

User Guide to reporting Tier 2 diverse spend to



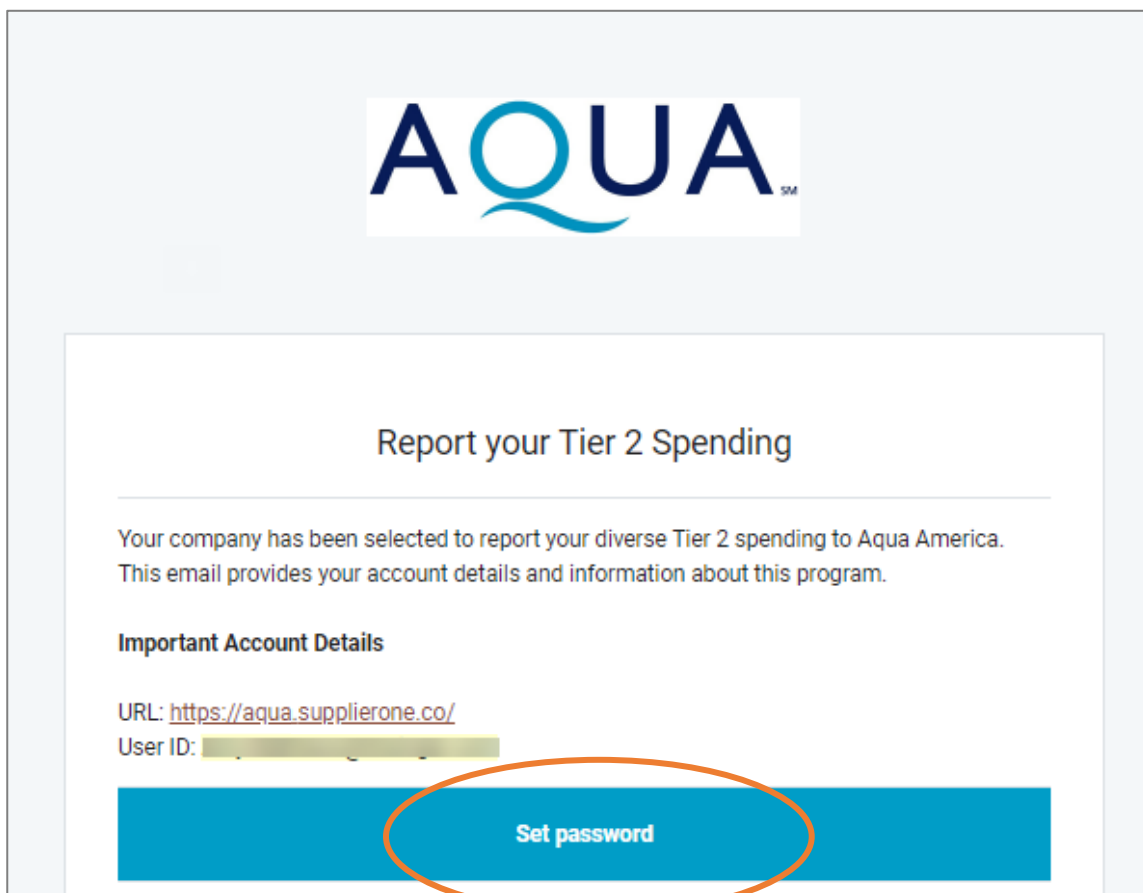
How to Access Aqua Tier 2 Reporting System

Step 1. Receive Email Invitation

Your company has been selected to report your Tier 2 spend to Aqua. You will receive an email invitation that will contain Tier 2 information, user login (your email address will be your user login) and a link to set your password.

If you did not receive an email, reset your password on the login page by clicking on [Forget Password](#).

