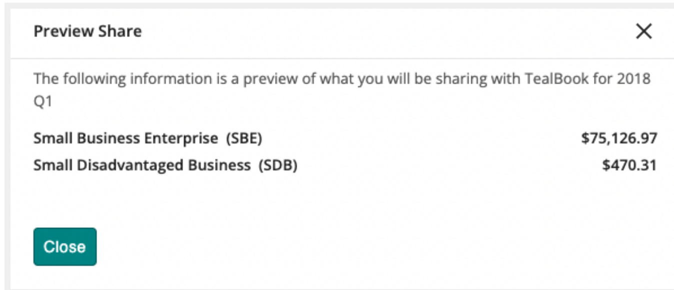
- If there are suppliers hired specifically to fulfill the contract with the customer you are uploading spend for, you are able allocate 100% of that spend by entering the supplier name in the **Direct Spend** field.



- **Enter 100% for the direct spend suppliers only**, and an indirect allocation percentage for the indirect spend.

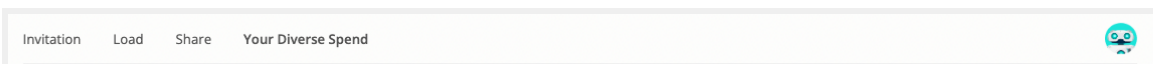


- Privacy is extremely important to us. Before sharing your spend, you are able to view which information is being shared by clicking on the **Preview** button.

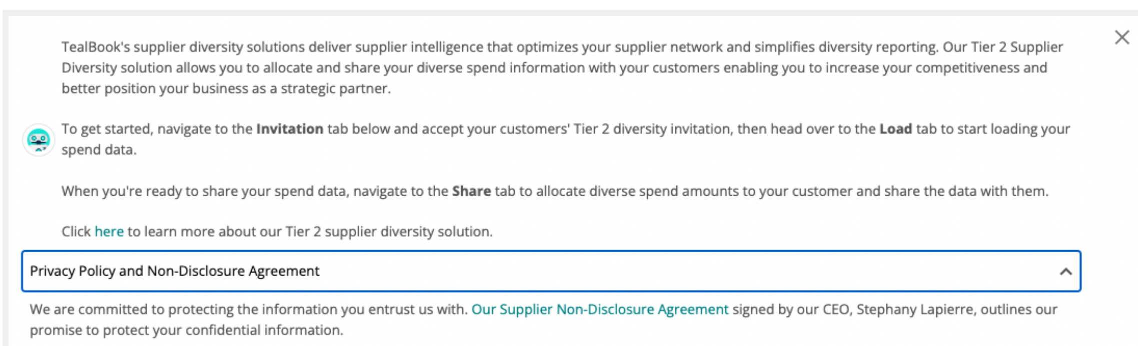


We only share the total aggregate amount per diverse category that is allocated to your customer. Customers will not be able to see or access your supplier list and information, your total revenue, or your total diverse spend.

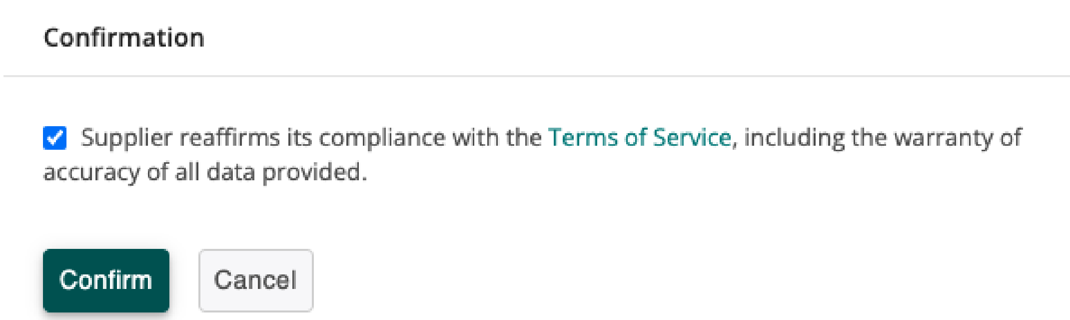
- If you are in need of an NDA, you are able to download our one-sided NDA signed by our CEO Stephany Lappiere by clicking on the Robot icon in the top right corner of the page.



