

AQUA UNITIER SUPPORT & FAQ

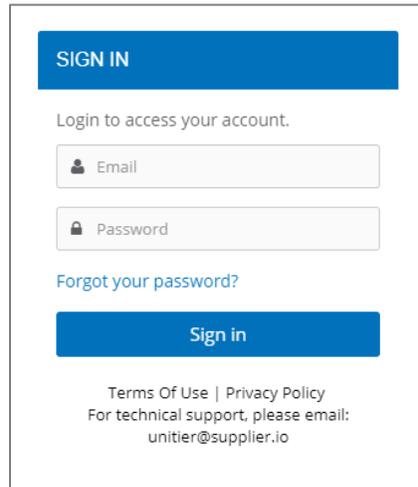
You were selected by your customer to provide Tier 2 information. In support for your supplier diversity effort, this request runs annually. A period opens so that you may provide all the information that was requested by Aqua.

TIER 2 SYSTEM

Account Login

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

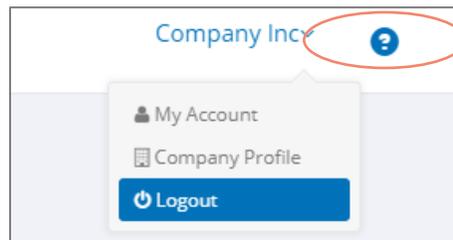
Click 'Forgot Password' if you do not remember your password and the system will email you with a link to reset it. Another option to log in by visiting [UniTier website](#) and click the Login menu.



The screenshot shows a 'SIGN IN' form with a blue header. Below the header, it says 'Login to access your account.' There are two input fields: 'Email' with a person icon and 'Password' with a lock icon. Below the fields is a link 'Forgot your password?' and a blue 'Sign in' button. At the bottom, there are links for 'Terms Of Use | Privacy Policy' and contact information: 'For technical support, please email: unitier@supplier.io'.

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.



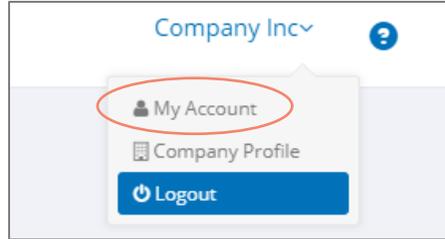
Support

Click the **Support** button at the bottom of any page to contact UniTier Support directly.

Access the knowledge base by typing keyword/s to search for articles.

