User Guide to reporting Tier 2 diverse spend to

PEOPLES NATURAL GAS℠

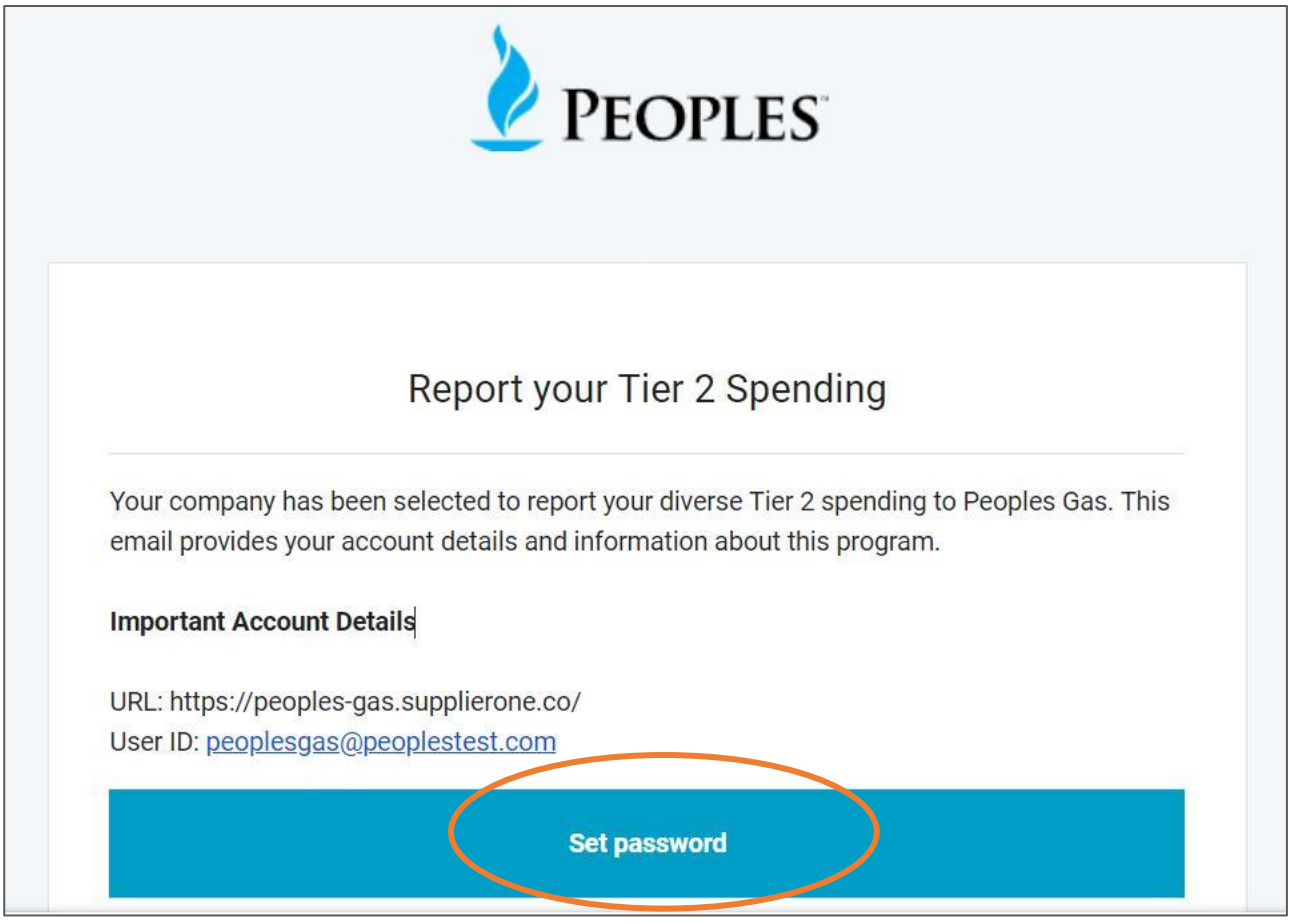
How to Access Aqua Tier 2 Reporting System

Step 1. Receive Email Invitation

Your company has been selected to report your Tier 2 spend to Peoples Natural Gas. You will receive an email invitation that will contain Tier 2 information, user login (your email address will be your user login) and a link to set your password.

