



# National Supplier Diversity

NATIONAL SUPPLIER DIVERSITY TIER 2 REPORTING GUIDE

Second Quarter 2019



**American Water's** Tier 2 initiatives for diverse suppliers exists to provide opportunities for minority-, woman-, or veteran-owned business enterprises (MWWBE), and small businesses to participate as suppliers of products and services to American Water. The Tier 2 Program serves as an enhancement to, and not as a replacement for, existing efforts to increase meaningful opportunities for diverse suppliers to participate as Tier 1 Suppliers. Tier 1/prime suppliers, supply chain, and business stakeholders can search for Tier 2 diverse suppliers in **American Water's Supplier Diversity Portal** (powered by B2GNow).

When direct subcontracting to diverse businesses is an option, **Tier 1 suppliers** will allocate and report their overall diverse subcontractor costs (Tier 2 indirect) through American Water's Supplier Diversity Portal (powered by B2GNow). A **Tier 2 supplier** is a diverse supplier that invoices the **Tier 1/prime supplier** for goods and services rendered on American Water projects and/or contracts.

## DIRECT SPEND

Purchases that directly support **American Water** business needs. These purchases must be able to be directly traced back to a specific agreement or purchase order associated with a diverse supplier.

## INDIRECT SPEND

Spend contracted with diverse suppliers which has been prorated based on supplier sales and/or percentage of a supplier's total revenue. Use this reporting method when you cannot trace MWWBE, and small businesses expenses to a specific requirement for **American Water**.

## Which suppliers are responsible to submit Tier 2 reporting?

**Tier 1/prime suppliers** should log into the portal and add their Tier 2 suppliers to their **Tier 2 Agreement**. For certified diverse Tier 1/prime suppliers, your company is already counted in the Tier 1 diversity spend calculations, you are not required to report Tier 2 spend. Supplier Registration in the portal is free and allows the category leads and the business to find your capabilities statement and company information for future sourcing opportunities.

## American Water Diversity Reporting Due Dates

QUARTER	MONTHS	REPORT DUE
First Quarter	January – March	<b>April 30th</b>
Second Quarter	April – June	<b>July 30th</b>
Third Quarter	July – September	<b>October 30th</b>
Fourth Quarter	October – December	<b>January 30th</b>

Please use **American Water's** Tier 2 reporting system when preparing your reports. **American Water** must receive your report at the end of each calendar quarter, as illustrated in the following table. Late submission will not be included in the calculations. Enter all required information into **American Water's Supplier Diversity Portal found at <https://amwater.diversitycompliance.com/>**. You will receive an email confirmation once the report is submitted.

## Where can suppliers get help and support?

- Under "Help & Support" in the supplier dashboard are instructions for Tier 1/prime suppliers on how to add Tier 2 suppliers into Tier 2 Agreements.
- For contract related inquires, direct your email to your state supply chain buyer.
- For system related inquires, direct your email to the **B2GNow Help Desk** at [support@b2gnow.com](mailto:support@b2gnow.com).
- For supplier diversity related inquires, direct your email to **National Supplier Diversity** at [SupplierDiversity@amwater.com](mailto:SupplierDiversity@amwater.com).