

Tealbook Tier 2 Program

Quick User Guide

Why 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 5-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.

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.

If you already have a Supplier Diversity Program in place, Tealbook can help you unearth additional qualified diverse spend with suppliers you are already working with, but have not been identified as diverse! Our machine learning model rapidly identifies all suppliers your organization is currently engaged with who have valid diversity certifications, typically adding 30% to 200% more qualified diverse spend to your program.

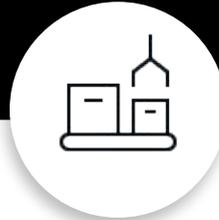
The TealBook Process

1. Accept Invitation



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

2. Load and Publish Spend



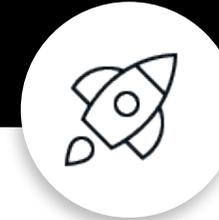
Load, Review and Publish your Spend Data for each calendar quarter within the “Load” Tab

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



Frequently Asked Questions

<p>How do I calculate my Indirect Allocation Factor?</p>	<p>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).</p> <p style="text-align: center;">Total annual sales to Customer / total annual company sales = Indirect Allocation Factor</p>
<p>What are the recognized Diverse Supplier Categories?</p>	<p>To be considered a Diverse Supplier, the company must be 51% owned, controlled and operated one or more such individuals recognized in our Diverse Category Table (Link to next slide)</p>
<p>How secure is the data I am providing and how will it be used?</p>	<p>TealBook will only share summarized spend information by diverse category once you, the supplier, specifically select the customer to share it with. Should the supplier choose to share, the customer will be able to see a summary of the total diverse spend per quarter allocated to them only. We do not share information about your suppliers with your customers.</p>
<p>My company does not track diverse expenditures. How should I proceed?</p>	<p>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.</p>



Diverse Supplier Categories

TITLE	CODE	SUBCATEGORIES
Minority Business Enterprise	MBE	African American, Asian American, Asian Pacific American, Hispanic American, Iberian Peninsula American, Minority Institution, Portuguese American, Subcontinent American, Native Hawaiian, Asian Indian American, Tribally Owned, Native American, Alaskan Native Corporation
Woman Owned Business	WBE	
Small Business Enterprise	SBE	Micro, Small and Medium Enterprises
Veteran Business Enterprise	VBE	
Disabled Veteran Business Enterprise	DVBE	
Service Disabled Veteran Business Enterprise	SDVBE	
LGBT Business Enterprise	LGBTBE	
Certified Aboriginal Business	CAB	Alaskan Native Corporation, Tribally Owned
HUBZone Certified	HUB	Native American, Hispanic American, African American, Asian American, Asian Pacific American
People with Disability	PWD	
Disadvantaged Business Enterprise	DBE	Native American, Asian American, Portuguese American, Asian Pacific American, Subcontinent American, African American, Hispanic American, 8A
Women Led Business Enterprise	WLE	
Labor Surplus Area	LSA	



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

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.

STEP BY STEP TIER 2 USER GUIDE

[Download detailed user guide here](#)



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.