A decorative pattern of dots in the top-left corner, consisting of a 4x4 grid of light teal dots and a larger 6x16 grid of dark teal dots below it.

# TealBook Tier 2 Program

Detailed User Guide

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# About TealBook

- TealBook leverages state-of-the-art machine learning concepts to deliver supplier data light years ahead of self-reported, manually collected and maintained data feeds.
- We use a 4-step process to gather and refine supplier data through AI and machine learning.
- TealBook has been adopted by Fortune 100 companies across multiple sectors and is the winner of many prestigious awards including Spend Matter 50 Vendors to Watch, Gartner's Cool Vendor, CIX Most Innovative Company and Most Upside Potential by C100.
- For more information, visit [www.tealbook.com](http://www.tealbook.com).



# What is Tier 2 Diversity Reporting?

You were selected by your customer to provide Tier 2 information on a regular basis. Tier 2 Diversity reporting is a process where suppliers can share their diversity spend with their customers. The process allows organizations to recognize the effect of their spend with suppliers who engage with diverse suppliers, as well as their direct spend with diverse suppliers.

When selecting suppliers or putting a strategic supplier program in place, large organizations place significant importance on doing business with companies that promote equality, innovation, and sustainability.

TealBook's support for Tier 2 reporting allows all companies, **even those without diversity programs**, to help their customers meet their diversity spending goals. Companies simply upload spend data once per quarter using Tealbook's secure application. TealBook's technology identifies the diverse suppliers in the provided spend and generates free, summary level diversity reporting for the participating company. The company can then choose which customers they wish to share diverse spend with and how to allocate the diverse spend to their customer companies.

TealBook combines this allocated spend information from all contributing suppliers into a consolidated Tier 2 Diversity Spend report for participating customers.

**Note: If you already have a supplier diversity program in place, TealBook can help you identify additional qualified diverse spend with suppliers you are already working with but have not been identified as diverse. Our machine learning models rapidly identify all vendors your organization is currently engaged with who have valid diversity certifications, typically adding 30% to 200% more qualified diverse spend to your program**



# The Following 11 Slides will give detailed, step-by-step instructions for completing Tier 2 Reporting in TealBook

Please note, at this point, you should have already received your invitation to participate in the Tier 2 Program and **Unique Access Link**.

If you have NOT received your Unique Access Link, please contact [suppliersupport@tealbook.com](mailto:suppliersupport@tealbook.com)



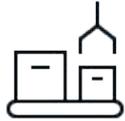
# The TealBook Process

## 1. Accept Invitation



Accept the Invitation in the “Diversity” Tab of your TealBook Supplier Profile

## 2. Load and Publish Spend



Load, Review and Publish your Spend Data for each calendar quarter within the “Load” Tab

## 3. Generate Diversity Report



Under the “Report” Tab, you will see your generated **Supplier Diversity Report**

## 4. Share Customer Allocation



Enter the “Share” Tab to complete the process by **allocating a percentage of diverse spend** to your Customer!

Once you click “Share”, the customer’s allocation is immediately reflected on their Tier 2 Diversity Spend Report in TealBook