- Under the Privacy and Non-Disclosure Agreement section, click on the **Non-Disclosure Agreement** button to download.



- If a mutual NDA is needed, please send an email to suppliersupport@tealbook.com.
- Finally, click **Share** and **Confirm** the accuracy of your upload to complete the process and to view your [Diversity Report](#).

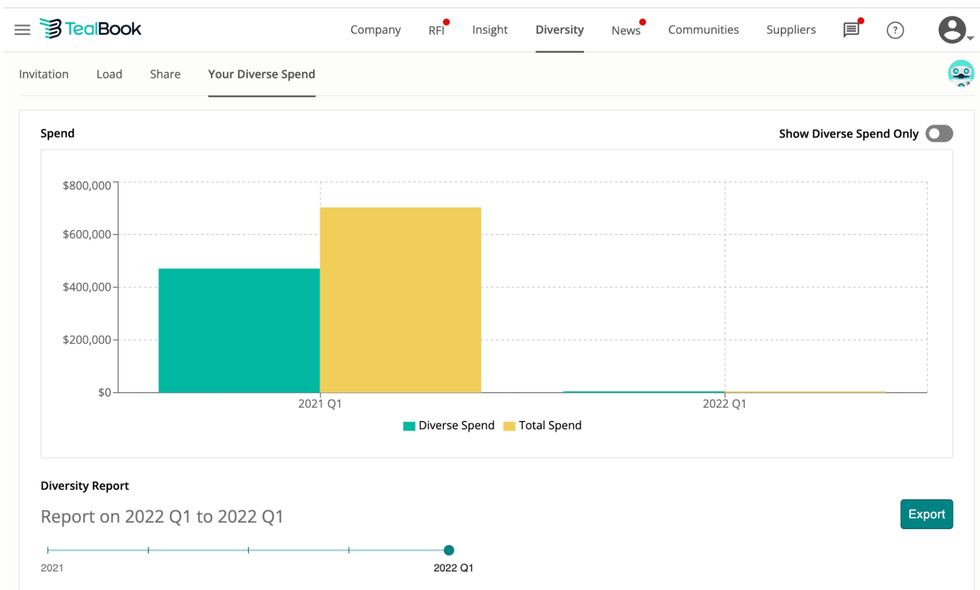


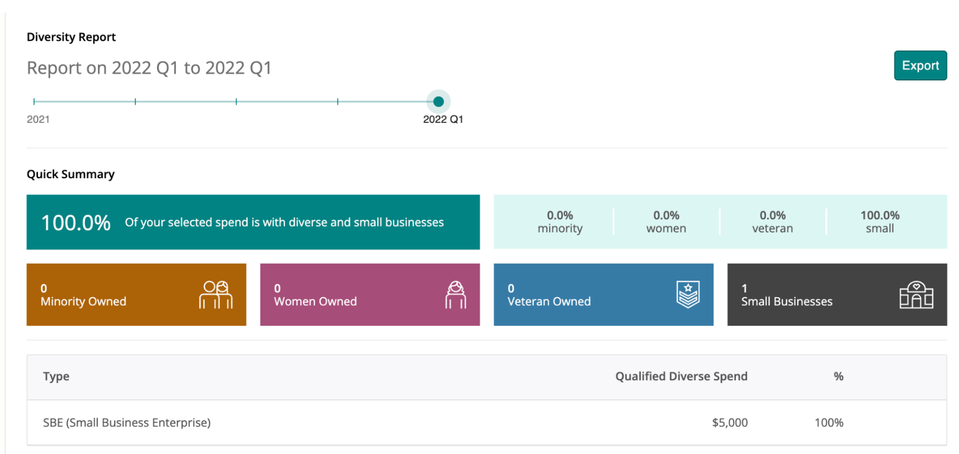
Diversity Report

TealBook provides a free diversity report to any suppliers who participate in their customer's Tier 2 Program. Your free diversity report includes the following information:

