

Tier 2 Submission Guide

Wood
Mackenzie

Tier 2 Subcontractor Reporting

- In an effort to try and help promote business opportunities for diverse businesses, (such as: **minority-owned**, **woman-owned**, **veteran-owned**, **service-disabled veteran-owned**, and **LGBT-owned** businesses) in relation to Clients, a company-wide Tier 2 direct spend reporting initiative has been established and is conducted annually using a software called Wood Mackenzie Supply Chain (PowerAdvocate). The information provided is used to evaluate compliance.
- By utilizing the Wood Mackenzie Supply Chain (PowerAdvocate) platform for this process, Clients have automated how we request, communicate, gather, and consolidate reports from all the suppliers providing Tier 2 subcontractor diversity data.
- If there are specific questions about spend reporting within the Portal – please contact the Client directly.
- Technical questions related to using the Wood Mackenzie Supply Chain (PowerAdvocate) platform (such as login issues) – please contact PowerAdvocate Support at support@poweradvocate.com or 857-453-5800 between 8AM – 8PM ET (Mon-Fri).

Important Details

- **Expectations**: We encourage primes to submit both Direct & Indirect data; however, without diverse subcontracting in a month, **submitting \$0 may be required**.
- **Company Information Disclosure**: If you have concerns or limitations on disclosing certain details to the Client (e.g., Total Company Sales), please contact the Client directly.
- **Confirmation of Submission**: After you have selected Save and/or Submit at the end of each questionnaire, you will be returned to the “Fill out Questionnaires” tab. Your responses were successfully received. *Please be sure to save frequently to avoid loss of data entry.*
- **Corrections and Modifications**: Should you need to make a correction or update to a previously submitted form, you can re-enter the questionnaire and make these changes, and upon selecting "Submit" your report will be immediately updated.

Submitting \$0 Spend for a Month

- To ensure that there is an appropriate differentiation between a \$0 spend submission and a no-response (blank) submission, please submit \$0.01 for every instance of \$0 reported spend.

How to report a \$0 submission:

- If you are reporting \$0 spend for just one month, then the \$0.01 will be among actual spend of the other months.

Tier 2 Supplier	Diversity Classifications	Business Unit	City	State	Zip Code	Purchase Order #	January	February
ABC Company	Woman-Owned Business Enterprise (WBE)	Nuclear Generation	Saint Louis	MO	63103	N/A	\$985,983.00	\$0.01

- If you are reporting \$0 spend for the year for all subcontractors, please enter “No Subcontracting” into the supplier field, select any diversity classification, select any business unit, and enter \$0.01 in each of the months.

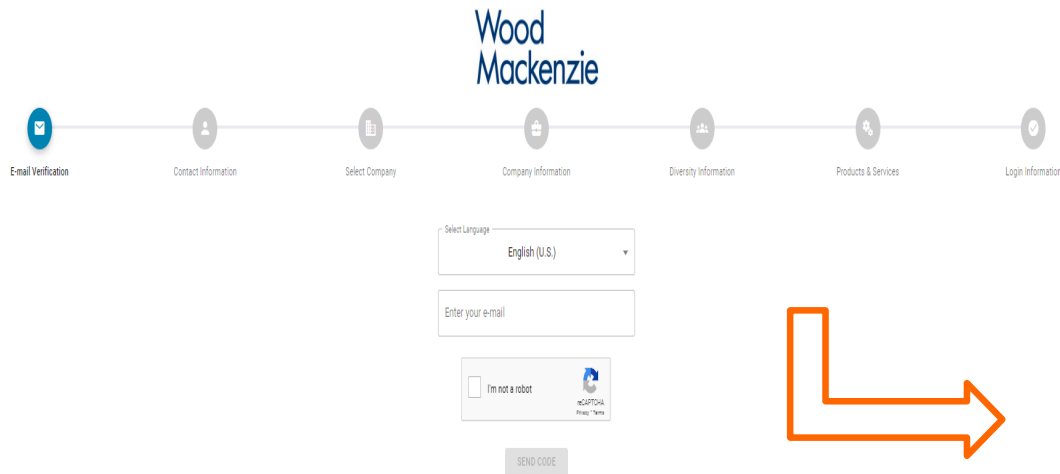
Tier 2 Supplier	Diversity Classifications	Business Unit	City	State	Zip Code	Purchase Order #	January	February
ABC Company	Woman-Owned Business Enterprise (WBE)	Nuclear Generation	Saint Louis	MO	63103	N/A	\$0.01	\$0.01

If you are reporting \$0 for the year, for a single subcontractor, just remove this supplier from the year’s form with the “X” on the far-right side of the row.