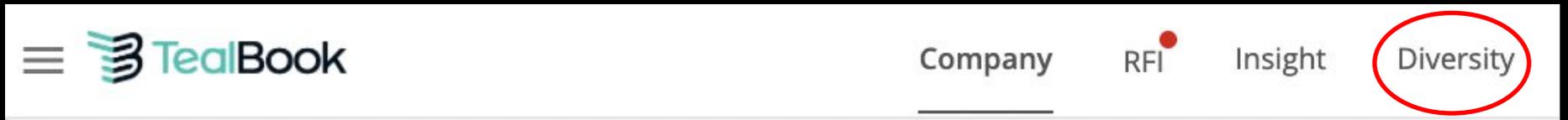
# The TealBook Process

## 1. Accept Invitation

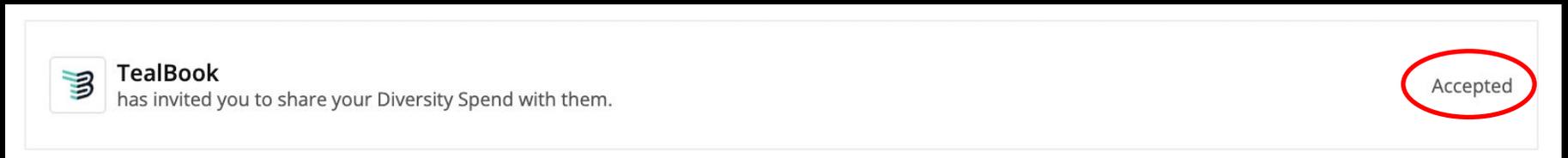


Accept the Invitation in the “Diversity” Tab of your TealBook Supplier Profile

Once you have accessed your Supplier Profile in TealBook using your **Unique Access Link**, Click on the **Diversity Tab**

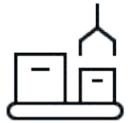


Navigate to the **Invitation** tab and click the “**Accept**” button next to the name and logo of the customer who invited your company.



# The TealBook Process

## 2. Load and Publish Spend



Load, Review and Publish your Spend Data for each calendar quarter within the “Load” Tab

TealBook determines diversity spend for an organization by matching your spend report with supplier profiles in TealBook.

TealBook matches suppliers to company profiles within the platform based on whatever combination of name, website domain, email address, street address, and phone number the load file contains. **The more data the file has, the more accurate and complete our machine learning-based matching process is. Specifically, Domain and/or e-mail address information drastically speeds up our matching process and almost instantly generates your Diversity Report Summary**

If you make a mistake, or want to load a new file, you can always delete a spend file once it exits the Processing stage and start over.

Click on the **Load Tab**

Invitation Load Report Share

### Upload Detail Spend File

On this page, you can upload and review each quarter of spend you want to share. First, download the template to review the fields required for the upload and format your spend with identical column headings. Once you have populated the file, use the upload to select a quarter and submit the file. After uploading, the file will be processed and then made available for review below.

[Download Spend Template](#)

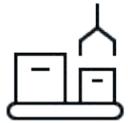
Select a quarter and upload your file

Choose a file or drag it here.  
Maximum file size is 32 MB.  
Supported files: .csv, .xlsx, .xls

2021 Q3 Upload

# The TealBook Process

## 2. Load and Publish Spend



Load, Review and Publish your Spend Data for each calendar quarter within the “Load” Tab

Download the **“Spend Template”** to access a template for your spend input. This is an Excel file with an Instructions tab and a Details tab that has column headings and an example of what a spend line looks like.

You can download the Spend Template [HERE](#) to familiarize yourself with the updated requirements

The screenshot shows the 'Load' tab of the TealBook interface. At the top, there are navigation tabs: 'Invitation', 'Load', 'Report', and 'Share'. The 'Load' tab is active. Below the navigation, there is a section titled 'Upload Detail Spend File'. On the left, there is instructional text: 'On this page, you can upload and review each quarter of spend you want to share. First, download the template to review the fields required for the upload and format your spend with identical column headings. Once you have populated the file, use the upload to select a quarter and submit the file. After uploading, the file will be processed and then made available for review below.' Below this text is a button labeled 'Download Spend Template', which is circled in red. On the right side of the interface, there is a section titled 'Select a quarter and upload your file'. It contains a dashed box with a cloud icon and the text 'Choose a file or drag it here. Maximum file size is 32 MB. Supported files: .csv, .xlsx, .xls'. Below this are two dropdown menus: the first is set to '2021' and the second is set to 'Q3'. To the right of these dropdowns is an 'Upload' button.



# The TealBook Process

## 2. Load and Publish Spend



Load, Review and Publish your Spend Data for each calendar quarter within the "Load" Tab

Fill out the required fields in the Diverse Spend Template. You will need to do this for every quarter you are being asked to report on, in its own separate file.