- ➔ Breakdown of Total Spend vs. Diverse Spend
- ➔ Quick Summary
- ➔ Detailed Spend Breakdown by Diverse Category

To view your Diversity Report, navigate to the **Your Diversity Tab.**





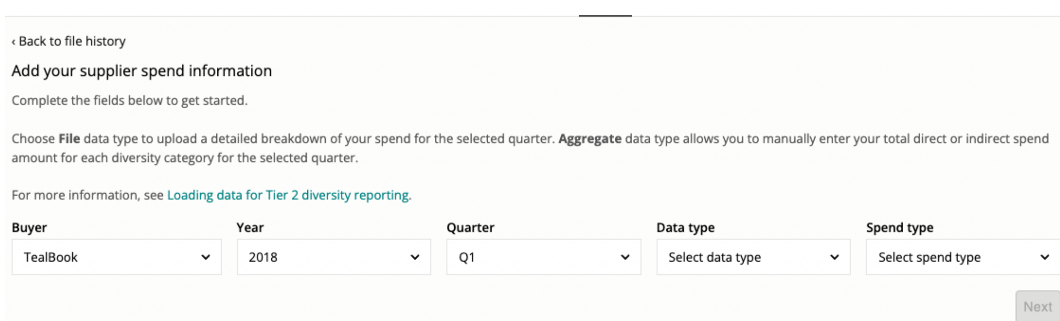
You are able to use the Diversity Report to easily keep track of your company's diverse spend compared to your total spend. If you see the value of TealBook and would like to know more about our Managed Tier 2 Program, please reach out to suppliersupport@tealbook.com

Method 2: Direct Spend Upload

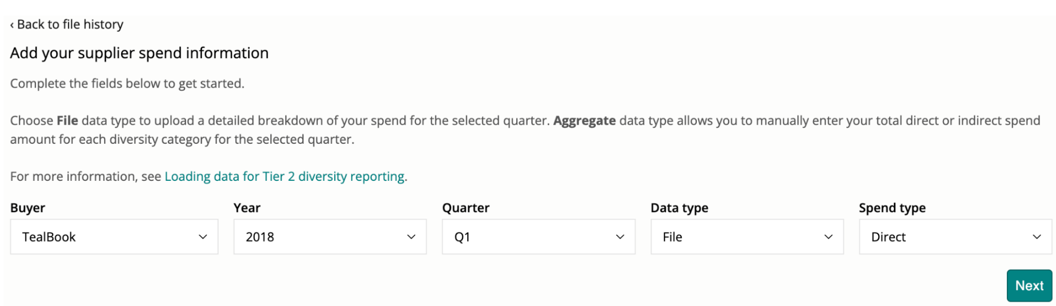
This method applies if you are able to track your direct spend (diverse and non-diverse) for a specific customer.

- Obtain your quarterly direct spend report for the customer you are reporting for. You can typically obtain this information from your **finance or procurement department**. You do not need to know which suppliers are diverse, please add all supplier spend information.
- Navigate to the **Load** tab and click the **+ Add your supplier spend information** or the **Get started** button.

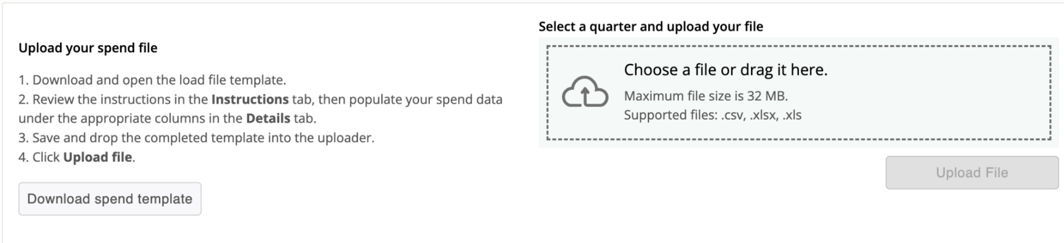
- From the **Buyer** dropdown list, select the customer you would like to add spend data for and select the **Year** and **Quarter** that you would like to report on.



