



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.

SIGN IN

Login to access your account.

[Forgot your password?](#)

Sign in

[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 period is open to report. Use the navigation menu to go to Tier II to begin your report.

The screenshot displays the UNITIER dashboard interface. On the left is a dark navigation sidebar with 'Dashboard', 'Company Profile', and 'Tier 2' options. The main content area is titled 'Dashboard' and includes several sections: 'REGISTRATION STATUS' showing 'Active' with a checkmark and a congratulatory message; 'COMPANY PROFILE' with a heading 'Complete Customer Requirements' and a list of four customer logos (company, GENERIC COMPANY, AGS Another Global Firm, and ABC GENERIC COMPANY) each with an 'Edit' button; 'REPORT TIER 2' with a heading 'Tier 2 Reporting Now Open!' and a 'REPORT TIER 2' button; and 'TIER 2 REPORT ACCESS' with a note and a 'Request Tier 2 Access' button. On the right side, there is a 'SUPPLIER DIVERSITY NEWS' section with several news articles and a 'Sponsored by Supplyerty' logo at the bottom.

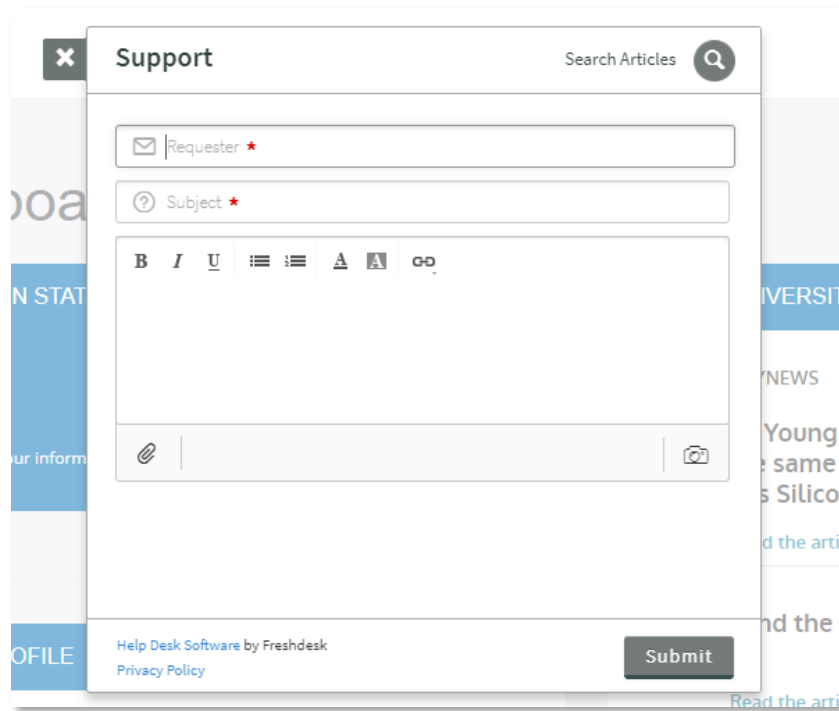
Account Information Menu & Additional Help

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.

This image shows a close-up of the account information menu. It features a 'Demo Widgets' dropdown menu with a question mark icon. Below it, a white menu box is open, listing three options: 'My Account' with a person icon, 'Company Profile' with a document icon, and 'Logout' with a power icon.

