Tier 2 Program

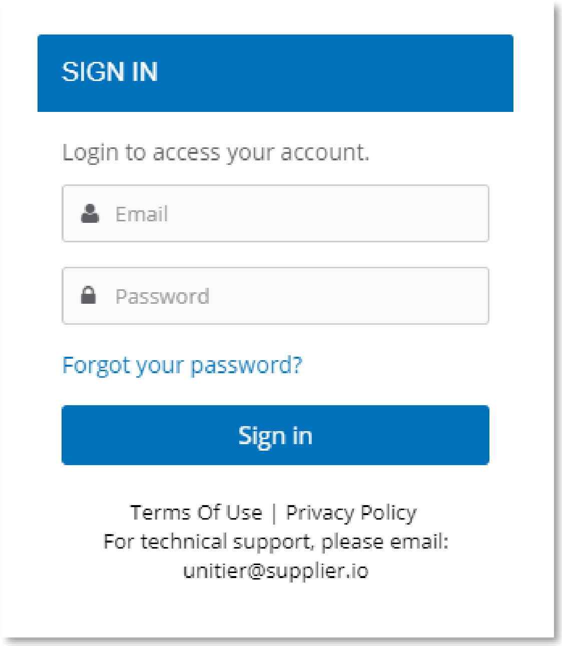
REPORT YOUR TIER II HERE

Email Invitation

You will receive an email invitation from your Cummins requesting to report your Tier 2 spend. The email will contain Tier II information, your user login and a link to set your password. The password link is only valid for 48 hours upon receiving. If you are reporting to multiple customers in the UniTier system, the user name and password will be the same for all your customers.

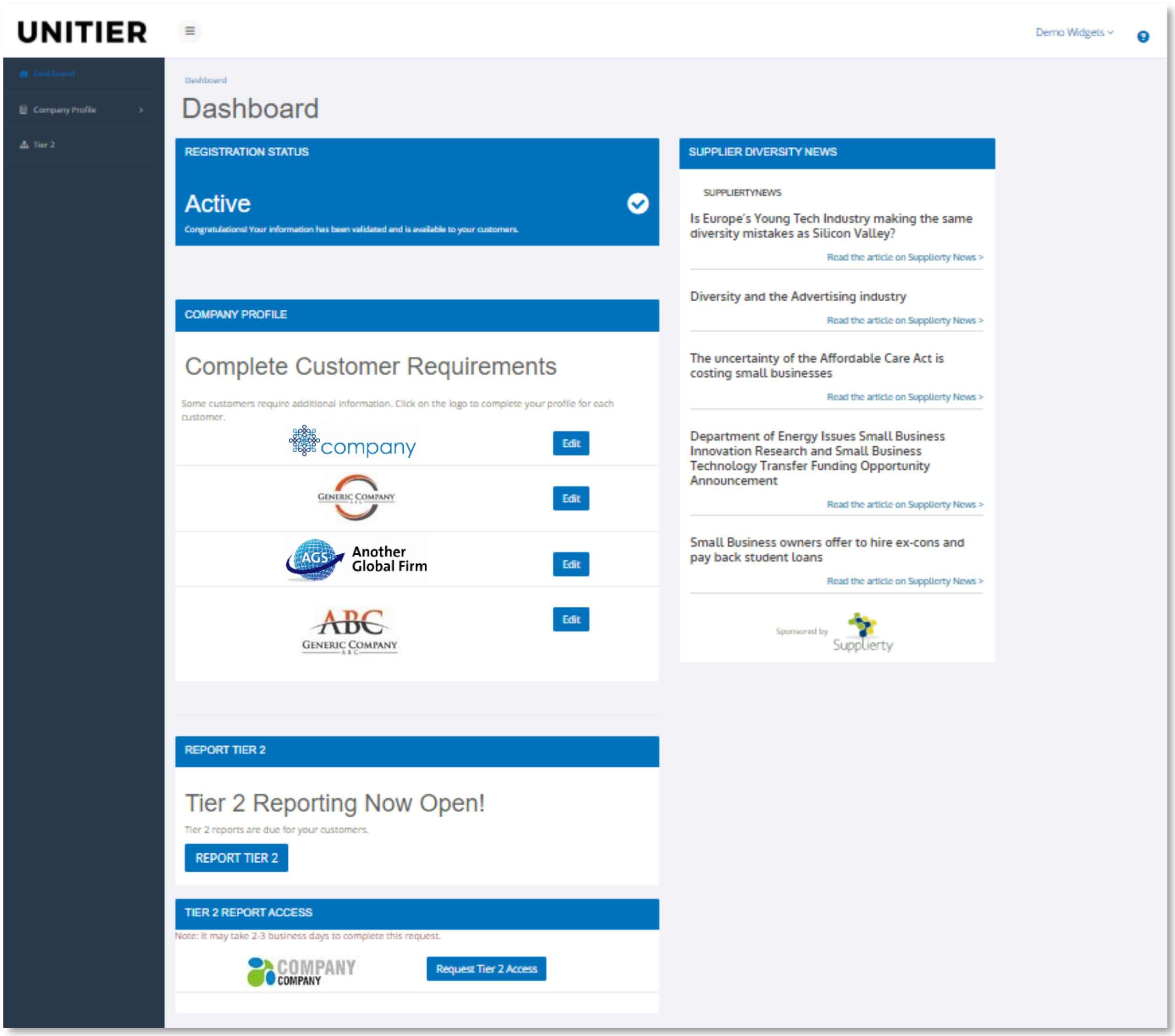
Account Login

Login by using your email and password. Check your spam folder if you did not receive an email or contact your UniTier support. Click 'Forget Password' if you do not remember your password and the system will send an email with a link to reset it.



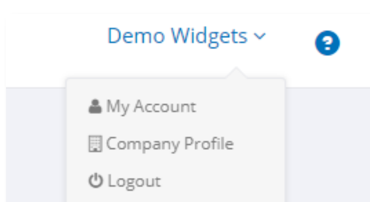
Dashboard

After logging in, you will be taken to the dashboard. The Dashboard will prompt you when period is open to report. Use the navigation menu to go to Tier II to begin your report.