- From the **Data type** dropdown list, choose **File** as the data type and select **Direct** as the spend type. Click **Next**.



- After clicking **Next** , click on the **Download Template** button and open the Tier 2 Spend Template file.

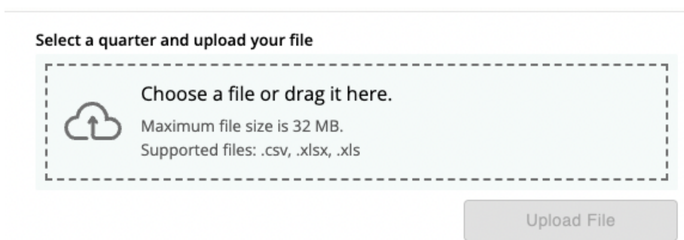


- Populate the Spend Template in the **Details Tab** with direct spend purchase for your customer. You will find the list of **mandatory fields** to enter on the **Instructions** Tab.

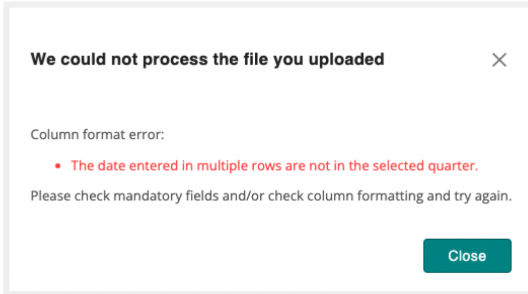
requestorsupplierid	name	domain	email	phone	address	amount	spenddate	category	spendgroup	spendcountry
100181	testname1	testdomain.com	contact@testdomain.coı	9876543210	1234 Main St., Woodbuı	1000.2	2020/01/14	technology	Direct	US

**Mandatory Fields Highlighted.*

- Please do not make any changes to the headers or sheet names,and delete the sample line before you get started.
- Once you have finished entering your data on the template, **save the file in** .csv, .xlsx, or .xls format.
- Upload your completed load file by either dropping it into the upload box or clicking the cloud. Browse for your load file and press the **Upload File** button.

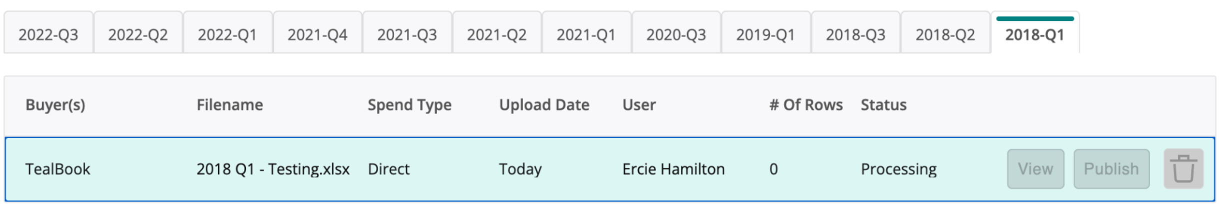


- If the file upload is unsuccessful, a popup window will notify you with an explanation of what caused the error. It will also provide you with a recommended solution so you can successfully re-upload the file.



- When your spend file is successfully uploaded, it will appear in the **Upload history table** within the Load tab and its status will be changed to **Processing.** Our system will match the suppliers in your file with their supplier profiles in TealBook. This process can take between 5 to 60 minutes.

- When the file's status changes to **Complete**, click **View** to review your supplier mapping and make any required edits. If you encounter any Not Found suppliers within your upload, you can remap them. For the mapping process, please click here to learn how.



- After reviewing your supplier mapping, the next step is to **share** an allocation of your diverse spend to your customer. Head over to the **Share Allocation** section for the process.