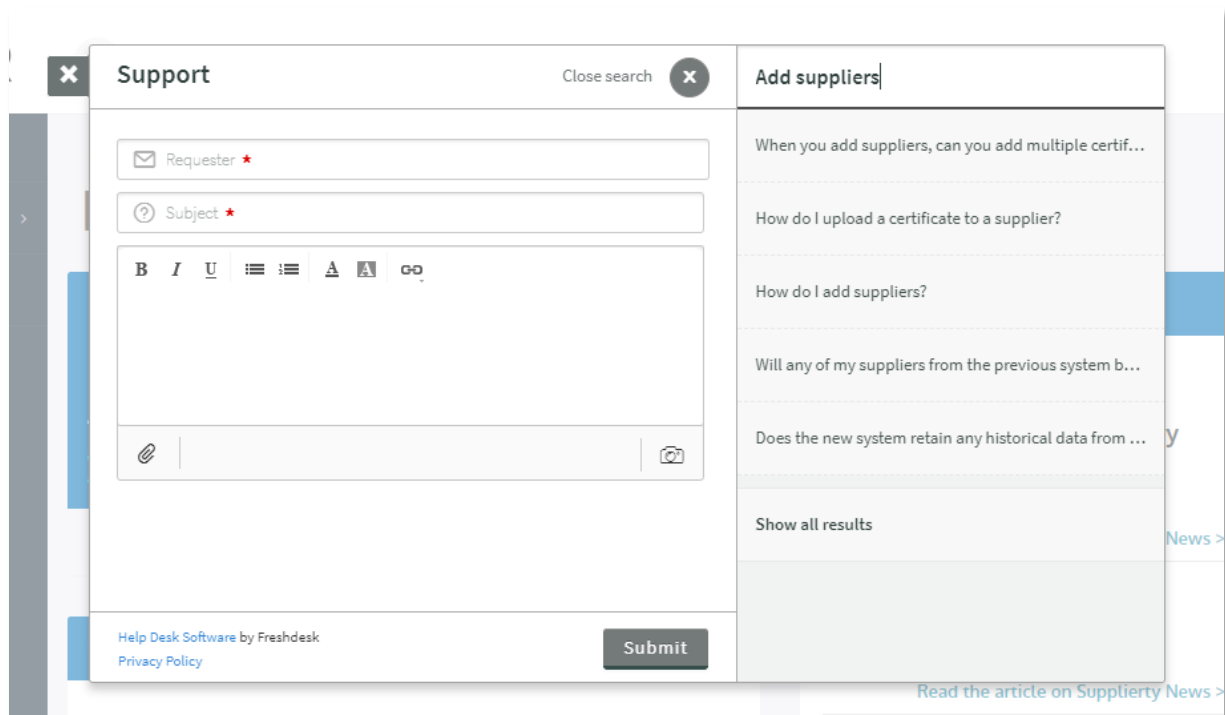
Support

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



The screenshot shows a 'Support' form window. At the top left is a close button (X) and the title 'Support'. At the top right is a search bar labeled 'Search Articles' with a magnifying glass icon. Below the search bar are two input fields: 'Requester *' with an envelope icon and 'Subject *' with a question mark icon. A rich text editor follows, with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, text color, background color, and link. Below the editor is a file upload area with a paperclip icon and a camera icon. At the bottom left, it says 'Help Desk Software by Freshdesk' and 'Privacy Policy'. At the bottom right is a 'Submit' button.

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



This screenshot shows the 'Support' form with search results displayed on the right side. The form fields are the same as in the previous image. The search bar now contains the text 'Add suppliers' and has a 'Close search' button (X) to its right. The search results are listed on the right side of the form, with the first result being 'When you add suppliers, can you add multiple certif...'. Other results include 'How do I upload a certificate to a supplier?', 'How do I add suppliers?', 'Will any of my suppliers from the previous system b...', and 'Does the new system retain any historical data from ...'. At the bottom of the search results is a 'Show all results' button. The 'Submit' button is still visible at the bottom of the form.

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.

The screenshot shows the 'Tier 2 Reports' dashboard. At the top, it says 'Tier 2 / Dashboard' and 'Tier 2 Reports'. Below this is a blue header for 'CUSTOMERS' and a link to 'Show Reporting Schedule'. The main section is titled 'Customers' and includes a 'View earlier periods' button. The data is presented in a table with columns for Customer, Period, Status, and Action buttons. A 'Dashboard' button is also visible on the right side of the table.

Customer	Period	Status	Action
Cummins	Q3 2018	Submitted	View
	Q4 2018	Not Submitted	Report
COMPANY COMPANY	Q3 2018	Submitted	View
	Q4 2018	Not Submitted	Report
GENERIC COMPANY A.B.C.	Q3 2018	Not Submitted	Report
	Q4 2018	Not Submitted	Report

Additional details from the screenshot: The 'Q4 2018' row for 'GENERIC COMPANY A.B.C.' includes a 'Due Date: 06 Mar 2019'. The 'Q4 2018' row for 'GENERIC COMPANY A.B.C.' includes a 'Due Date: 14 Feb 2019'. A 'Support' button is located at the bottom left of the dashboard.

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.

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

You have reported Indirect Spend for other customers for this period.

Would you like to copy that here?

Select 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.

Enter Indirect Allocation Selection

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

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.

Q3 2018 Indirect Spend

Enter your total spend in each category.

Customer Allocation		0%
<small>Only final allocated totals are available to your customers.</small>	US Sales to Blue Cross Blue Shield of Michigan during this period	\$ <input type="text"/>
<small>Sales and allocation percentages are not shared with your customers.</small>	Total	\$ <input type="text"/>

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

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.

Q3 2018 Indirect Spend

Enter the portion of your spending allocated to the customer.

Allocation Percentage %
How should I calculate this?

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.

You have reported Indirect Spend for other customers for this period.

Would you like to copy that here?