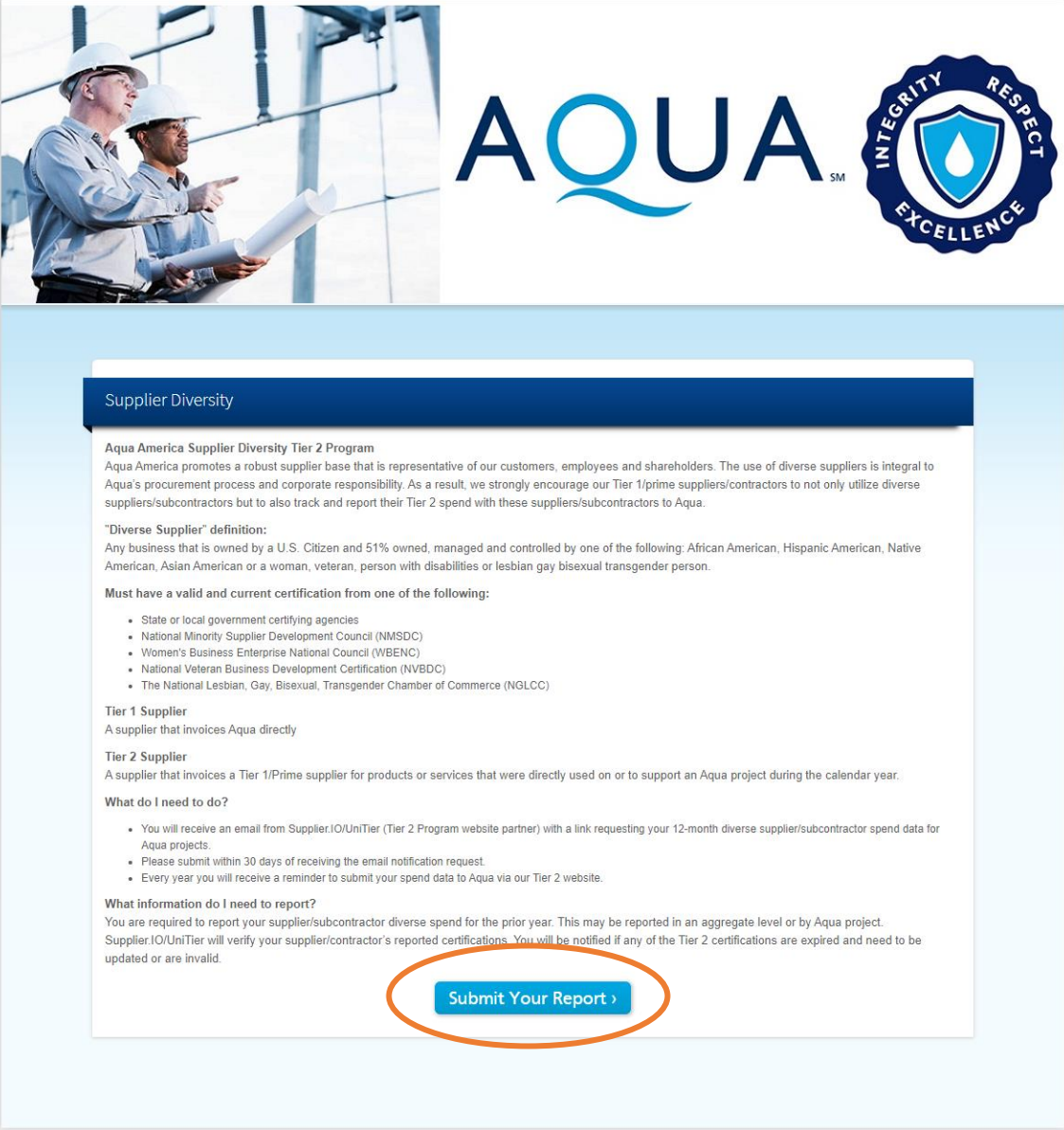
<https://aqua.supplierone.co/>



Note: Password link is only valid for 48 hours.