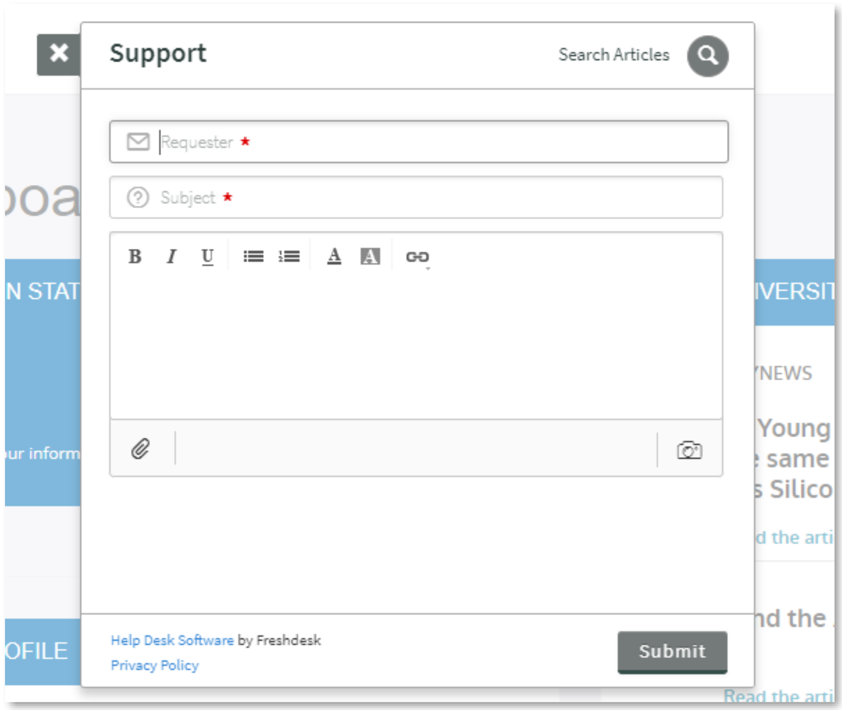
Account Information Menu & Additional Help

Click arrow next to your username on the upper right-hand side of the page next to your username. Update your account and company profile on this section. The question mark icon will give you a description of each section of the page you are on.

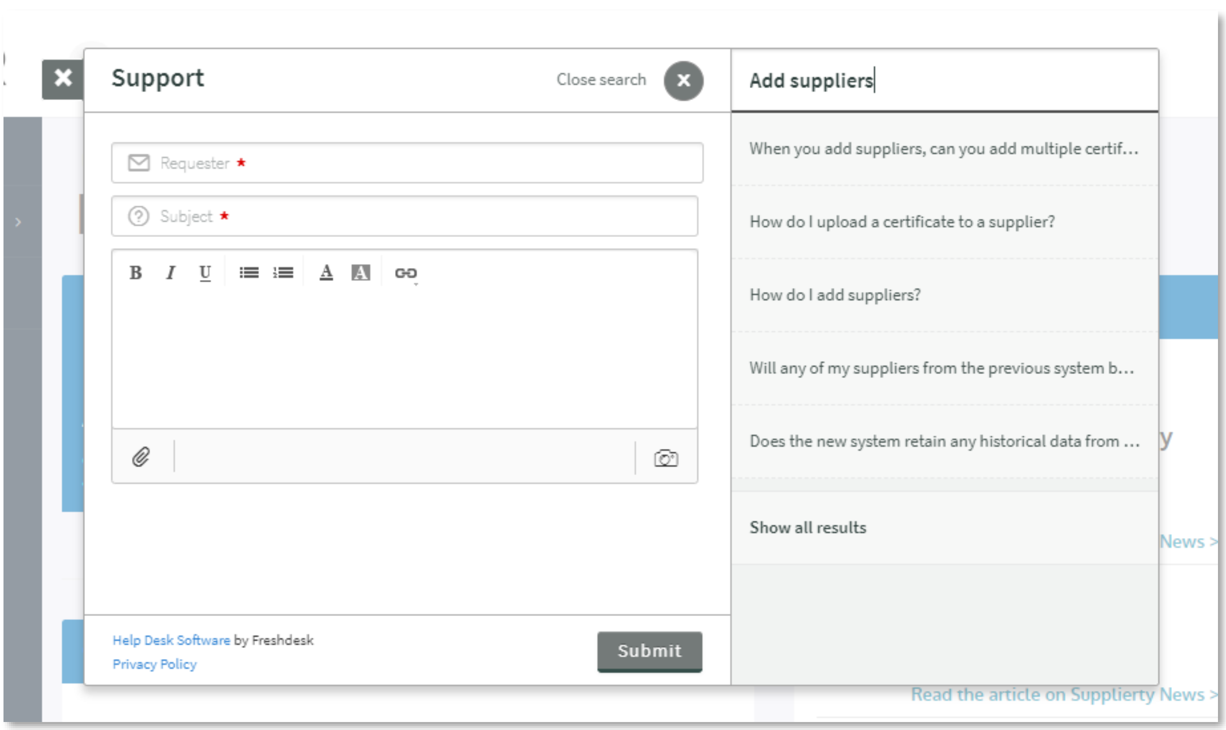


Support

Click the support tab at the bottom of any page to contact support directly.



Access the knowledge base by clicking on the magnifying glass icon and type in keywords to search for articles.



Tier II Page

This page lists the customer/s that invited you to report. Tier II 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 submitted report. (Note: You will need to resubmit your report once you click Edit)