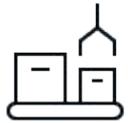
requestor supplierid	name	domain	email	phone	address	Amt (USD)	spend date	category	spend group	Coun try
100181	testname1	testdomain.com	<a href="mailto:contact@testdomain.com">contact@testdomain.com</a>	98765 43210	1234 Main St., Woodbury, New York 11797, USA	100.23	2020-01- 14	Professional Services	Direct	US

\*Mandatory Fields Highlighted.



# The TealBook Process

## 2. Load and Publish Spend



**Load, Review and Publish** your Spend Data for each calendar quarter within the “Load” Tab

Select the quarter you are going to upload. Repeat for each calendar year quarter.

Invitation Load Report Share

### Upload Detail Spend File

On this page, you can upload and review each quarter of spend you want to share. First, download the template to review the fields required for the upload and format your spend with identical column headings. Once you have populated the file, use the upload to select a quarter and submit the file. After uploading, the file will be processed and then made available for review below.

[Download Spend Template](#)

Select a quarter and upload your file

Choose a file or drag it here.  
Maximum file size is 32 MB.  
Supported files: .csv, .xlsx, .xls

2021 Q3 Upload



# The TealBook Process

## 2. Load and Publish Spend



Load, Review and Publish your Spend Data for each calendar quarter within the “Load” Tab

Once you have uploaded your file(s), the data will be processed and will be made available only for you to review.

2021-Q2	2021-Q1	2020-Q3	2020-Q2	2020-Q1	2019-Q2	2019-Q1
Filename	Upload Date	User	Status	# Of Rows	Actions	
tier2Spend_Q2CY21.xls	04/17/2021	Elizabeth Porter	Published	9	<a href="#">Export</a>	

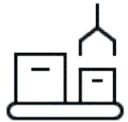
Once you have uploaded your spend file and Tealbook has mapped your supplier list, it will provide you with suppliers that were “Not found”. Please click the **EDIT PEN** and enter the domain information, in order to re-map and find the company

Note, when loading, you may receive an **ERROR MESSAGE** if (1) you have changed the columns, (2) if you have left any rows blank, (3) if the dates entered do not match the quarter selected or (4) if you entered any field in the incorrect format. **Hovering over the ERROR Message will explain what the problem is.** Please fix and re-load at this point. You can load as many times as you like, as only one version will be published!



# The TealBook Process

## 2. Load and Publish Spend



**Load, Review and Publish** your Spend Data for each calendar quarter within the “Load” Tab

Once the status is changed to COMPLETE, you will be able to select the quarter and click “Publish.” The image below indicates the published data set.

Filename	Upload Date	User	Status	# Of Rows	Actions
tier2Spend_Q2CY21.xls	04/17/2021	Elizabeth Porter	Published	9	<a href="#">Export</a>

# The TealBook Process

## 2. Load and Publish Spend



Load, Review and Publish your Spend Data for each calendar quarter within the "Load" Tab

If you are only able to load **AGGREGATE DIVERSE SPEND DATA**, please contact [suppliersupport@tealbook.com](mailto:suppliersupport@tealbook.com) and we will email you the below template to fill in. Once you have entered your aggregate diverse spend information and included the Indirect Allocation Factor, please email it back to [suppliersupport@tealbook.com](mailto:suppliersupport@tealbook.com) and we will enter your submission on your behalf

					Indirect Allocation Factor Formula		
					(% of Supplier's Total Revenue represented by Customer) Eg: 10%		
Certification Code	Certification Subtype	Q3 2021	Q2 2021	Q1 2021	4%		
MBE	African American	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00			
MBE	Asian Pacific American	\$ 120,000.00	\$ 97,000.00	\$ 11,000.00			
VBE		\$ 76,800.00	\$ 80,000.00	\$ 75,000.00			