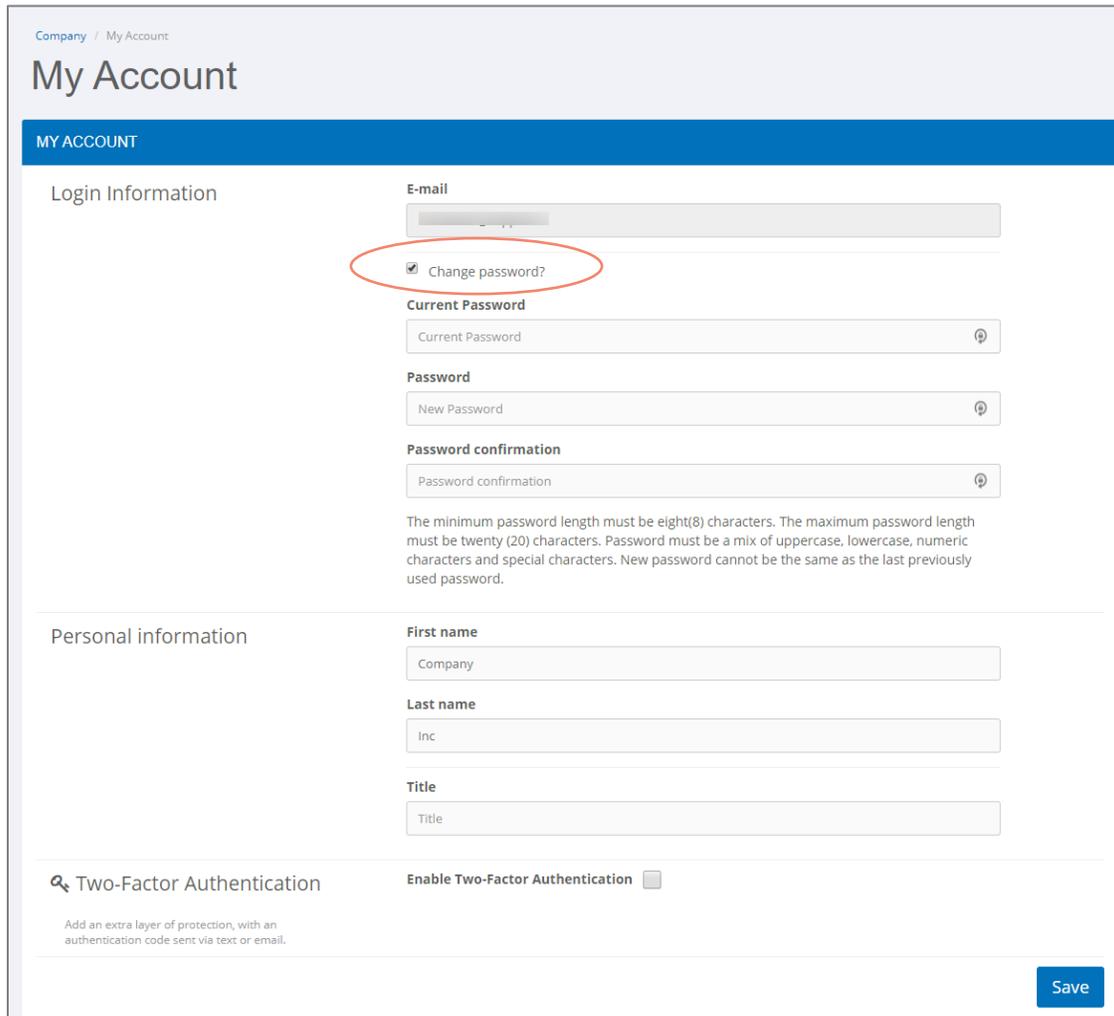
Account Information Menu

To update your account information, click the arrow next to your user name and select **My Account**.



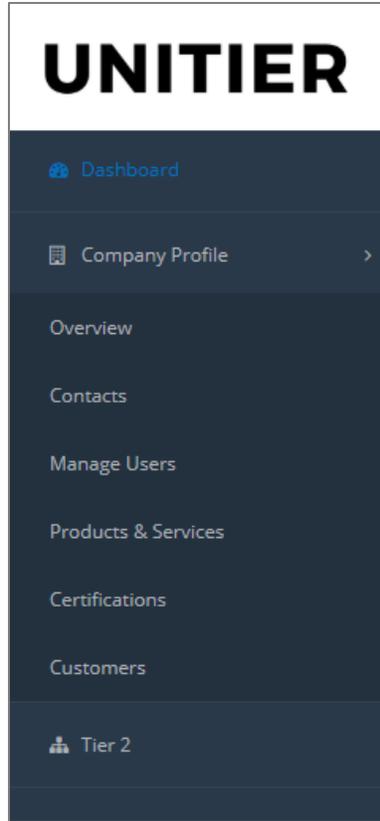
Password Update

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

A screenshot of the 'My Account' page. The page has a header 'Company / My Account' and a main title 'My Account'. Below the title is a blue bar with 'MY ACCOUNT'. The page is divided into sections: 'Login Information', 'Personal information', and 'Two-Factor Authentication'. In the 'Login Information' section, there is a checkbox labeled 'Change password?' which is circled in red. Below it are fields for 'Current Password', 'Password', and 'Password confirmation'. In the 'Personal information' section, there are fields for 'First name', 'Last name', and 'Title'. In the 'Two-Factor Authentication' section, there is a checkbox labeled 'Enable Two-Factor Authentication'. A 'Save' button is located at the bottom right of the page.