Company Registration

User Setup & Login

- Step 1 – Login using your Case-Sensitive Username & Password
 - <https://www.poweradvocate.com/login.jsp>
- **If you have not yet registered** on the Wood Mackenzie Supply Chain platform, please first do so at:
https://www.poweradvocate.com/compiled/supplier-registration/app/index.html?companyKey=EWh0pa2GdVc%3D&locale=en_US



The image shows the Wood Mackenzie registration process flowchart and a login form. The flowchart consists of seven steps: Email Verification, Contact Information, Select Company, Company Information, Diversity Information, Products & Services, and Login Information. The 'Login Information' step is highlighted with a blue circle. Below the flowchart is a registration form with the following fields: 'Select Language' (dropdown menu set to 'English (U.S)'), 'Enter your e-mail' (text input), a CAPTCHA challenge with the text 'I'm not a robot' and a 'SEND CODE' button. An orange arrow points from the 'SEND CODE' button to the 'Login' form on the right.

Login

Username: [Forgot Username](#)

Password: [Forgot Password](#)

LOGIN

[Frequently Asked Questions](#)

By clicking on the "Login" button above in order to use this Site, you acknowledge that you have read, accept, and are bound by the [Terms of Use](#).

Portals

Users Access All Their Portals via the "My Portals" Tab

- Step 2 – From the “My Portals” Panel on your Dashboard, select the specific Tier 2 Reporting portal by clicking the Portal Name for the Portal you wish to access. Please see the example image below.

If you do **NOT** see the specific Client Portal you need to access, the Client will need to provide your account access to the specific Portal.

My Portals



Actions	Company	Portal Name	Portal Owner
	Wood Mackenzie Supply Chain	Tier 2 Reporting	Nicole Stewart

Portal Main Page

Initially Displays Documents & Guides

- Step 3 – Select the “Fill Out Questionnaires” tab. See example below:

The screenshot displays the Wood Mackenzie portal interface. At the top left is the logo for Wood Mackenzie. Below it, the page title is "NS1 : Tier 2 Reporting" with the portal owner listed as "Nicole Stewart". There are three tabs: "1. Upload & Download Documents", "2. Enter Portal Requirements", and "3. Fill Out Questionnaires", which is circled in orange. The "Fill Out Questionnaires" tab contains a form with two radio buttons: "Upload a Document" (selected) and "Upload a Link". The form includes a "File Location *" field with a "Choose Files" button and "No file chosen" text. To the right is an "Add to Series (Optional)" dropdown menu with the option "(upload as new series)". Below these are three input fields: "Document Names *", "Issue Date" (with a date picker showing 06/26/2023), and "Reference ID". A "Submit" button is located at the bottom left of the form. Below the form is a blue bar with "Download" and "Update Order" buttons. At the bottom, there is a section titled "Wood Mackenzie Supply Chain Documents" with a "Filter Buyer Documents" input field and a table header with a checkbox and "Order" text.

Accessing Questionnaires

Displays All Tier 2 Questionnaires

- Step 4 – Select the questionnaire to begin entering data. If there are multiple questionnaires to fill out, such as “Tier 2 Direct [or Indirect] (Monthly)” for **Direct [or Indirect] Spend Submissions**, then you will need to review both questionnaires accordingly. Please see the example below:

0011 : Tier 2 Reporting

Portal Owner:

1. Upload & Download Documents 2. Enter Portal Requirements 3. Fill Out Questionnaires Messaging

Questionnaires			
Name	Reporting Frequency	Start Date	End Date
Diversity Tier 2 Direct (Monthly)	Annually	2013	
Diversity Tier 2 Indirect (Monthly)	Annually	2013	


Direct Tier 2 Questionnaire


Displays Fields for Prime Suppliers

- Step 5 – Open to the current year’s reporting form by using the calendar arrow, and next enter the names of your diverse certified subcontractors.
 - If you used this Tier 2 software last year, then the first 3 fields (Tier 2 Supplier, Diversity, and Business Unit) will auto-populate for you.
 - To remove suppliers from a selected year, remove the entire row with the “X” button at the far-right of the row for that particular supplier.
 - To add new suppliers, select “Add Supplier” to create new rows.