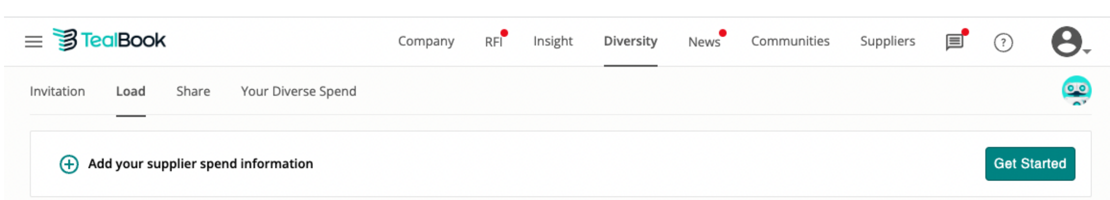
- Finally, navigate to **Your Diverse Spend tab** to view your **Diversity Report**.

Method 3: Indirect Aggregate Upload

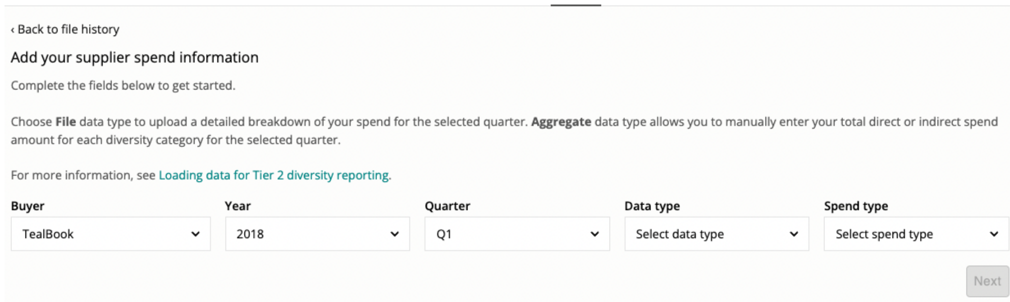
This method applies if you are tracking your diverse spend for each diverse category and able to provide an indirect allocation factor for a specific customer.

- Obtain your aggregate diverse spend per certification type.

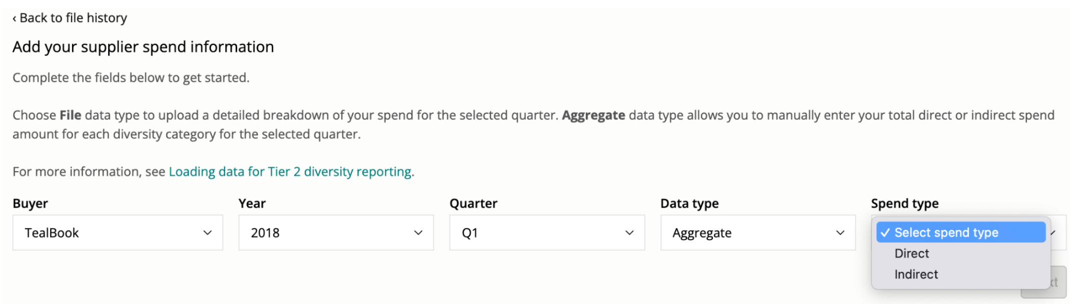
- Navigate to the **Load** tab and click the **+ Add your supplier spend information** or the **Get started** button.



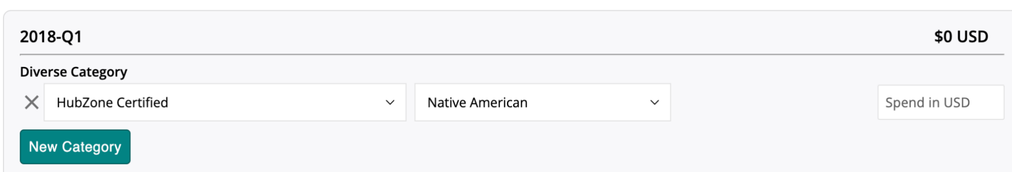
- From the **Buyer** dropdown list, select the customer you would like to add spend data for and select the **Year** and **Quarter** that you would like to report on.