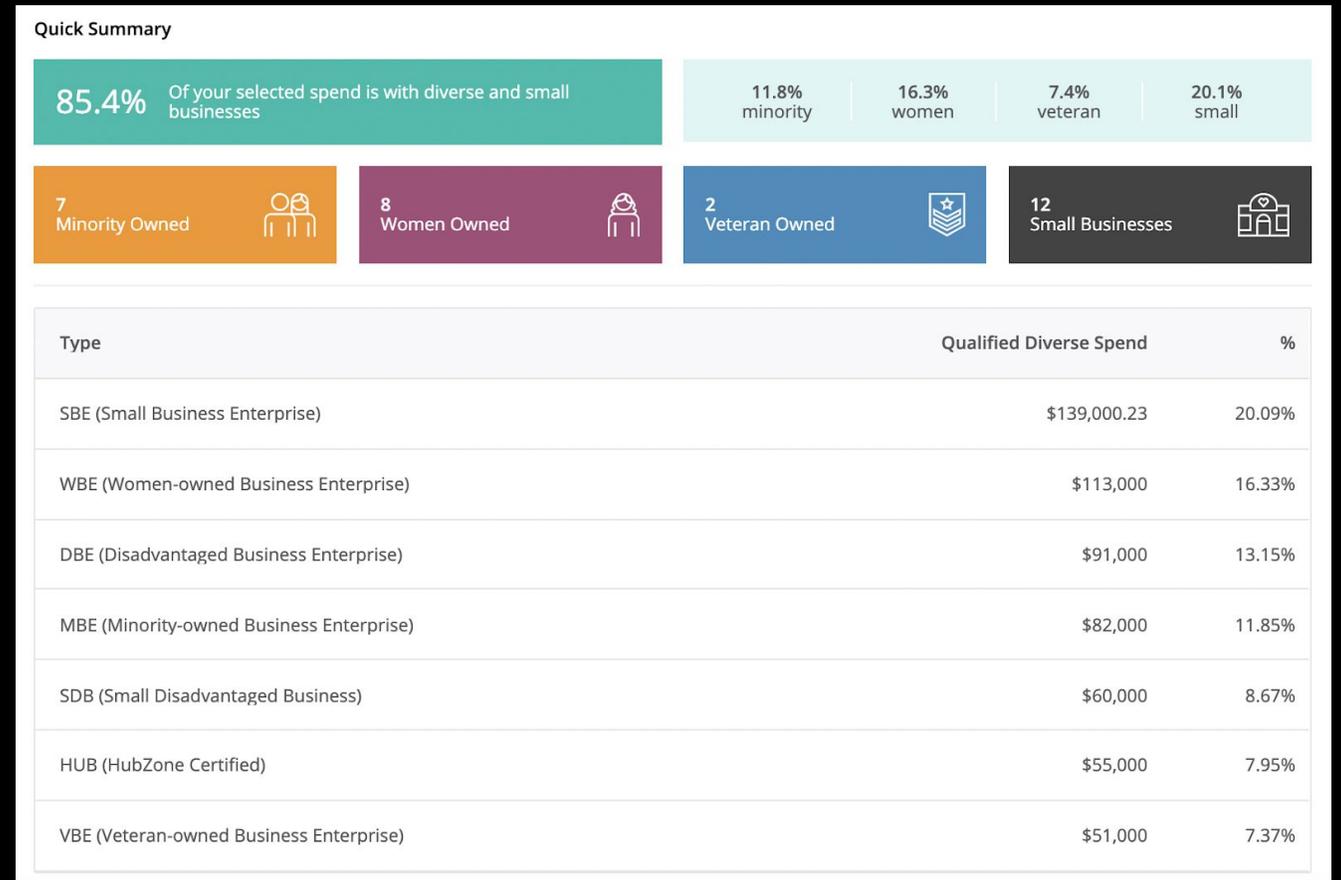
# The TealBook Process

## 3. Generate Diversity Report



Under the “Report” Tab, you will see your generated **Supplier Diversity Report**

When you publish the information, you will get to see your own diverse information in a report as seen here. If you are currently not tracking your own diverse spend, and would like to, please contact [support@tealbook.com](mailto:support@tealbook.com)



# The TealBook Process

## 4. Share Customer Allocation



Enter the “Share” Tab to complete the process by **allocating a percentage of diverse spend to your Customer!**

The last step of the process is to share your spend with the customer. When you navigate into the **Share Tab**, you will be able to allocate a specific amount to your customer. **If all spend entered is direct, please enter 100%.**

**Allocate diversity spend to customers**

We will only share your spend information if you specifically select the customer to share it with. If you choose to share, your customer will be able to see a summary of the diverse spend per quarter you allocated to them grouped by diversity category. We do not share information about your suppliers with your customers.