Select Customer

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.

MBE	<input type="text" value="\$91,500"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$18,300"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
African American	<input type="text" value="\$ 2,000.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$400"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
Asian American	<input type="text" value="\$ 3,500.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$700"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
Hispanic American	<input type="text" value="\$ 85,000.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$17,000"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
Native American	<input type="text" value="\$ 1,000.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$200"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
Canadian Aboriginal / Visible Minority	<input type="text" value="\$ 0.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$0"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
Unknown	<input type="text" value="\$ 0.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$0"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
WBE	<input type="text" value="\$ 25,000.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$5,000"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
VET	<input type="text" value="\$ 11,000.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$2,200"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
SDVET	<input type="text" value="\$ 7,500.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$1,500"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
DISABLED	<input type="text" value="\$ 8,900.00"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$1,780"/>
	<small>Total spend in this category</small>		<small>Allocated to customer</small>
Total	<input type="text" value="\$143,900"/>	<input type="text" value="x 20.000000%"/>	<input type="text" value="\$28,780"/>
	<small>Total Indirect Spend</small>		<small>Allocated to customer</small>

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.

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.

Nov 2018 Direct Spend

[Add and Edit Suppliers](#) [Copy All Subcontractors](#)

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
No supplier found.	

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

Nov 2018 Direct Spend

[Add and Edit Suppliers](#) [Copy All Subcontractors](#)

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
EVERYDAYGREEN CORPORATION WBE	\$ 65,000.00
PETRON MANUFACTURING WBE	\$ 3,200.00
QURIUM SOLUTIONS, INC. MBE SC-SDB SBE ASIAN AMERICAN	\$ 8,562.00
SKILLWORLD INCORPORATED WBE LGBT	\$ 7,896.00

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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.

The screenshot shows the 'Tier 2 Submission' page with a blue header 'ADD DIRECT SUPPLIERS'. The main heading is 'Add Suppliers and Upload Spend'. Below the heading, there is a paragraph explaining that suppliers can be added by searching in the database (Option 1) or by uploading an Excel file (Option 2). A 'Learn how this works.' button is present. A section titled 'How does this work?' contains 'Option 1: Add diverse suppliers manually'. Below this, there is a search box with the placeholder 'Type a supplier name' and a green '+' button to the right. A link 'Add new' is also visible below the search box.

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.

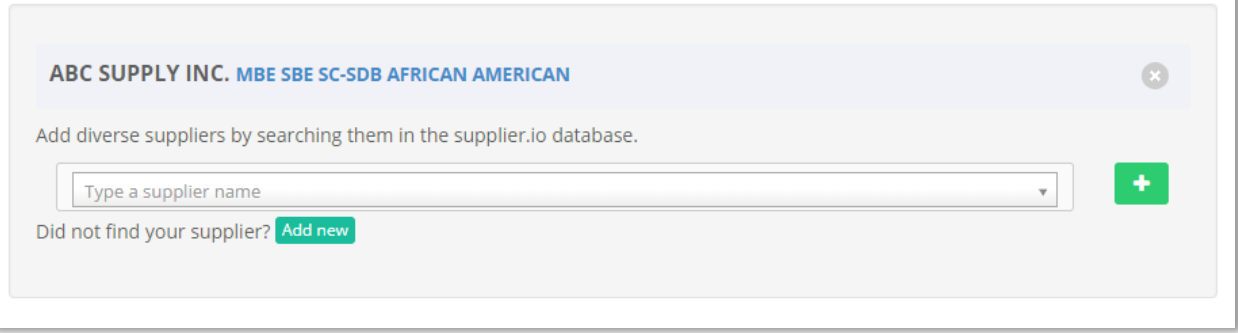
This screenshot shows a search dropdown menu. The search box contains 'ABC S'. The dropdown is divided into two sections: 'Recommended suppliers' and 'Other suppliers'. The first recommended supplier is 'ABC Supplier (123 Main St, Chicago, IL, us,)'. The other suppliers listed are: 'U.S.A. INTERNATIONAL HOLDINGS GROUP CO. (1240 NW 100TH TER, MIAMI, FL, USA, 33147,DBA:ABC SUPPLY MART)', 'ABC SECURITY SERVICE, INC. (1840 EMBARCADERO, OAKLAND, CA, USA, 94606)', 'ABC DISPOSAL SYSTEMS, INC. (113 REYNOLDS PL, HIAWATHA, IA, USA, 52233)', and 'ABC SALES & SERVICES, INC. (SUB MARINE BASE 110. ST THOMAS. VI. USA.)'. A green '+' button is visible to the right of the search box, and a mouse cursor is pointing at it.