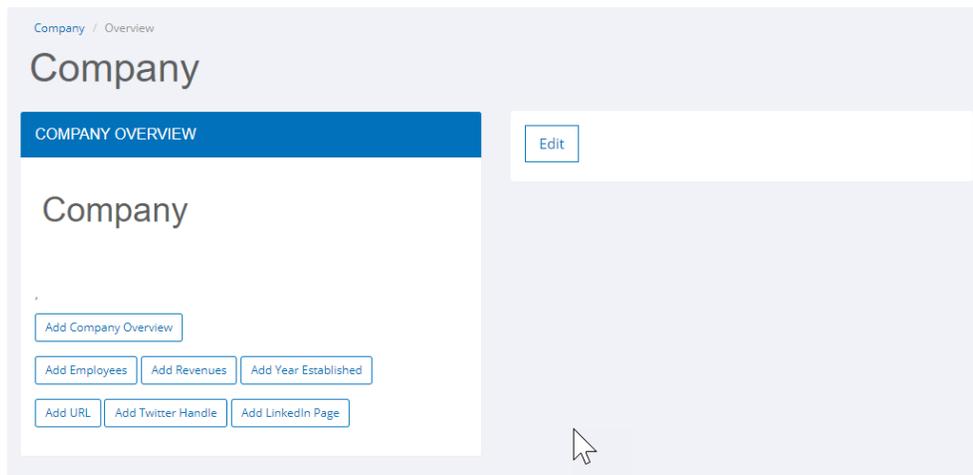
Menu

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.



Add Contacts

Add company contact information on this page. Add full name, email address and title to add a new contact.

Company / Contacts

Key Contacts

CONTACTS

Company

demowidgets2@supplier.io

Add Contacts

Edit

Manage Users

Add user/s on Manage Users page. Add full name and email address to add a new user.

Add User

Contact

Contact

Email

Required

Save Cancel

demowidgets2@supplier.io

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. Aqua is on annual reporting schedule and Q4 will be used to report for the year. The date below the quarter 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.

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](#)

 View Program Details	Q3 2018	Not Submitted <small>Status</small>	Dashboard
	Q4 2018 <small>Due Date: 31 Jan 2020</small>	Not Submitted <small>Status</small>	Report
 View Program Details	Q3 2018	Submitted <small>Status</small>	View Dashboard
	Q4 2018 <small>Due Date: 06 Mar 2019</small>	Submitted <small>Status</small>	View
 View Program Details	Q3 2018	Not Submitted <small>Status</small>	Report
	Q4 2018	Not Submitted <small>Status</small>	Report

View summary report per customer by clicking [Submissions Summary](#).

Report Year Spend [Update Report](#)

Spend Report Summary for 2018

Company Name					
Diversity Category	Q1	Q2	Q3	Q4	Total
MBE	\$82,300	\$0	\$0	\$73,800	\$156,100
WBE	\$46,000	\$0	\$0	\$15,600	\$61,600
DISABLED	\$19,980	\$0	\$0	\$15,600	\$35,580
SDVET	\$15,600	\$0	\$0	\$18,000	\$33,600
VET	\$9,000	\$0	\$0	\$24,000	\$33,000
Total	\$172,880	\$0	\$0	\$147,000	\$319,880

[View Details](#)

Request Supplier's Certificate

When adding a new supplier, you may use the scroller icon to request a certificate from the supplier.

The image shows a screenshot of the 'Add Supplier' form. The form includes fields for Supplier Name, Address, City, Country (dropdown), State (dropdown), Category (dropdown), Council (dropdown), Expiration, Number, and Certificate (Choose File). A toggle switch labeled 'Request certificates from the supplier' is highlighted with a red circle. A yellow arrow points to the right side of the toggle with the text 'Scroll slider to the right'. Below the form is an 'Add' button, and at the bottom right are 'Close' and 'Save' buttons.