 Tealbook

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**2019 - Q1 Diverse Spend** **\$1,044,268.00**

---

Indirect 	\$1,044,268.00	×	<input type="text" value="10"/>	%	\$104,426.80
<b>Total</b>					<b>Shared: \$104,426.80</b>

Direct Spend 



# The TealBook Process

## 4. Share Customer Allocation



Enter the “Share” Tab to complete the process by **allocating a percentage of diverse spend to your Customer!**

When you are satisfied with the information, please preview the data. It should represent the information that the customer will see. See image below.

Confirmation

	2020 Q1	2020 Q2	2020 Q3	2020 Q4	2021 Q1
VBE	\$1,320	\$0	\$0	\$0	\$0
LGBTBE	\$1,431	\$0	\$0	\$0	\$0
WBE	\$8,634	\$0	\$0	\$0	\$0
MBE (African American)	\$2,120	\$0	\$0	\$0	\$0
MBE (Asian American)	\$5,672	\$0	\$0	\$0	\$0
MBE (Hispanic American)	\$376	\$0	\$0	\$0	\$0
MBE (Native Hawaiian)	\$642	\$0	\$0	\$0	\$0

Supplier reaffirms its compliance with the [Terms of Service](#), including the warranty of accuracy of all data provided.

Confirm Cancel



# What the Customer will see once you have submitted your report?

## Quick Summary



Type	Qualified Diverse Spend	%
SBE (Small Business Enterprise)	\$139,000.23	20.09%
WBE (Women-owned Business Enterprise)	\$113,000	16.33%
DBE (Disadvantaged Business Enterprise)	\$91,000	13.15%
MBE (Minority-owned Business Enterprise)	\$82,000	11.85%
SDB (Small Disadvantaged Business)	\$60,000	8.67%
HUB (HubZone Certified)	\$55,000	7.95%
VBE (Veteran-owned Business Enterprise)	\$51,000	7.37%

The customer will see an aggregate report of spend by category that all suppliers have submitted.

## Suppliers Allocation

Find Supplier Export

Supplier	Tier 2 Type	Spend	Last Updated
Loki Innovations Inc. loki.ca	WBE (Women-owned Business Enterprise)	\$1,087,386.00	03/22/2021
Loki Innovations Inc. loki.ca	MBE (Minority-owned Business Enterprise)	\$980,082.24	03/22/2021
Loki Innovations Inc. loki.ca	VBE (Veteran-owned Business Enterprise)	\$201,936.16	03/22/2021
Loki Innovations Inc. loki.ca	LGBTBE (LGBT Owned Business Enterprise)	\$115,690.88	03/22/2021
Loki Innovations Inc. loki.ca	ANCIT (Alaskan Native Corporations and Indian Trib...	\$72,538.08	03/22/2021
Becoming Reason woodbury.ca	LGBTBE (LGBT Owned Business Enterprise)	\$50,175.00	07/28/2020
Becoming Reason woodbury.ca	WBE (Women-owned Business Enterprise)	\$50,175.00	07/28/2020



# Frequently Asked Questions

# What should I know before Initiating my Tier 2 Data Upload?

1. Familiarize yourself with TealBook's Spend Template (**Referenced on Slide 9**)
2. Establish revenue with customer and Indirect Allocation Factor (IAF), if you are reporting indirect spend. **If you are reporting Direct Spend only, your IAF is 100%**
3. Obtain spend data
4. Receive the data custodian's approval to share data with Tealbook



# How do I calculate the Indirect Allocation Factor?

Tealbook utilizes **direct** and **indirect** spend methods for our suppliers to report on their spend with diverse businesses.

Direct spend refers to reporting subcontracting expenditure with diverse suppliers for services/products that directly support and can be traced back to performing work under your customer contract. **In this case 100% of these expenditures should be reported to the Customer.**

Indirect spend addresses payments made to diverse suppliers, for subcontracting that does not directly relate to the Customer contract. This expenditure is proportionally allocated using the **Indirect Allocation Factor** formula (see below).