Toggle forward to current year

Tier 2 Direct (Monthly)

Year: 

Tier 2 Supplier	Diversity Classifications	Business Unit	City	State	Zip Code	Purchase Order	January	February	March	
	Select Classifications	Select Value					\$0.00	\$0.00	\$0.00	

Tier 2 Supplier
ABC Construction

Note: If your company does not collect details of “Tier 2 Supplier” names, please report by designation (e.g. MBE), using a separate row for each classification

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 6 – Select the classifications for each of your diverse subcontractors by choosing “Select Classifications” and checking off one or more designations in the pop-up view. Example below:

Diversity Tier 2 Direct (Monthly)

Year: 2022

Tier 2 Supplier	Diversity Classifications
	Select Classifications

Diversity Classifications

Diversity Classification

- Lesbian, Gay, Bi-Sexual and Transgender (LGBT)
- Veteran-Owned Business Enterprise (VBE)
 - Veteran-Owned Business Enterprise (VET)
 - Disabled Veteran-Owned Business Enterprise (DVET)
- Woman-Owned Business Enterprise (WBE)
- Minority-Owned Business Enterprise (MBE)
 - African American
 - Asian Pacific American
 - Asian Sub-Continent American
 - Hispanic American
 - Native American

OK Cancel

Reminder: Diversity Classifications will pre-load from last year’s submission. Please modify if the information has changed.

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 7 – Select the Business Unit for each of your diverse *subcontractor-business unit-spend associations* by choosing “Select Value” and checking off one option.
 - Diverse subcontractors who conducted business with multiple Business Units should be entered in **separate rows** and spend divided accordingly.

Diversity Tier 2 Direct (Monthly)

Year:

Tier 2 Supplier	Diversity Classifications	Business Unit
	Select Classifications	Select Value

Business Unit

- AER (Do Not Use)
- Ameren Illinois Corporation
- Business & Corporate Services
- Missouri Customer Operations
- Missouri Non-Nuclear Generation
- Nuclear Generation
- Transmission

OK Cancel

Reminder: Business Units will pre-load from last year’s submission. Please modify if the information has changed; and Save your progress frequently.

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 8 – Select the Product/Service for each of your diverse *subcontractor spend associations* for your company’s Tier II Spend Submission, by locating the “Product or Service” column, clicking “Select Value,” and checking off one option.

Note: This field is required for *both* Direct and Indirect Spend submissions.

The screenshot displays the 'Diversity Tier 2 Direct (Monthly)' application. At the top, there is a 'Year:' dropdown set to '2023'. Below this is a table with the following columns: 'Tier 2 Supplier', 'Diversity Classifications', 'Business Unit', and 'Product or Service'. The 'Product or Service' column contains a 'Select Value' button. A dropdown menu is open, titled 'Product OR Services', showing a list of categories with checkboxes. The categories are: Advertising Services, Chemicals, Lubricants & Gases, Civic, Construction and Building Materials, Control & Instrumentation, Customer Facing Services, ED - Electrical - Maintenance And Construction Services - U..., ED - Electrical - Maintenance and Construction Services - O..., ED Gas Materials, ED Maintenance & Construction Services TRANSMISSION, ED Underground Materials, Electrical Components & Supplies, Engineering & Architectural Services, and Environmental Services. The dropdown menu also includes a search bar, 'Search', 'Clear', 'OK', and 'Cancel' buttons.

Reminder: Select a Product/Service category that most appropriately relates to or represents the spend that’s being entered; and Save your progress frequently.

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 9 – Type in City, State, Zip Code, and Purchase Order #
 - All fields are required.

Note: In the field State type in the 2-Letter State Abbreviation Codes (Ex. MO for Missouri)

Tier 2 Direct (Monthly)

Year:

Tier 2 Supplier	Diversity Classifications	Business Unit	City	State	Zip Code	Purchase Order #	January	February	March
	Select Classifications	Select Value	Saint Louis	MO	63103	N/A	\$0.00	\$0.00	\$0.00

[Add Supplier](#)

Note: If you do not have a Purchase Order # please type in "N/A"

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 10 – Enter the direct spend conducted with each diverse subcontractor by month in the appropriate columns.

Tier 2 Direct (Monthly)

Year: 2017

Tier 2 Supplier	Diversity Classifications	Business Unit	City	State	Zip Code ▲	Purchase Order #	January	February	March
	Select Classifications	Select Value					\$234,422.00	\$789,644.00	\$56,221.00
	Select Classifications	Select Value					\$0.00	\$0.00	\$0.00

Add Supplier

Direct Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 11 – Select the “Add Supplier” button to add additional blank rows for additional subcontractor entries to the form.