Provide supplier's email and contact name. Click Save and the system will email the supplier requesting to upload their certificate.

This image is a close-up of the 'Request certificates from the supplier' section. It shows the toggle switch turned on (blue). Below the toggle are two input fields: 'Email' and 'Contact name'.

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 (**needs attention items listed below**) on this section without having to wait for the next period to open.

All Suppliers Supplier by Customer

ALL SUPPLIERS

10 records per page Search:

Supplier Name	Customers	Categories	Last Reporting Period	Needs Attention
ABC DOOR CO.		SBE	Q2 2018	View GENERAL MOTORS specific requirements
ABC GROUP CONTRACTOR, INC.		DBE	Q1 2019	
ABC MOVING & STORAGE CO., INC.		WBE WOSB	Q4 2018	View FORD MOTOR CO specific requirements View FIAT CHRYSLER AUTO specific requirements
ABC MOVING & STORAGE CO., INC.		MBE VET WBE	Q4 2018	View COMPANY NAME specific requirements
ABCD MARKETING		MBE	Q3 2018	View GENERAL MOTORS specific requirements
ABCDEE DOORS		MBE	Jun 2018	View FIAT CHRYSLER AUTO specific requirements
ABCEE DOOR		MBE	Q2 2018	View GENERAL MOTORS specific requirements
ADVANCED ENVIRONMENTAL SERVICES INC.		MBE SBE SC-SDB	Q1 2018	View GENERAL MOTORS specific requirements
E W CARROLL & SONS INC		SBE	Q3 2018	
EVERYDAYGREEN CORPORATION		WBE	Dec 2018	

All Suppliers **Supplier by Customer**

SUPPLIER BY CUSTOMER

Customer: Report Year: Period:

10 records per page Search:

Supplier Name	Needs Attention	Actions
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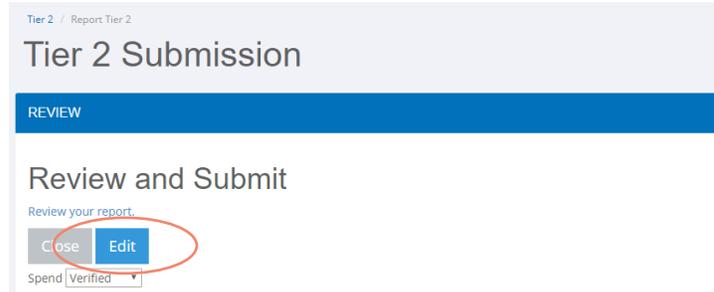
Program Details

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



Updating Tier 2 Report

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.



Verified Spend

Toggle between Verified and Unverified Spend on your Review and Submit page.

Verified spend are spend that was submitted with valid certifications from different agencies that Aqua is accepting. (needs attention items listed below)

Q3 2019 Review and Submit

Review your report.

Close Edit

Spend | Verified

Diversity Category	Direct	Indirect	Total
MBE	\$9,000	\$8,580	\$17,580
AFRICAN AMERICAN	\$0	\$2,000	\$2,000
ASIAN AMERICAN	\$9,000	\$600	\$9,600
CANADIAN ABORIGINAL / VISIBLE MINORITIES	\$0	\$2,400	\$2,400
HISPANIC AMERICAN	\$0	\$1,800	\$1,800
NATIVE AMERICAN	\$0	\$1,780	\$1,780
WBE	\$1,000	\$2,000	\$3,000
DISABLED	\$0	\$4,000	\$4,000
LGBT	\$0	\$200	\$200
SDVET	\$6,700	\$0	\$6,700
VET	\$6,700	\$17,800	\$24,500
Total	\$16,700	\$32,580	\$49,280

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

Q & A

Who may I contact for technical support?

For technical support, please email unitier@supplier.io

Where to log in to report tier 2 to Aqua?

Go to Aqua's landing page <https://aqua.supplierone.co/> and click **Submit your Report**.

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 business who 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 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 System?

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