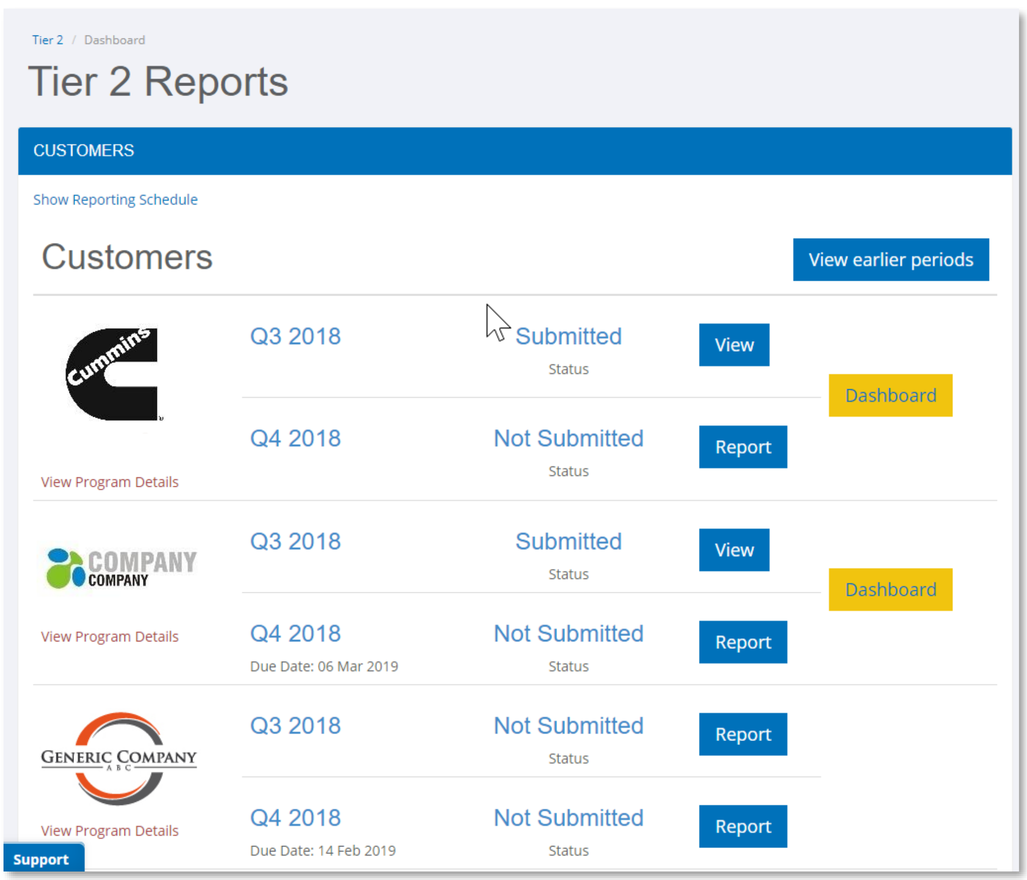
Dashboard button will appear after your first submission. This will direct you to a page that will show your spending through the course of the year.

View prior submissions and earlier periods by clicking or View earlier periods .

To add Tier II information, click Report button.

Program Details

Click on 'View Program Details' to view the certifications that each company accepts which will determine whether a supplier is verified or unverified. Customer's contact information is also listed on this section.



Reporting Tier II

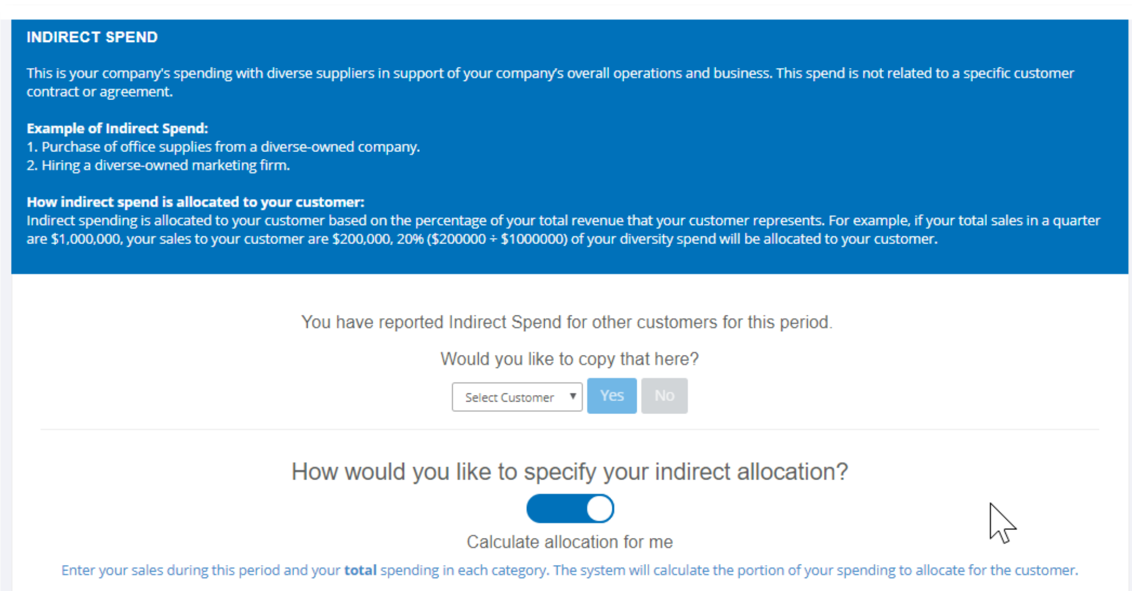
You may be required to report direct or indirect spend or both, depending on your customer. The appropriate sections will be displayed for you.

Indirect Spend

There are two ways to report indirect spend: report by diversity category or by supplier level. The configuration for your customer will appear on this section.

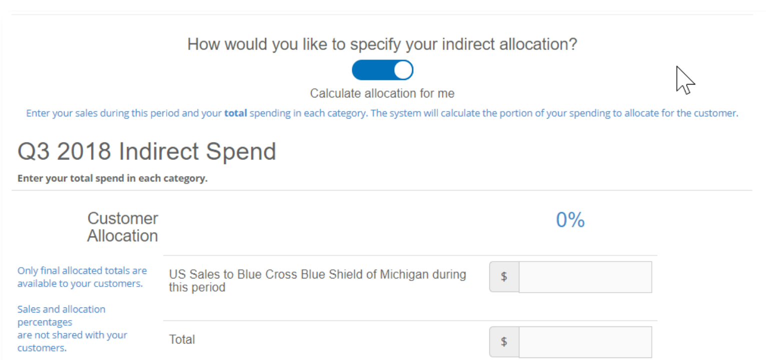
Indirect Allocation Computation Selection

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

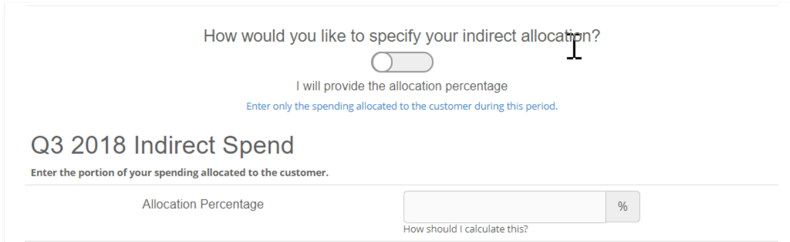


Enter Indirect Allocation Selection

Enter your sales to your customer and your total US sales and the system will compute your allocation percentage.