If you did not receive an email, reset your password on the login page by clicking on **Forget Password**.

https://peoples-gas.supplierone.co/



Note: Password link is only valid for 48 hours.

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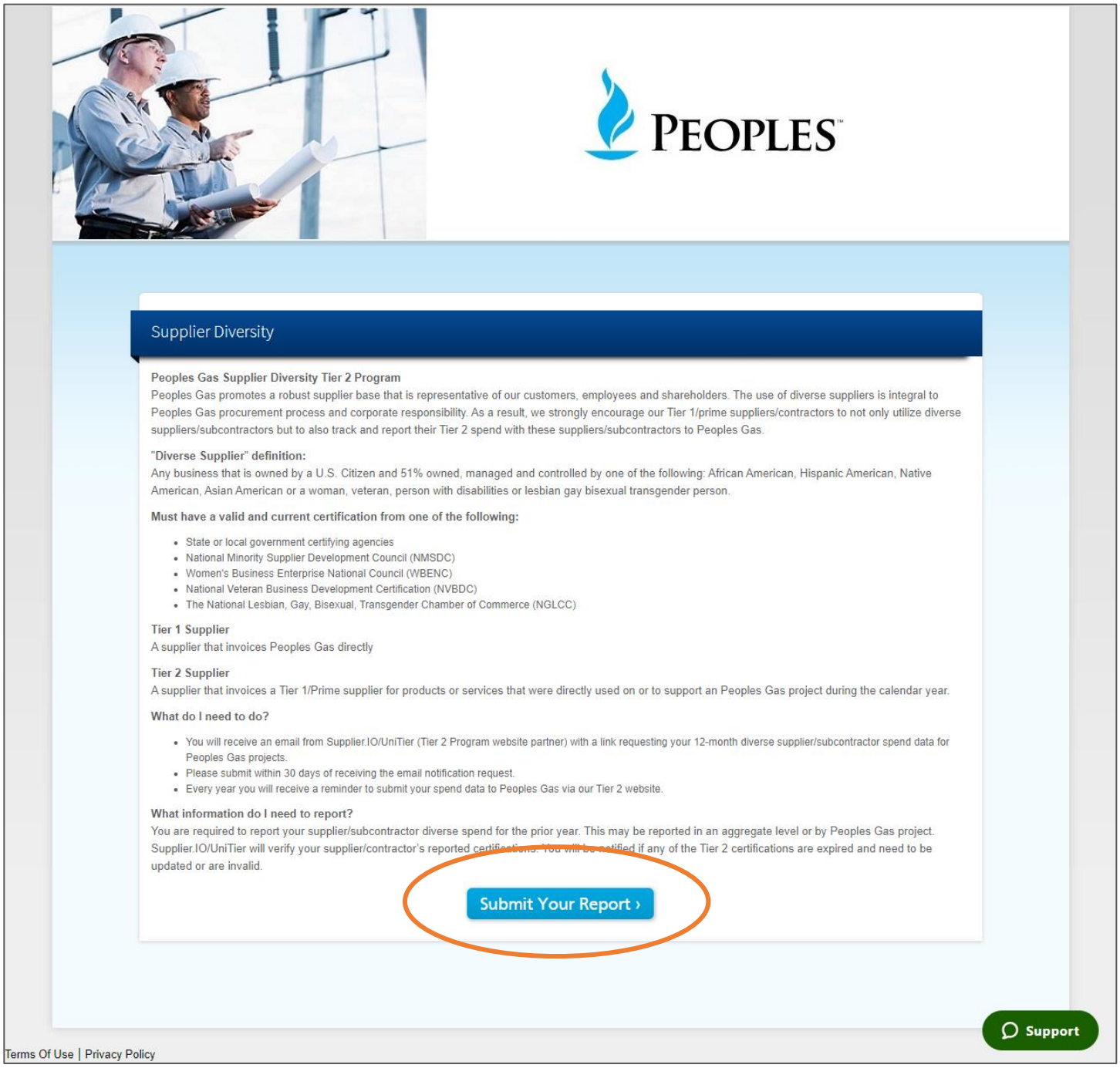
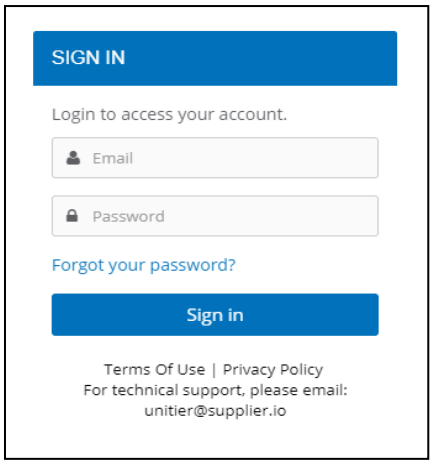
Step 2. Access Aqua Tier 2 system