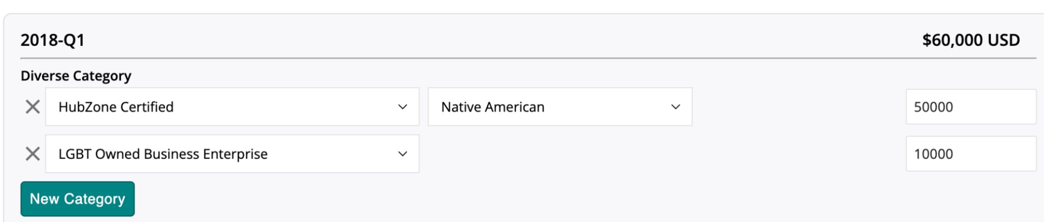
- From the **Data type** dropdown list, choose **Aggregate** and select **Indirect** as the spend type. Click **Next.**



- Click **New Category** and select the **Diverse Category** you would like to enter spend for. Enter the sub type if applicable.



- Enter the spend amount in **USD** for the specified category.

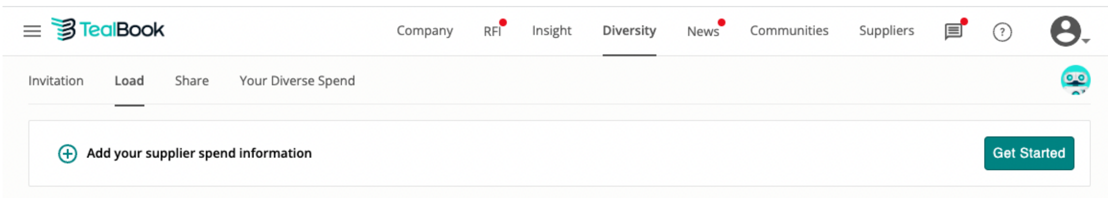


- Repeat this process for each category that you would like to enter, spend for and click **Save.**
- From here, the next step is to **share** an allocation of your diverse spend to your customer. Head over to the **Share Allocation** section for the process.

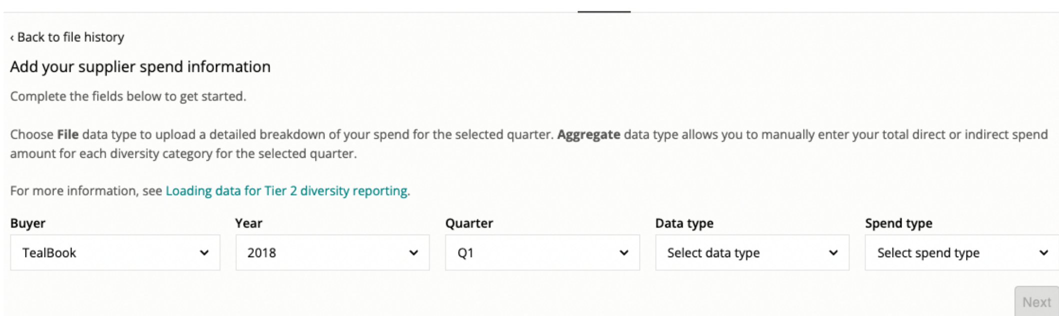
Method 4: Direct Aggregate Upload

This method applies if you are tracking your diverse spend for each diverse category and able to provide a direct spend amount for a specific customer per diverse category.

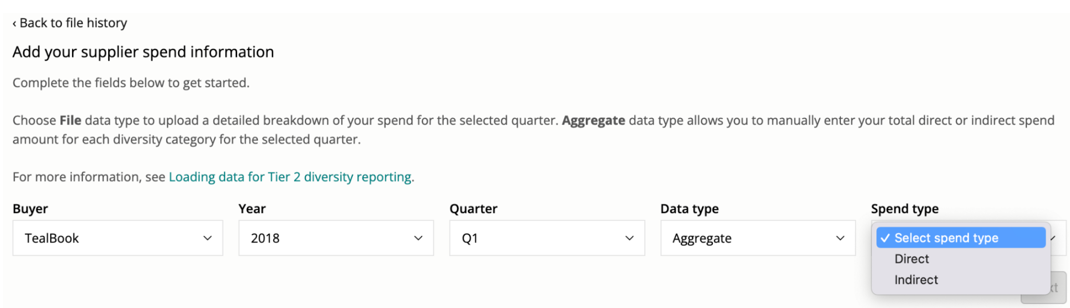
- Obtain your direct aggregate diverse spend per certification type for your customer.
- Navigate to the **Load** tab and click the **+ Add your supplier spend information** or the **Get started** button.