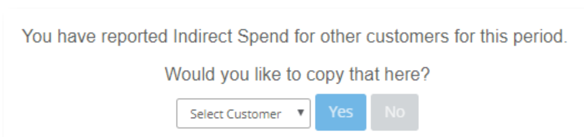


Use the slider icon if you would like to enter your allocation percentage.



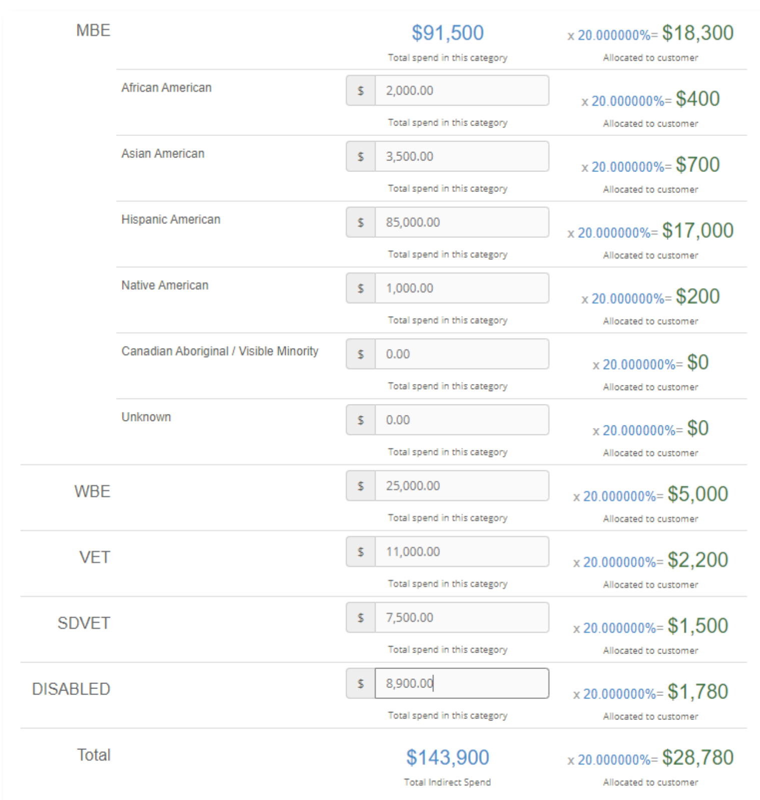
Copy Indirect Spend

Select the customer name from the dropdown menu if you have reported previously and would like to copy your indirect spend information from a different customer. If you are reporting for the first time, this option will not be available.



Indirect Spend by Diversity

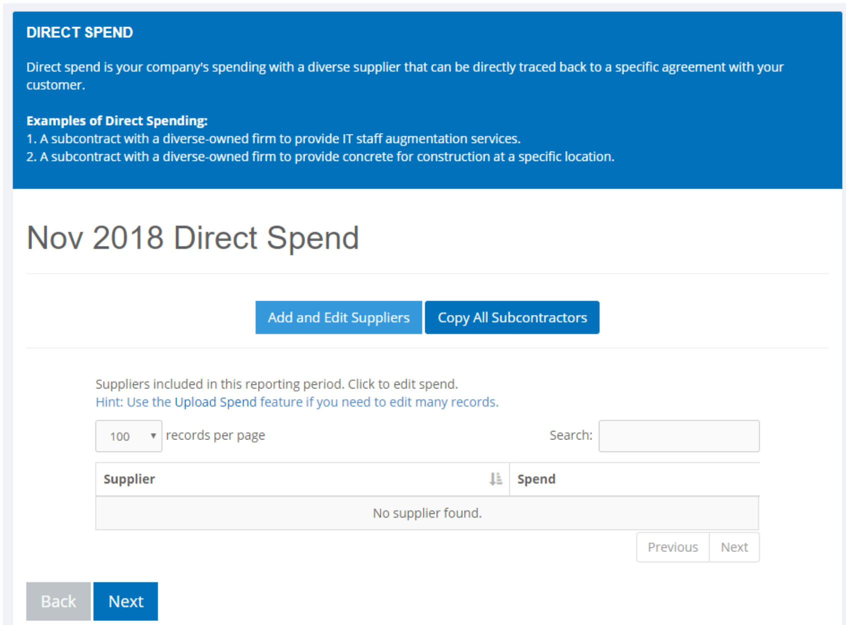
After entering your spend information, the system will compute for customer allocation for each diverse category and will be highlighted in green**.**



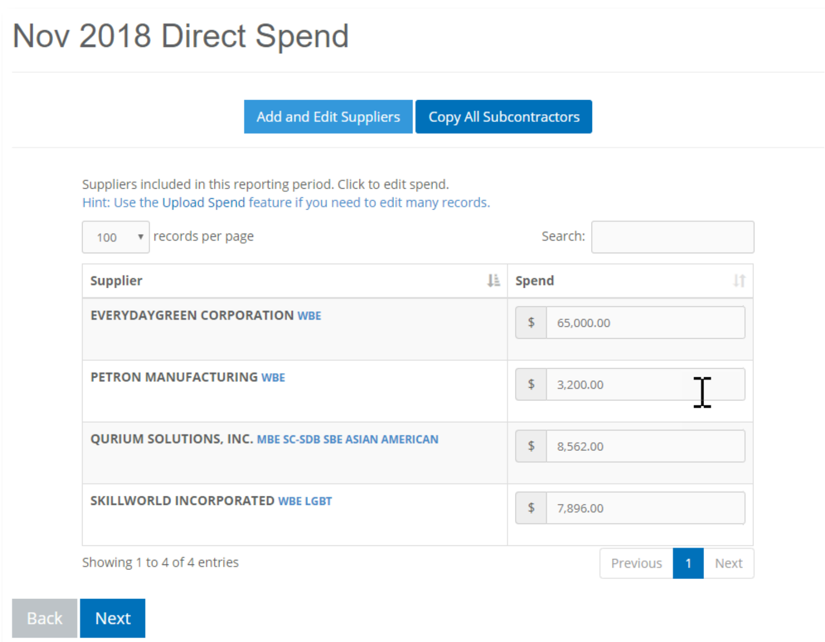
Direct Spend

Direct Spend is entered at supplier level. Repeat the process of adding suppliers in reporting Direct Spend and then add spend information.

Click 'Add and Edit Suppliers' to add suppliers or copy all subcontractors.