Step 2. Access Aqua Tier 2 system

Click the link to be directed to our Tier 2 landing page <https://aqua.supplierone.co/>



The image shows a screenshot of the Aqua America Supplier Diversity Tier 2 Program landing page. At the top, there is a header image on the left showing two construction workers in hard hats and safety glasses looking at a set of blueprints. To the right of the image is the Aqua logo in blue, followed by a circular seal with the words 'INTEGRITY', 'RESPECT', and 'EXCELLENCE' around a central shield icon. Below the header is a dark blue bar with the text 'Supplier Diversity' in white. The main content area is white and contains the following text:

Aqua America Supplier Diversity Tier 2 Program
Aqua America promotes a robust supplier base that is representative of our customers, employees and shareholders. The use of diverse suppliers is integral to Aqua's procurement process and corporate responsibility. As a result, we strongly encourage our Tier 1/prime suppliers/contractors to not only utilize diverse suppliers/subcontractors but to also track and report their Tier 2 spend with these suppliers/subcontractors to Aqua.

"Diverse Supplier" definition:
Any business that is owned by a U.S. Citizen and 51% owned, managed and controlled by one of the following: African American, Hispanic American, Native American, Asian American or a woman, veteran, person with disabilities or lesbian gay bisexual transgender person.

Must have a valid and current certification from one of the following:

- State or local government certifying agencies
- National Minority Supplier Development Council (NMSDC)
- Women's Business Enterprise National Council (WBENC)
- National Veteran Business Development Certification (NVBDC)
- The National Lesbian, Gay, Bisexual, Transgender Chamber of Commerce (NGLCC)

Tier 1 Supplier
A supplier that invoices Aqua directly

Tier 2 Supplier
A supplier that invoices a Tier 1/Prime supplier for products or services that were directly used on or to support an Aqua project during the calendar year.

What do I need to do?

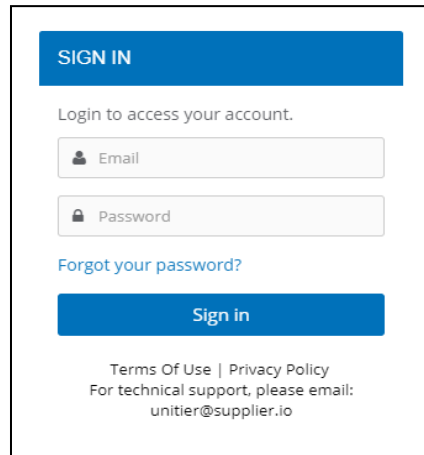
- You will receive an email from Supplier.IO/UniTier (Tier 2 Program website partner) with a link requesting your 12-month diverse supplier/subcontractor spend data for Aqua projects.
- Please submit within 30 days of receiving the email notification request.
- Every year you will receive a reminder to submit your spend data to Aqua via our Tier 2 website.

What information do I need to report?
You are required to report your supplier/subcontractor diverse spend for the prior year. This may be reported in an aggregate level or by Aqua project. Supplier.IO/UniTier will verify your supplier/contractor's reported certifications. You will be notified if any of the Tier 2 certifications are expired and need to be updated or are invalid.

At the bottom of the page, there is a blue button with the text 'Submit Your Report >' circled in orange.

Step 3. Login to your account

Log in by using your email and password. Check your spam folder if you did not receive an email or contact unitier@supplier.io

A login form with a blue header bar containing the text "SIGN IN". Below the header, the text "Login to access your account." is displayed. There are two input fields: "Email" with a person icon and "Password" with a lock icon. A blue link "Forgot your password?" is positioned below the password field. A blue button labeled "Sign in" is located below the link. At the bottom, there is a footer with the text "Terms Of Use | Privacy Policy" and "For technical support, please email: unitier@supplier.io".

SIGN IN

Login to access your account.