Tier 2 Direct (Monthly)

Year:

Tier 2 Supplier	Diversity Classifications	Business Unit	City	State	Zip Code ^	Purchase Order #	January	February	
ABC Company	Woman-Owned Business Enterprise (WBE)	Ameren Illinois Corporation	Saint Louis	MO	63103	0221765	\$234,422.00	\$789,644.00	
	Select Classifications	Select Value					\$0.00	\$0.00	
	Select Classifications	Select Value					\$0.00	\$0.00	
	Select Classifications	Select Value					\$0.00	\$0.00	
	Select Classifications	Select Value					\$0.00	\$0.00	

Add Supplier

- Please be sure to Save your progress frequently as you submit data. Once you are done completing these entries, select “**Submit**” at the bottom of the page. Your responses will have been Submitted as you are returned to the “**Fill Out Questionnaires**” tab.

Accessing Questionnaires

Displays All Tier 2 Questionnaires

Step 12 – If applicable, select the next questionnaire, here “Diversity Tier 2 Indirect (Monthly)” for **Indirect Spend Submissions**

1. Upload & Download Documents 2. Enter Portal Requirements 3. Fill Out Questionnaires Messaging

Questionnaires			
Name	Reporting Frequency	Start Date	End Date
Diversity Tier 2 Direct (Monthly)	Annually	2013	
Diversity Tier 2 Indirect (Monthly)	Annually	2013	

Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 13 – Enter your **Total Sales** by month and total **Sales to Buyer (The Client)** by month in the appropriate fields.

Tier 2 Indirect (Monthly)

Year:

Revenues - Market Share	January	February	March	April	May
Total Company Sales	\$15,020,000.00	\$13,900,840.00	\$14,865,400.00	\$17,854,315.00	\$0.00
Sales To Buyer	\$1,254,612.00	\$3,587,138.00	\$2,314,614.00	\$2,123,156.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	January	February	March	April	May
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Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 14 – Enter either a Tier 2 Supplier or Supplier Group (to report an aggregate number for one classification type) in the first row of the “Tier 2 Supplier” field by selecting the “Add Supplier” button.
 - If you used PowerAdvocate last year, then the first 3 fields (Tier 2 Supplier, Diversity, and Business Unit) will auto-populate for you. To remove suppliers, remove the entire row with the “X” at the far-right area of the screen for the designated supplier.

Tier 2 Indirect (Monthly)

Year:

Revenues - Market Share	January	February	March	April	May
Total Company Sales	\$15,020,000.00	\$13,900,840.00	\$14,865,400.00	\$17,854,315.00	\$0.00
Sales To Buyer	\$1,254,612.00	\$3,587,138.00	\$2,314,614.00	\$2,123,156.00	\$0.00

Add Supplier

Tier 2 Supplier/Supplier Group	Diversity Classifications	January	February	March	April	May
	Select Classifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Tier 2 Supplier/Supplier Group
DEF Contracting

Note: If your company does not collect details of “Tier 2 Supplier” names, please report by designation (e.g. MBE), using a separate row for each classification

Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 15 – Select the classification(s) for each diverse subcontractor by choosing “Select Classifications” and checking off one or more designations in the pop-up view
 - OR the classification for your previously entered Supplier Group by choosing “Select Classifications” and checking off only one designation!

Reminder: Diversity Classifications will pre-load from last year’s submission. Please modify if the information has changed. Please be sure to Save your responses frequently to avoid entry loss.

Tier 2 Indirect (Monthly)

Year: 2014

Revenues - Market Share	January	February	March	April	May
Total Company Sales	\$15,020,000.00	\$13,900,840.00	\$14,865,400.00	\$17,854,315.00	\$0.00
Sales To Buyer	\$1,254,612.00	\$3,587,138.00	\$2,314,614.00	\$2,123,156.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications
DEF Contracting	Select Classifications

Diversity Classifications

Diversity Classification

- Lesbian, Gay, Bi-Sexual and Transgender (LGBT)
- Veteran-Owned Business Enterprise (VBE)
 - Other Veteran-Owned Business Enterprise (VET)
 - Disabled Veteran-Owned Business Enterprise (DVET)
- Woman-Owned Business Enterprise (WBE)
- Minority-Owned Business Enterprise (MBE)
 - African American
 - Asian Pacific American
 - Asian Sub-Continent American
 - Hispanic American
 - Native American