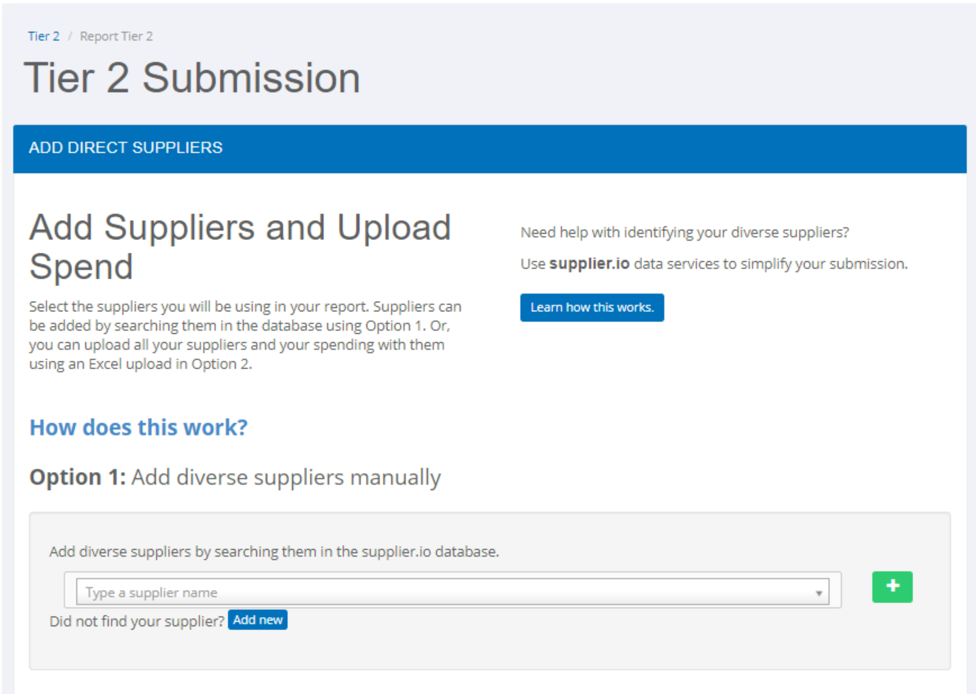
After adding direct suppliers, enter spend information for each supplier. Click 'Next' to review your report.



Add Suppliers

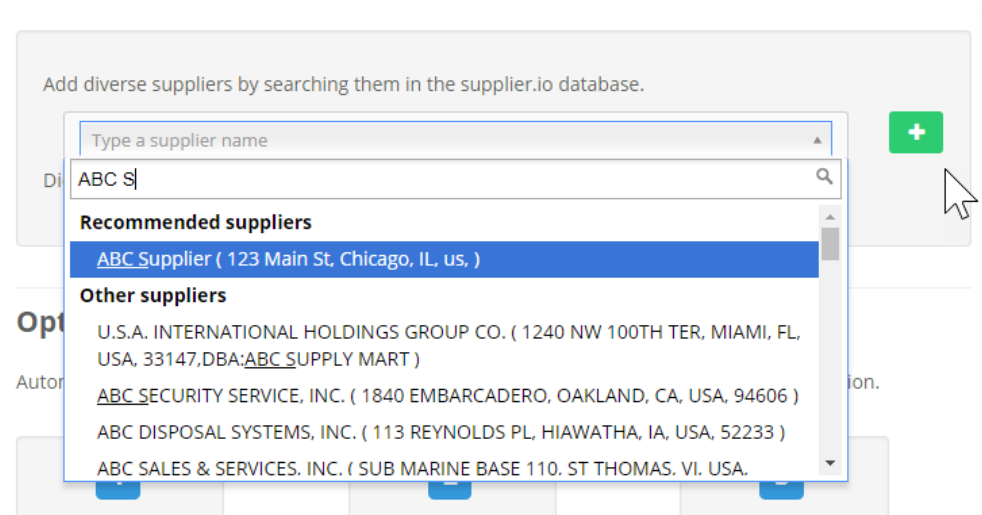
There are two ways you can add suppliers: **Option 1**- Add diverse suppliers manually and **Option 2**- Upload your information.

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



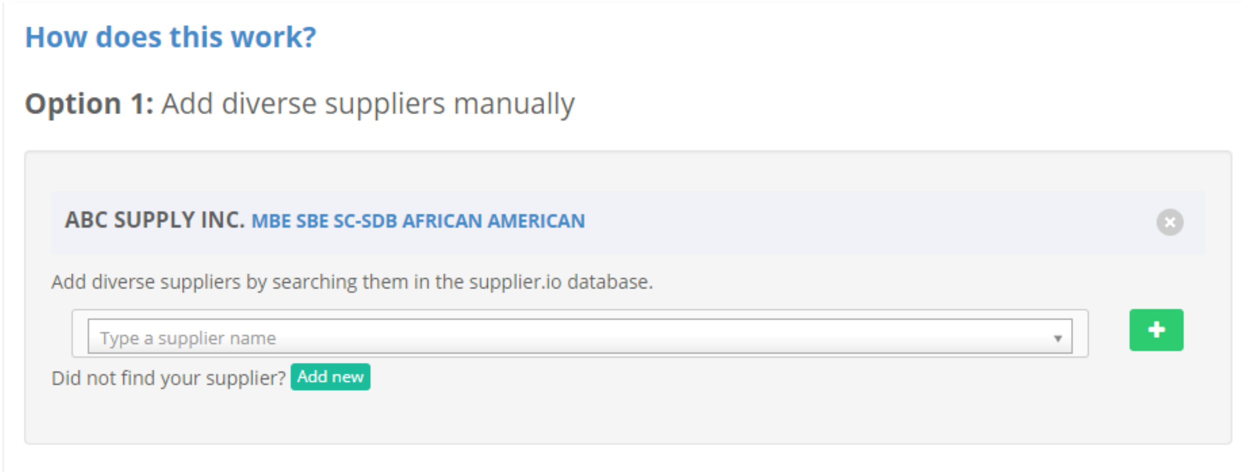
Searching for Suppliers

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.