Email

Password

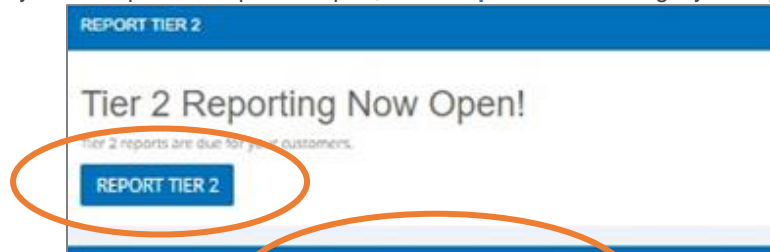
[Forgot your password?](#)

Sign in

Terms Of Use | Privacy Policy
For technical support, please email:
unitier@supplier.io

Step 4. Start Reporting

The Dashboard will prompt you when period is open to report, Click [Report Tier 2](#) to begin your report.



Step 5. Report your Tier 2 diverse spend for the year in Q4 only

To add Tier 2 information, click [Report](#) button.

Tier 2 / Dashboard




Tier 2 Reports

CUSTOMERS

Show Reporting Schedule

Customers

View earlier periods Submissions Summary All Suppliers

	Q3 2018	Not Submitted Status		Dashboard
	Q4 2018	Not Submitted Status	Report	
	Q3 2018	Submitted Status	View	Dashboard
	Q4 2018 Due Date: 06 Mar 2019	Submitted Status	View	
	Q3 2018	Not Submitted Status	Report	
	Q4 2018	Not Submitted Status	Report	

Definitions of Indirect vs Direct Spend

Indirect Spend

Your company's spend with a diverse supplier in support of your company's overall operations and business. This spend is NOT related to a contract or agreement with Aqua.

Examples: 1. Purchase of office supplies
2. Hiring a diverse owned marketing firm

Direct Spend

Your company's spend with a diverse supplier that can be directly traced back to a specific agreement with Aqua.

Step 6. Indirect Spend Allocation by Diversity

Note: If you have indirect spend, this has to be reported first. If you don't have any, you can skip this section and click on the next button on the bottom of the page.

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 2019 Indirect Spend (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 and allocation percentages are not shared with your customers.

Sales to Customer during this period

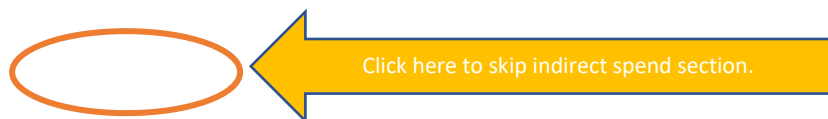
Total Sales during this period

MBE	\$0	X 0% = \$0
Total spend in this category		Allocated to customer
African American	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
Asian American	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
Hispanic American	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
Native American	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
Canadian Aboriginal / Visible Minority	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
Unknown	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
WBE	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
VET	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
LGBT	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
SDVET	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
DISABLED	<input type="text" value="\$"/>	X 0% = \$0
Total spend in this category		Allocated to customer
Total	\$0	X 0% = \$0
Total Indirect Spend		Allocated to customer

[Next](#)

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 ☒ slider 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

Yes

No

How would you like to specify your indirect allocation?

Slide to left to add 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 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 2019 Indirect Spend (Submitted)

Enter your total spend in each category.

Customer Allocation		20.000000%
Only final allocated totals are available to your customers.	Sales to Customer during this period	\$ 20,000,000
Sales and allocation percentages are not shared with your customers.	Total Sales during this period	\$ 100000000

Enter your spend information on the diversity categories.

Step 7. Enter and Report Direct Spend

Click [Add and Edit Suppliers](#) to add suppliers or copy all subcontractors from previous report.

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.	

Previous

Next

Back

Next

Two options to add Suppliers

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

Option 1 Searching for your suppliers in database

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

Tier 2 / Report Tier 2

Tier 2 Submission

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

Type a supplier name

ABC S

Click plus button to after supplier selection.