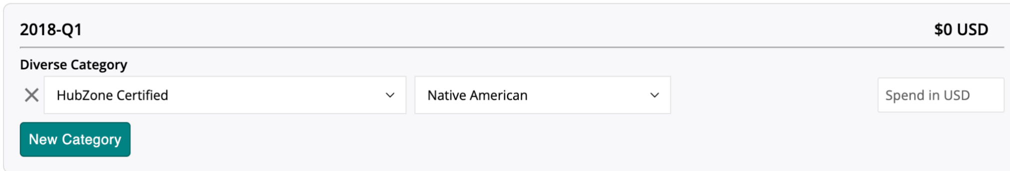
- From the **Buyer** dropdown list, select the customer you would like to add spend data for and select the **Year** and **Quarter** that you would like to report on.



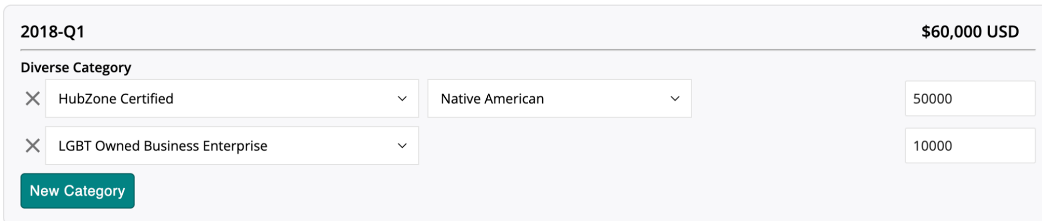
- From the **Data type** dropdown list, choose **Aggregate** and select **Direct** as the spend type. Click **Next**.



- Click **New Category** and select the **Diverse Category** you would like to enter spend for. Enter the sub type if applicable.



- Enter the spend amount in **USD** for the specified category.



- Repeat this process for each category that you would like to enter spend for and click **Save.**
- **FOR $0 DIVERSE SPEND:** If you have $0 diverse spend to report, select a random diversity category and enter $0 and click Save.

- From here, the next step is to **share** an allocation of your diverse spend to your customer. Head over to the **Share Allocation** section for the process.

Frequently Asked Questions

How do I calculate my Indirect Allocation Factor?

- Indirect spend addresses payments made to diverse suppliers, for subcontracting that does not directly relate to the Customer contract. This expenditure is proportionally allocated using the **Indirect Allocation Factor** formula (see below).
- **(Total quarterly sales to Customer / Total quarterly company sales) x 100 = Indirect Allocation Factor %**

What is the difference between Direct and Indirect spend?

- **Direct Tier 2 Spend:** Direct Spend refers to reporting subcontracting expenditure with diverse suppliers for services/products that directly support and can be traced back to performing work under your customer contract.
- **Indirect Tier 2 Spend:** Indirect spend addresses payments made to diverse suppliers, for subcontracting that does not directly relate to the Customer contract. This expenditure is proportionally allocated using the Indirect Allocation Factor formula.

How secure is the data I am providing and how will it be used?

- TealBook will only share summarized spend information by diverse category once you, the supplier, specifically select the customer to share it with. Should the supplier choose to share, the customer will be able to see a summary of the total diverse spend per quarter allocated to them only.

My company does not track diverse expenditures. How should I proceed?