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



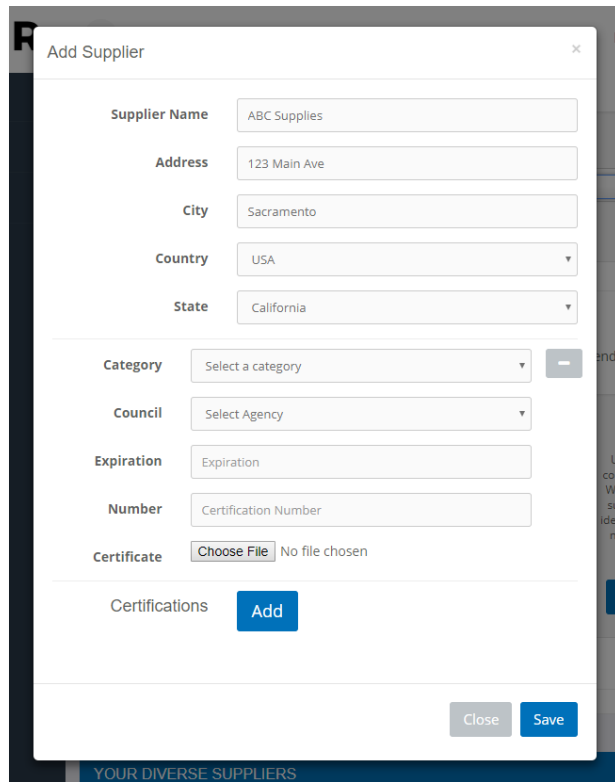
ABC SUPPLY INC. MBE SBE SC-SDB AFRICAN AMERICAN ✕

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

+

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.



Add Supplier ✕

Supplier Name

Address

City

Country

State

Category +

Council

Expiration

Number

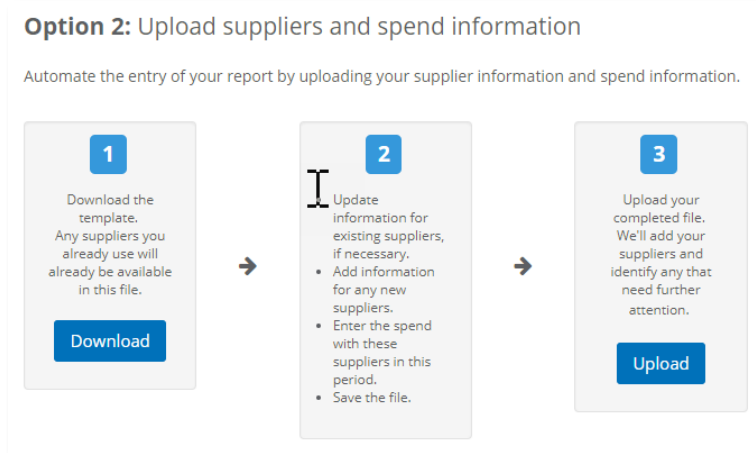
Certificate No file chosen

Certifications

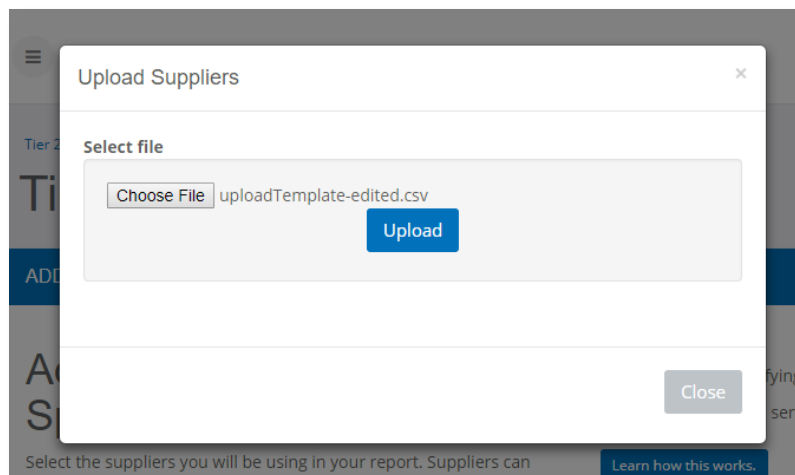
YOUR DIVERSE SUPPLIERS

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.

The screenshot shows 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 is a search bar and a dropdown for "10 records per page". The main table has three columns: "Supplier", "Needs Attention", and "Actions".