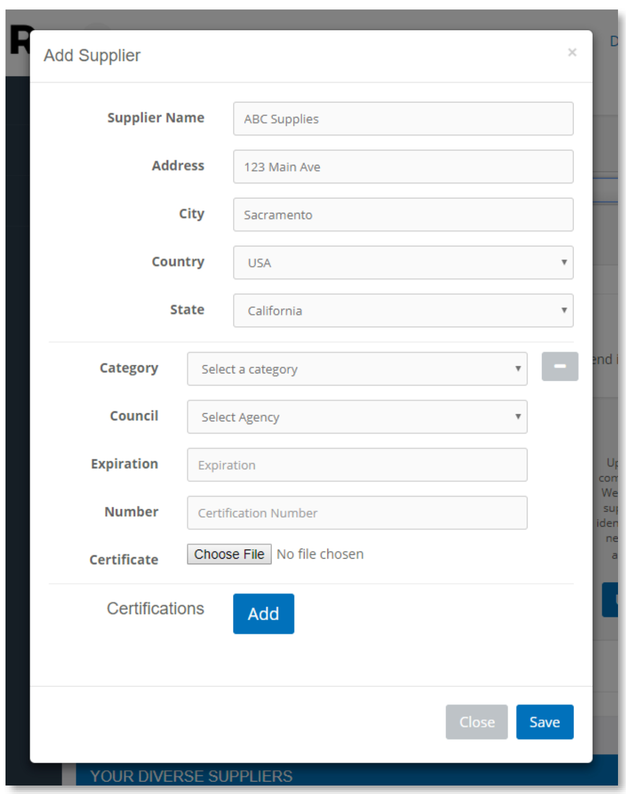


Add a New Supplier

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

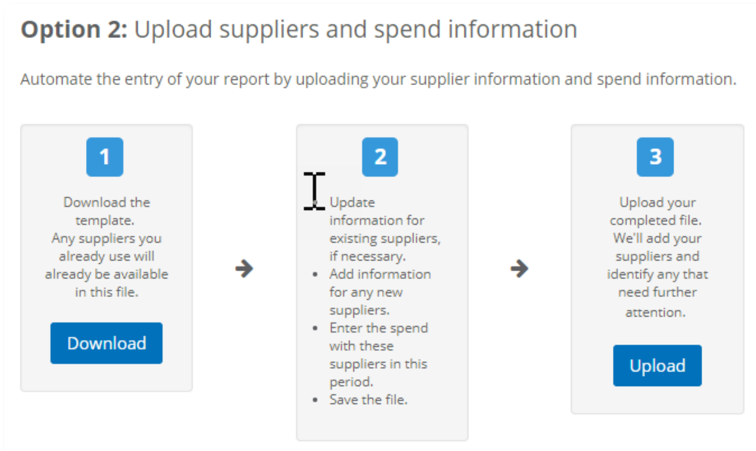


Complete all the required information to add a new supplier to your report. Select the correct category and council when uploading a certificate.

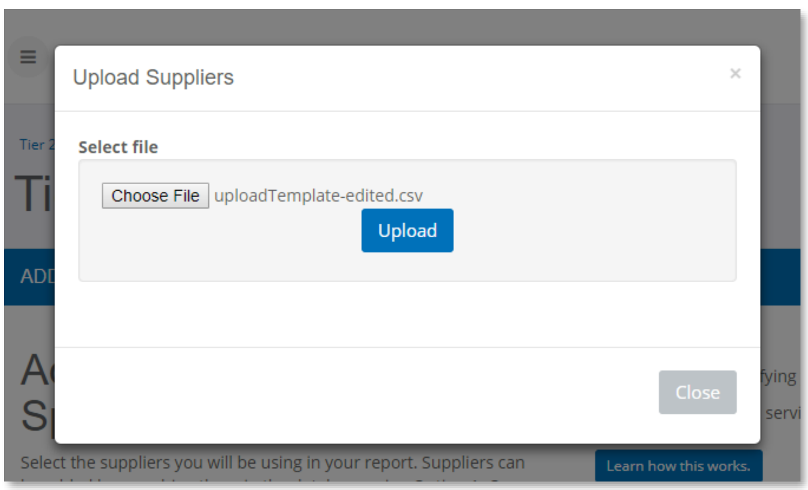


Upload a List of Suppliers

Option 2: Upload suppliers and spend information by downloading an 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. You are free to 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.

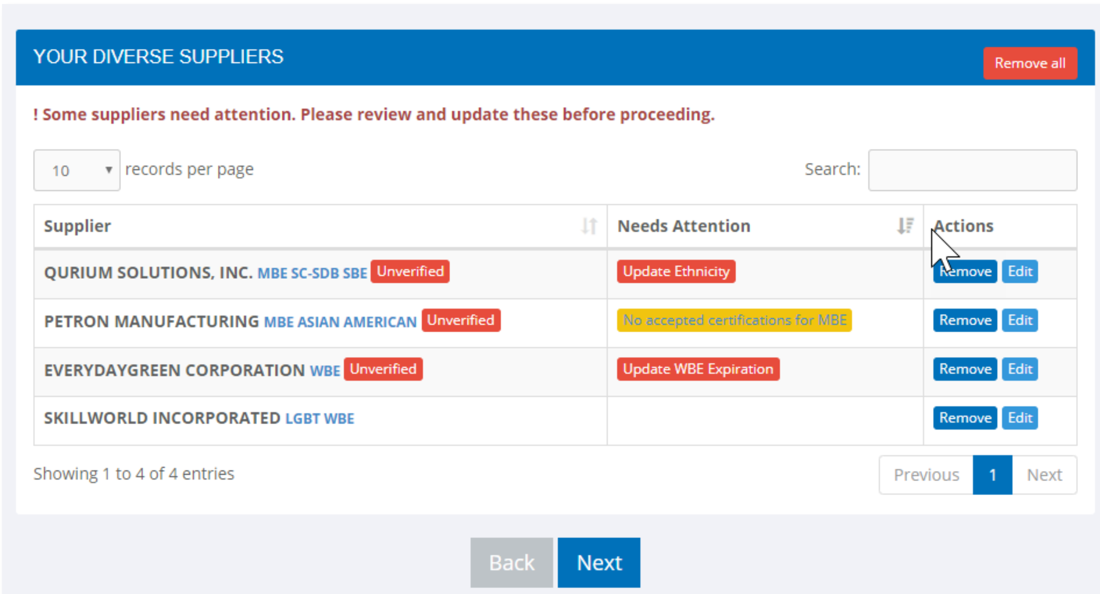


Once the file is complete, save it as a .csv file and do not make any format changes to the file. Upload the file by clicking 'Upload' button on step 3. Scroll at the bottom of the page after the system uploads to see all the records.