## INDIRECT SPEND ALLOCATION FORMULA

1) Total annual sales to Customer / total annual company sales = Indirect Allocation Factor

2) Total annual diverse Indirect Expenditures X Indirect Allocation Factor = Customer portion of diverse spend

Example:

Company **ABC** annual sales are \$100,000 and \$20,000 of those were with customer XYZ. ABC Company purchased \$10,000 worth of goods and services from a certified diverse supplier. ABC Company should report as follows:

Step 1: \$20,000 (XYZ Sales) / \$100,000 = 0.20 Indirect Allocation Factor

Step 2: \$10,000 spend with diverse suppliers x 0.20 IAF = \$2,000 XYZ allocation for diverse supplier spend



# How do I obtain my spend data?

Consider sources including the Finance and Procurement departments using AP and spend management tools. Identify the correct contact internally who will be able to provide all of this information and ask them to complete the attached requirements template.

Beyond finance and procurement, consider category managers or strategic vendor managers within your organization.

## TIER 2 DIVERSITY SPEND TEMPLATE

TealBook makes it simple to share your diversity spend: simply complete the spreadsheet in the provided template and upload it safely and securely into the platform. [Download here.](#)



# What are the Recognized TealBook Diversity Classifications?



**MBE** Minority Business Enterprise

**WBE** Woman Owned Business

**SBE** Small Business Enterprise

**VBE** Veteran Business Enterprise

**DVBE** Disabled Veteran Business Enterprise

**SDVBE** Service Disabled Veteran Business Enterprise

**LGBTBE** LGBT Business Enterprise

**CAB** Certified Aboriginal Business

**HUB** Hub Zone Certified

**PWD** People With Disability

**DBE** Disadvantaged Business Enterprise

**WLE** Woman Led Business Enterprise

**LSA** Labor Surplus Area



# How will my spend data be utilized?

TealBook will only share your the aggregate diverse spend that can be allocated to your customer. Your customer will not see the names of your suppliers, your total spend OR your Indirect Allocation Factor. TealBook provides a One-Sided NDA that you can download directly from your profile, but we are happy to discuss a mutual NDA if this is a requirement for your company.

## **I have been asked by my Customer to report my diverse spend, but my company does not yet track expenditures with diverse suppliers. How should I proceed?**

This is not a problem! You do not need to know your diverse spend to participate. You are simply providing TealBook with your entire spend data and vendor master. TealBook's Machine Learning capabilities will match your Detailed Spend File against our global database of diverse suppliers. The benefit to you in this case will be receiving your own Tier One Diversity report for future use.



# Additional Resources

## SUPPORT

If you have questions at any stage of the process or if you cannot provide detailed data in order to participate please reach out to [SupplierSupport@tealbook.com](mailto:SupplierSupport@tealbook.com)

## TIER 2 DIVERSITY SPEND TEMPLATE

Tealbook makes it simple to share your diversity spend: simply complete the spreadsheet in the provided template and upload it safely and securely into the platform. [Download here.](#)

## TEALBOOK'S TIER 2 INSTRUCTIONAL VIDEO

Check out the three-minute overview video which shows you how to upload your data and receive your diversity report. [View here.](#)

## OFFICE HOURS

Should you have any questions regarding Tier 2, please use [this link to register](#) a meeting during Tealbook's office hours. Please bring your questions to the session where one of our Customer Success Team members will be there to assist you.



# Protecting our customers' data.

As a data company, we know that trust is paramount. At TealBook, we utilize enterprise-grade best practices to protect our customers' data.



## Continuous Security Control Monitoring

Drata's automation platform is used to continuously monitor 100+ internal security controls across the organization against the highest possible standards. Automated alerts and evidence collection allows us to confidently prove our security and compliance posture any day of the year, while fostering a security-first mindset and culture of compliance across the organization.

## Employee Trainings

Security is a company-wide endeavor. All employees complete an annual security training program and employ best practices when handling customer data.

## Data Encryption

Data is encrypted both in-transit using TLS and at rest.