+

Recommended suppliers

ABC Supplier (123 Main St, Chicago, IL, us,)

Other suppliers

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)

ABC SALES & SERVICES, INC. (SUB MARINE BASE 110, ST THOMAS, VI, USA.

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.

You can also Add a New Supplier in Option 1

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.

Type a supplier name



Did not find your supplier?

Add new

Click to add 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.

Add Supplier

Supplier Name

Address

City

Country

State

Request certificates from the supplier

Category

Council

Expiration

Number

Certificate

Certifications

Add

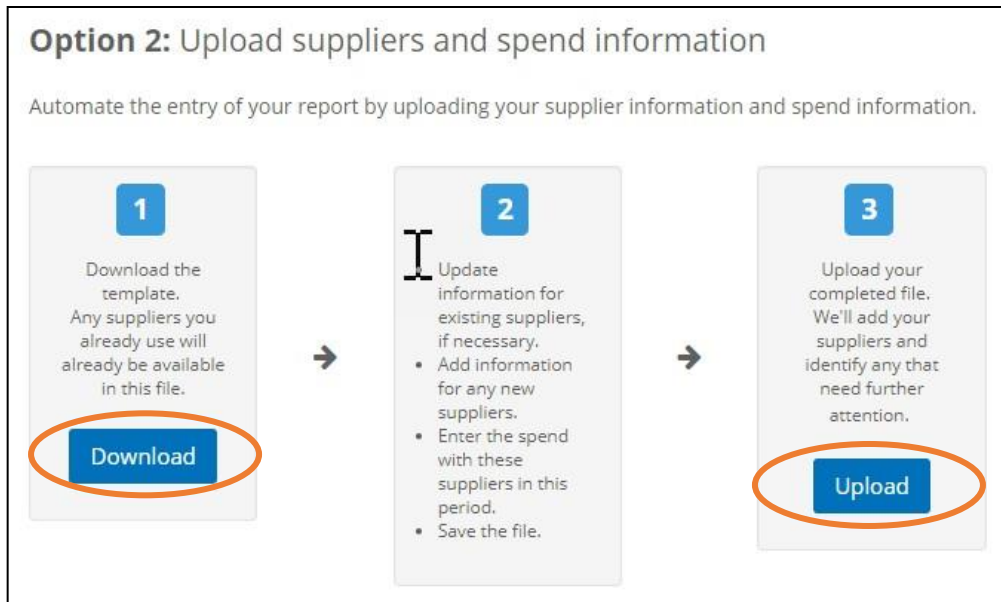
Close

Save

Use scroller icon to request supplier's certificate.

Option 2 Upload a List of Suppliers

Upload suppliers and spend information by downloading the excel file and uploading it back to the system. (1) To download the file, click the 'Download' button. (2) Provide name, address, city, state and add at least one diverse category. If this is not done, the system will give you an error. You may add spend on the last column. (3) Click upload button to upload file.



YOUR DIVERSE SUPPLIERS Remove all

10 records per page Search:

Supplier	Needs Attention	Actions
RED RIVER SCIENCE & TECHNOLOGY, LLC HUBZONE MBE 8A SC-SDB VET SDVET SBE AFRICAN AMERICAN		Remove Edit
GREEN CITY MANUFACTURER 101 MBE ASIAN AMERICAN		Remove Edit
PETRON MANUFACTURING MBE ASIAN AMERICAN		Remove Edit
EVERYDAYGREEN CORPORATION WBE		Remove Edit
SKILLWORLD INCORPORATED WBE LGBT		Remove Edit

Showing 1 to 5 of 5 entries

Previous **1** Next

[Back](#) [Next](#) Click Next to preview before submission.

Step 8. 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.

UNITIER

DashboardCompany ProfileTier 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

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

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	\$1,520	\$1,520

Showing 1-10 of 14 items

[Download](#)

[Support](#)

Click box to confirm data is accurate.

Click submit to Tier 2 report.

Click here to download a copy of your submitted report.