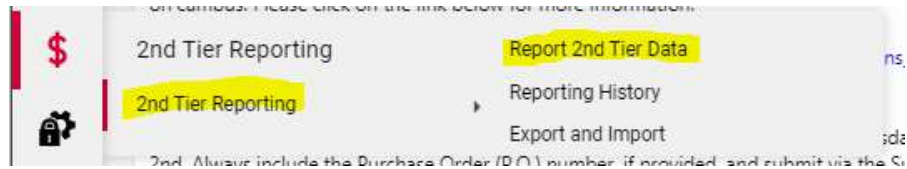




In an effort to better represent the University's effect on the community and surrounding businesses, we are asking that our suppliers submit additional 2<sup>nd</sup> Tier spend information through the University of Dayton Supplier Portal.

We ask that you provide information on other businesses you may have used to complete work for the University of Dayton (subcontracting, material sourcing, etc).

To submit this information, click the dollar sign (\$) icon on the left side of the supplier portal homepage. This will bring up a new sub-menu. Select "Report 2<sup>nd</sup> Tier Data" from this sub-menu.



You will be taken to the report screen where all open reporting periods are available at the top. Select the "Report" button to the right of the reporting period you wish to complete.

2nd Tier Reporting > Report 2nd Tier Data

**Report 2nd Tier Data** ?

Please select an available reporting period to begin the reporting process. Once a period has been selected, you will be taken through a step-by-step guide to enter the required information. It would be helpful to have the requested information ready before you begin, but you can also save your progress at any time for completion at a later date.

Open Reporting Periods					
Reporting Period	Contract Name	Due Date	Date Submitted	Reopen Due Date	
February 1, 2020 - May 4, 2020	-	June 3, 2020	-	-	<a href="#">Report</a>

Closed Reporting Periods						
Reporting Period	Contract Name	Due Date	Date Submitted	Reopen Request Date	Resubmitted Date	
April 1, 2020 - May 4, 2020	-	June 4, 2020	May 1, 2020	-	May 27, 2020	<a href="#">Request Reopen</a>
March 1, 2020 - May 4, 2020	-	June 3, 2020	May 27, 2020	-	-	<a href="#">Request Reopen</a>
January 1, 2020 - May 4, 2020	-	June 4, 2020	May 27, 2020	-	-	<a href="#">Request Reopen</a>
December 1, 2019 - December 31, 2019	-	January 30, 2020	-	-	-	<a href="#">Request Reopen</a>

On the Supplier Welcome screen, select that you have spend to report for the reporting period in question and click "Get Started".

Do you have spend to report on Feb - 2/1/2020 - 5/4/2020? \*

Yes  No

[Get Started >](#)

On the Direct Spend page, click the "Enter Supplier Data" button, and then "Add a New Supplier to this Report"

**Need to enter direct spend for an existing 2nd Tier supplier?**

- Locate the desired 2nd Tier supplier in the list below, then enter Spend field next to the supplier name.

[Enter Supplier Data](#) [Export Suppliers](#)

[Add a New Supplier to this Report](#)

[Import](#)

[Get Import Template](#)

[0 Suppliers](#)

*No Supplier Data Entered*



The only requirement to add a new supplier is the name of the business. Enter the name in the first field and click "Next". This will take you to the Diversity Classification section. Check the box next to any and all diversity classifications that apply to the business you are reporting on. Once finished, click "Next" at the bottom of the list.

Please select and enter the information for Brian's Bargain Business:

Alaskan Native Corporations (ANC)  
 Alaskan Native Corporations (ANC)

Disabled Person-Owned Business (DOBE)  
 Disabled Person-Owned Business (DOBE)

Disadvantaged Business Enterprise (DBE)  
 Disadvantaged Business Enterprise (DBE)

Historically Black College/University or Minority Institution  
 Historically Black College/University or Minority Institution

Indian Tribes  
 Indian Tribes

Minority Business Enterprise (MBE)  
 Minority Business Enterprise (MBE)

The last step will ask if you have direct spend to report for the business you just entered. Click the option for "Yes" and it will provide a numeric field where you can enter your direct spend for the supplier. Click "Save Changes" after completing.

**Add a New Supplier to this Report**

**Direct Spend** (Step 3 of 3) ?

Do You Have Direct Spend to Report\* for Brian's Bargain Business?  
 Yes  No

Direct Spend Amount\*

\* Required < Previous **Save Changes**

Your direct spend and the associated suppliers will now be displayed under the Direct Spend section. Repeat the previous steps if you have additional, diverse suppliers to report 2<sup>nd</sup> tier spend on. Once all suppliers and spend have been added, click "Proceed to Revenue Information" at the bottom of the page.

**Enter Supplier Data** Export Suppliers

> Filter supplier list

**Total Direct Spend: 15,000.00 USD for 1 Suppliers**

Supplier Name	Diversity Classifications	Ethnicity	Direct Spend	Actions
Brian's Bargain Business	DBE		15,000.00	Actions

★ Required to Complete

< Back to Welcome **Proceed to Revenue Information** >

On the Revenue Information screen, enter in the total for the stated reporting period that you have invoiced the University, and the Total Revenue your business has taken in. Click "Proceed to Summary of Spend and Revenue" when finished.

Please only enter the revenue information for the current reporting period: Feb - 2/1/2020 - 5/4/2020

Invoice Amount from University of Dayton\*

Total Revenue\*

★ Required to Complete

< Back to Direct Spend **Proceed to Summary of Spend and Revenue** >



The Summary of Spend and Revenue gives you a chance to review all the information that has been entered into the report. Any changes that need made will have to be done before submitting the report. When all information is correct, click "Proceed to Certify and Submit"

Total Direct Spend for 1 Suppliers	15,000.00 USD
Invoice Amount from University of Dayton	20,000.00 USD
Total Revenue	40,000.00 USD

**Calculated Values**

Total Credit	15,000.00 USD
--------------	---------------

**Credit Calculations**

Total Credit = Indirect Credit + Direct Spend

★ Required to Complete

[← Back to Revenue Information](#)

[Proceed to Certify and Submit →](#)

Complete the final fields and certify by clicking the checkbox available next to the Certification section. Once completed, click "Save".

Preparer's Initials ★

Preparer's Name ★

Preparer's Title ★

Preparer's Email Address ★

Today's Date 5/28/2020

Certification ★  I certify that all information provided is true and accurate.

★ Required to Complete

[← Back to Summary of Spend and Revenue](#)

[Submit](#)