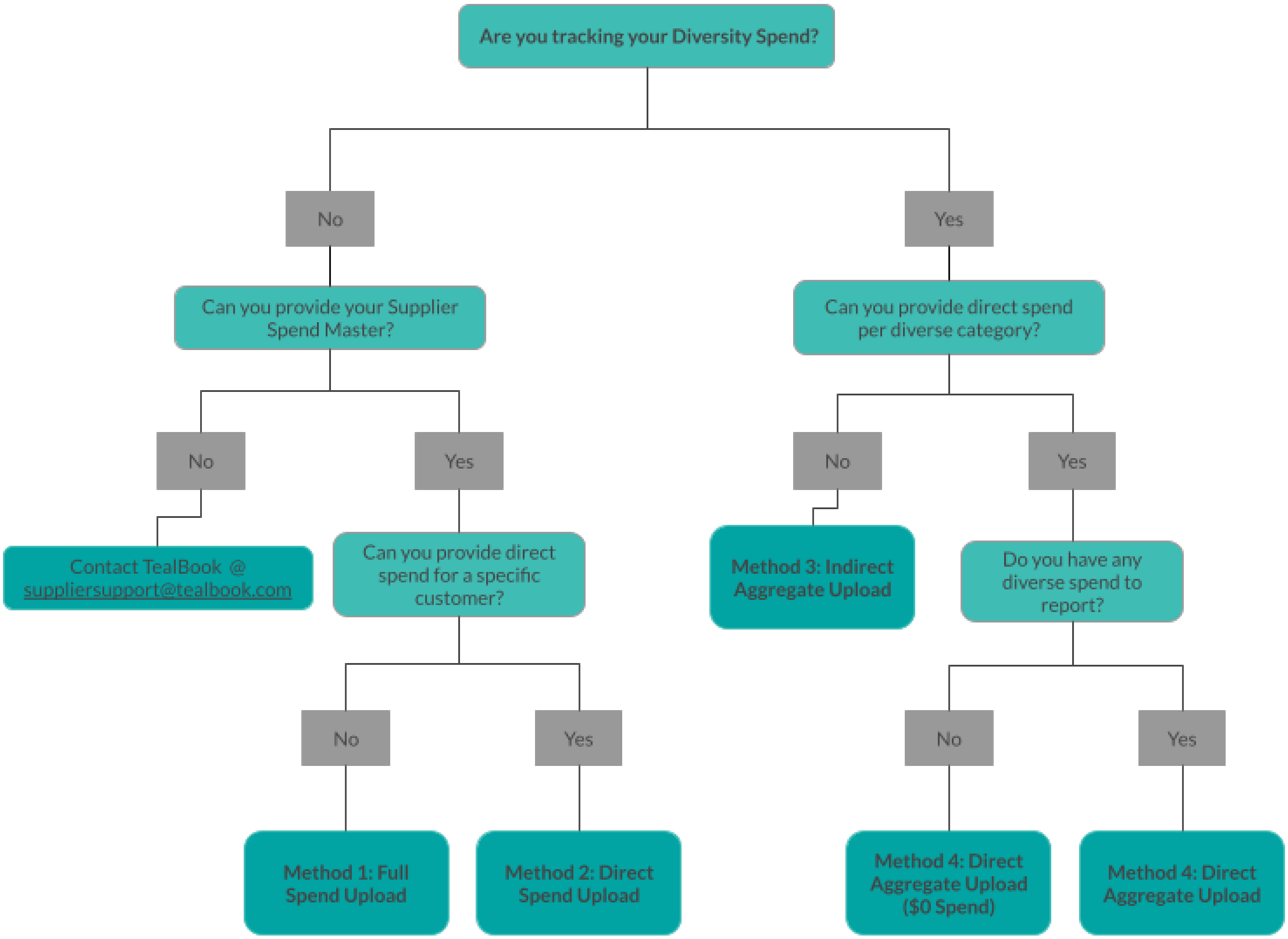
- This is not a problem! You do not need to know your diverse spend in order to participate. You would upload your complete supplier spend master into TealBook and our Machine Learning and AI capabilities will match your Detailed Spend File against our global database of diverse suppliers. The benefit to you in this case will be receiving your own Tier One Diversity report for future use.

How can I contact TealBook?

- You can contact us at suppliersupport@tealbook.com

Which upload method should I choose?

- Please use the decision map below to guide you on which upload process best suits your organization.



If you are uploading Indirect Aggregate Spend and also your Direct Supplier Spend, please use both Method 2 and 3.