Correct Unverified Suppliers

If there are missing information needed for a supplier, the system will tag it as 'Unverified'. Click the 'Unverified' tag and this will 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. Unverified suppliers will not be counted as a valid supplier towards your Tier II spending.

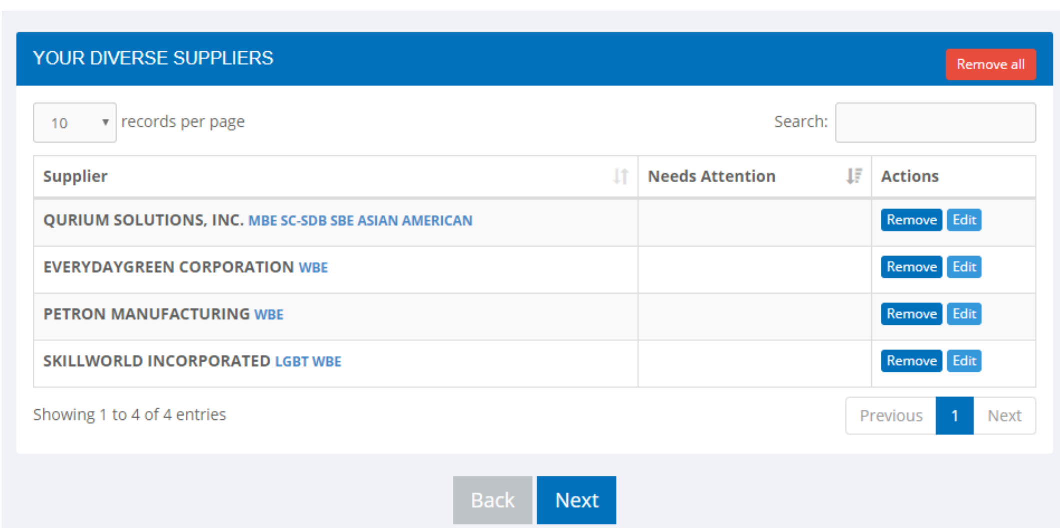


Delete/ Edit a Supplier

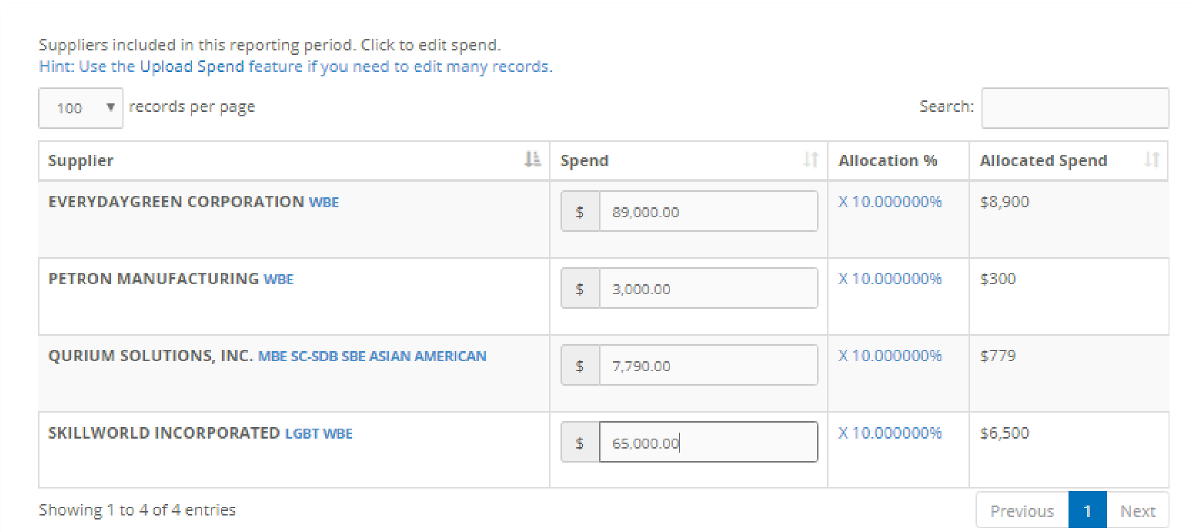
To remove a supplier, or edit company information, click the buttons on the 3rd column of the table.

Click 'Next' to add spend information.

Click 'Remove all' to remove all the suppliers on this list.



Add spend information for each supplier and the system will compute allocation spend. Click ‘Next’ to report Direct Spend. (Note: If you provided your spend information on the last column on .cvs file, you may skip this step.)


Suppliers included in this reporting period. Click to edit spend.
Hint: Use the Upload Spend feature if you need to edit many records.

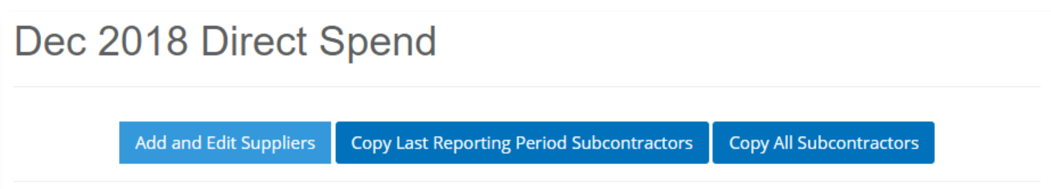
100 records per page   Search:

Supplier	Spend	Allocation %	Allocated Spend
EVERYDAYGREEN CORPORATION WBE	$ 89,000.00	X 10.000000%	$8,900
PETRON MANUFACTURING WBE	$ 3,000.00	X 10.000000%	$300
QURIUM SOLUTIONS, INC. MBE SC-SDB SBE ASIAN AMERICAN	$ 7,790.00	X 10.000000%	$779
SKILLWORLD INCORPORATED LGBT WBE	$ 65,000.00	X 10.000000%	$6,500

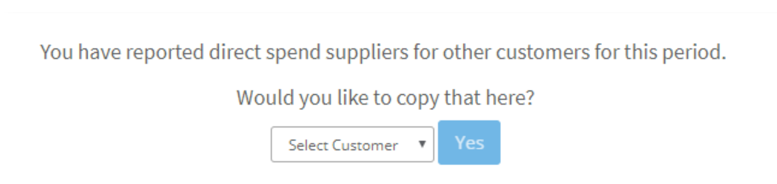
Showing 1 to 4 of 4 entries   Previous 1 Next

Copying Direct Spend Suppliers

Click on ‘Copy Last Reposting Period Subcontractors’ or ‘Copy All Subcontractors’ if you would like to copy suppliers from previous report.