Supplier	Needs Attention	Actions
QURIUM SOLUTIONS, INC. MBE SC-SDB SBE Unverified	Update Ethnicity	Remove Edit
PETRON MANUFACTURING MBE ASIAN AMERICAN Unverified	No accepted certifications for MBE	Remove Edit
EVERYDAYGREEN CORPORATION WBE Unverified	Update WBE Expiration	Remove Edit
SKILLWORLD INCORPORATED LGBT WBE		Remove Edit

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Back Next

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 the same "YOUR DIVERSE SUPPLIERS" interface, but the "Needs Attention" column is now empty. The "Actions" column still contains "Remove" and "Edit" buttons for each supplier.

Supplier	Needs Attention	Actions
QURIUM SOLUTIONS, INC. MBE SC-SDB SBE ASIAN AMERICAN		Remove Edit
EVERYDAYGREEN CORPORATION WBE		Remove Edit
PETRON MANUFACTURING WBE		Remove Edit
SKILLWORLD INCORPORATED LGBT WBE		Remove Edit

Showing 1 to 4 of 4 entries

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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 .csv 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

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Copying Direct Spend Suppliers

Click on 'Copy Last Reporting Period Subcontractors' or 'Copy All Subcontractors' if you would like to copy suppliers from previous report.

Dec 2018 Direct Spend

Add and Edit Suppliers

Copy Last Reporting Period Subcontractors

Copy All Subcontractors

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.

You have reported direct spend suppliers for other customers for this period.

Would you like to copy that here?

Select Customer

Yes

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.

UNITIER
Demo Widgets

- Dashboard
- Company Profile
- 1 of 2

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	\$166,000	\$1,960	\$167,960
NATIVE AMERICAN	\$0	\$1,800	\$1,800
UNSPECIFIED	\$0	\$15,600	\$15,600
WBE	\$20,900	\$1,560	\$22,460
HUB	\$0	\$13,400	\$13,400
LGBT	\$0	\$1,560	\$1,560
VET	\$0	\$1,520	\$1,520
Total	\$194,700	\$57,800	\$252,500

[Reset Filters](#)

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

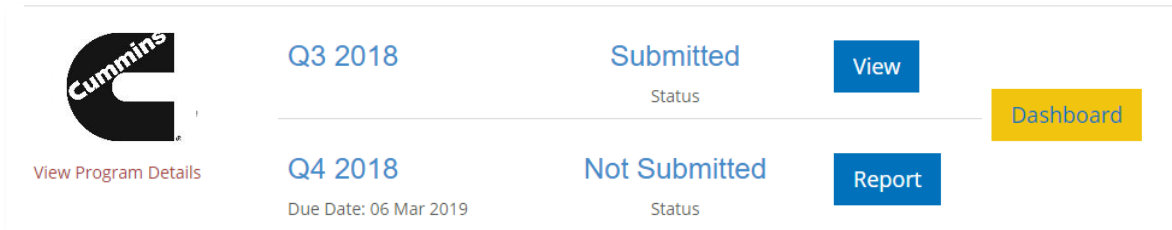
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[Download](#)

Support

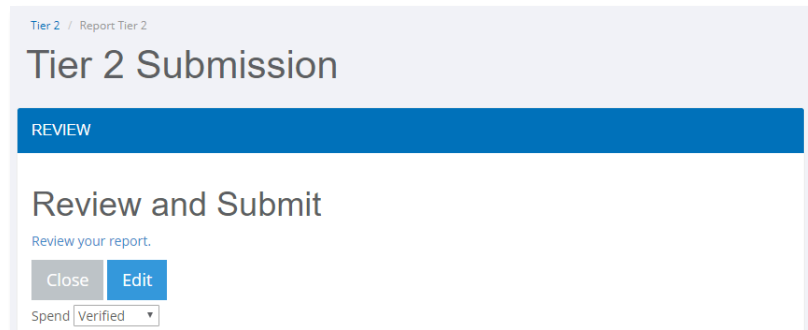
Dashboard Button

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.



The screenshot shows a dashboard with the Cummins logo on the left. Below the logo is a link that says "View Program Details". To the right, there are two rows of information. The first row is for "Q3 2018" with a status of "Submitted" and a "View" button. The second row is for "Q4 2018" with a status of "Not Submitted" and a "Report" button. A "Due Date: 06 Mar 2019" is listed below the Q4 2018 information. On the far right, there is a yellow "Dashboard" button.

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.



The screenshot shows a page titled "Tier 2 Submission" with a breadcrumb "Tier 2 / Report Tier 2". Below the title is a blue bar with the word "REVIEW". Underneath, the heading "Review and Submit" is followed by the instruction "Review your report." There are two buttons: "Close" and "Edit". At the bottom, there is a dropdown menu labeled "Spend" with "Verified" selected.

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.