OK Cancel

Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 16 – Enter the spend conducted with each Tier 2 Supplier/Supplier Group by month in the appropriate columns

Tier 2 Indirect (Monthly)

Year:

Revenues - Market Share	January	February	March	April	May
Total Company Sales	\$15,020,000.00	\$13,900,840.00	\$14,865,400.00	\$17,854,315.00	\$0.00
Sales To Buyer	\$1,254,612.00	\$3,587,138.00	\$2,314,614.00	\$2,123,156.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	January	February	March	April	May
DEF Contracting	Woman-Owned Business Enterpri...	\$4,564,654.00	\$4,564,646.00	\$4,566,465.00	\$4,564,444.00	\$0.00

Indirect Tier 2 Questionnaire

Displays Fields for Prime Suppliers

- Step 17 – Select the “Add Supplier” button to add additional blank rows to the form for reporting multiple indirect suppliers/supplier groups

Tier 2 Indirect (Monthly)

Year:

Revenues - Market Share	January	February	March	April	May
Total Company Sales	\$15,020,000.00	\$13,900,840.00	\$14,865,408.00	\$17,854,315.00	\$0.00
Sales To Buyer	\$1,254,612.00	\$3,587,138.00	\$2,314,614.00	\$2,123,156.00	\$0.00

Tier 2 Supplier/Supplier Group	Diversity Classifications	January	February	March	April	May
DEF Contracting	Woman-Owned Business Enterpri...	\$4,564,654.00	\$4,564,646.00	\$4,566,465.00	\$4,564,444.00	\$0.00
	Select Classifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Select Classifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Select Classifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Select Classifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Please be sure to Save your progress frequently to avoid data entry loss. Once you are done completing these entries, select “**Submit**” at the bottom of the page. Your responses have been Submitted if you are returned to the “**Fill Out Questionnaires**” tab.

Definitions

Tier 2 Reporting Uses Specific Terminology

- **Prime Supplier-** A Tier 1 supplier that provides products/services and invoices to the Client for goods and services rendered directly by that supplier
- **Tier 2 Supplier-** A subcontractor that provides the products/services and invoices to the Prime Supplier for goods and services that directly support the fulfillment of a particular Client contract
- **Direct Spend-** Spend contracted by the Prime Supplier with Tier 2 diverse subcontractors for goods and services that directly support the fulfillment of a particular Client contract
- **Indirect Spend-** Total spend contracted by the Prime Supplier to all of its Tier 2 diverse subcontractors. This amount is prorated based on a Prime Supplier's sales and/or percentage of the Prime's total revenue associated with the Client.

Definitions

Classifications

- **MBE** – (Minority-Owned Business Enterprise) means an enterprise that is at least 51% owned by one or more minority groups, where management and daily business operations are controlled by one or more of those individuals. Minority owned business include African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Sub-Continent Americans.
- **WBE** – (Women-Owned Business Enterprise) means a business enterprise that is at least 51% owned by a woman or women or at least 51% owned by one or more women, and whose management and daily business operations are controlled by one or more of the individuals.
- **LGBT** – (Lesbian, Gay, Bi-Sexual and Transgender) means a business enterprise that is at least 51% owned by a lesbian, gay, bisexual or transgender individual and whose management and daily business operations are controlled by one or more of the individuals.
- **Service-Disabled Veteran Owned Business** – means a business owned by a veteran or veterans that were disabled during war.
- **Veteran Owned Business** – means a business owned by a veteran or veterans.

Definitions

Definition Codes

AA	African American	- Persons having origin in any black racial groups of Africa
HI	Hispanic American	- Persons of Mexican, Puerto Rican, Cuban, South or Central American, Carribbean, and other Spanish culture origin
NA	Native American	- Persons having origin in any of the peoples of North America or the Hawaiian Islands, in particular, American Indians, Eskimos, Aleuts, and Native Hawaiians
AP	Asian Pacific American	- Persons having origin in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan
AS	Asian Sub-Continent American	- Persons having origin in India, Pakistan, Bangladesh
LGBT	Lesbian, Gay, Bi-Sexual and Transgender	- Persons who are lesbian, gay, bi-sexual and transgender
SDVB	Service Disabled Veteran Owned Business	- Persons that were disabled during time of war
VOB	Veteran Owned Business	- Persons who have served in a military force