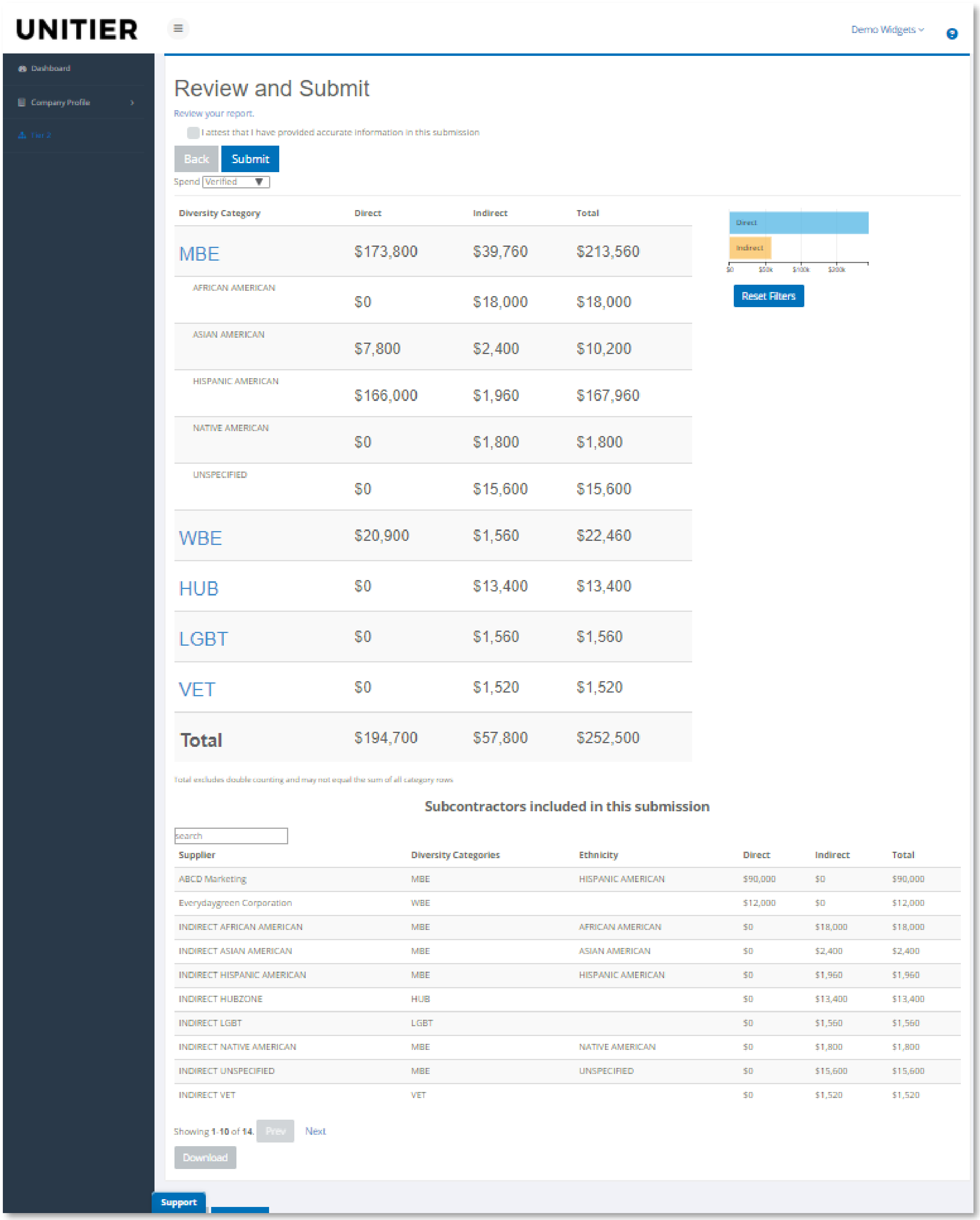
Select the customer from the drop-down if you would like to copy the direct spend suppliers that you reported to a different customer from the same period.



Review and Submit

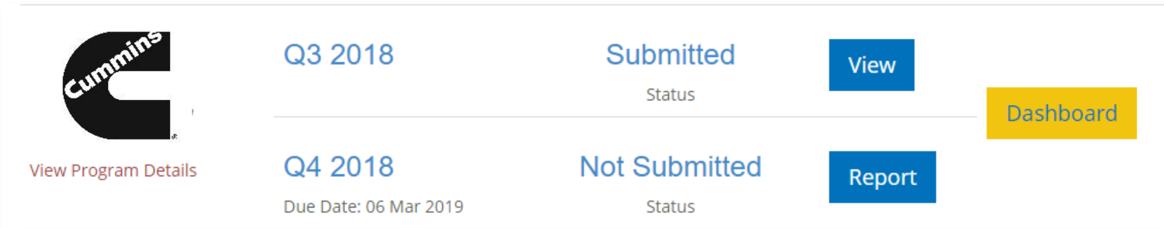
This page gives you a summary of the data you entered in the system. Review your data and verify by clicking the checkbox and click ‘Submit’ to complete your submission.

Download the data by clicking ‘Download’ button at the bottom of the page.

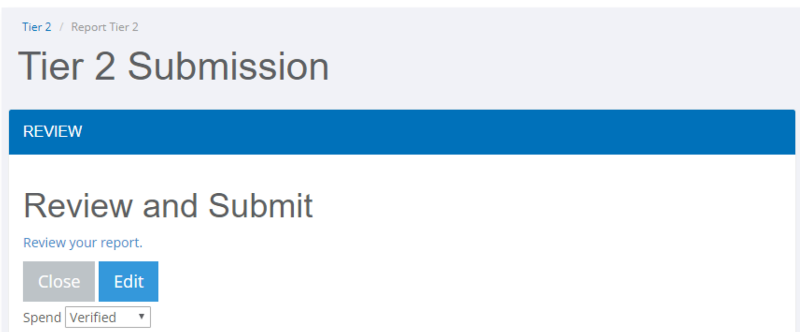


Dashboard Button

Once data is submitted, a 'Submitted' status will show up on the Tier II page. You can still edit your data anytime if the period is still open. Click 'View' to edit your submission.



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.



Q & A

What is Tier I?

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

What is Tier II?

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

What is Tier II Supplier Diversity Program?

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

How to get more information about UniTier?

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