Click the link to be directed to our Tier 2 landing page **https://peoples-gas.supplierone.co/**



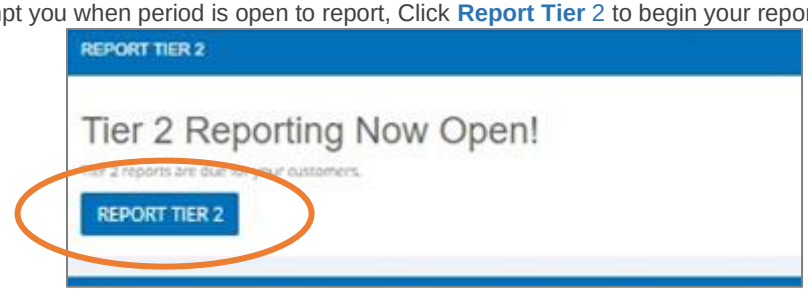
Step 3. Login to your account

Log in by using your email and password. Check your spam folder if you did not receive an email or contact unitier@supplier.io



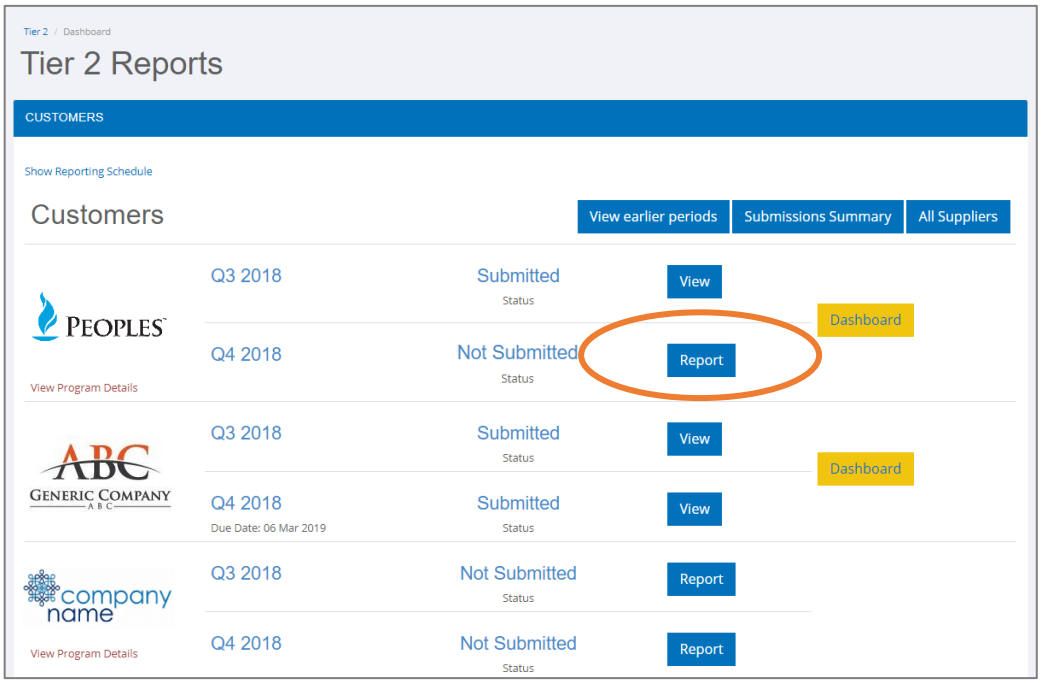
Step 4. Start Reporting

The Dashboard will prompt you when period is open to report, Click **Report Tier** 2 to begin your report.



Step 5. Report your Tier 2 diverse spend for the year in Q4 only

To add Tier 2 information, click Report button.



Definitions of Indirect vs Direct Spend

Indirect Spend

Your company's spend with a diverse supplier in support of your company's overall operations and business. This spend is NOT related to a contract or agreement with Aqua.

Examples: 1. Purchase of office supplies

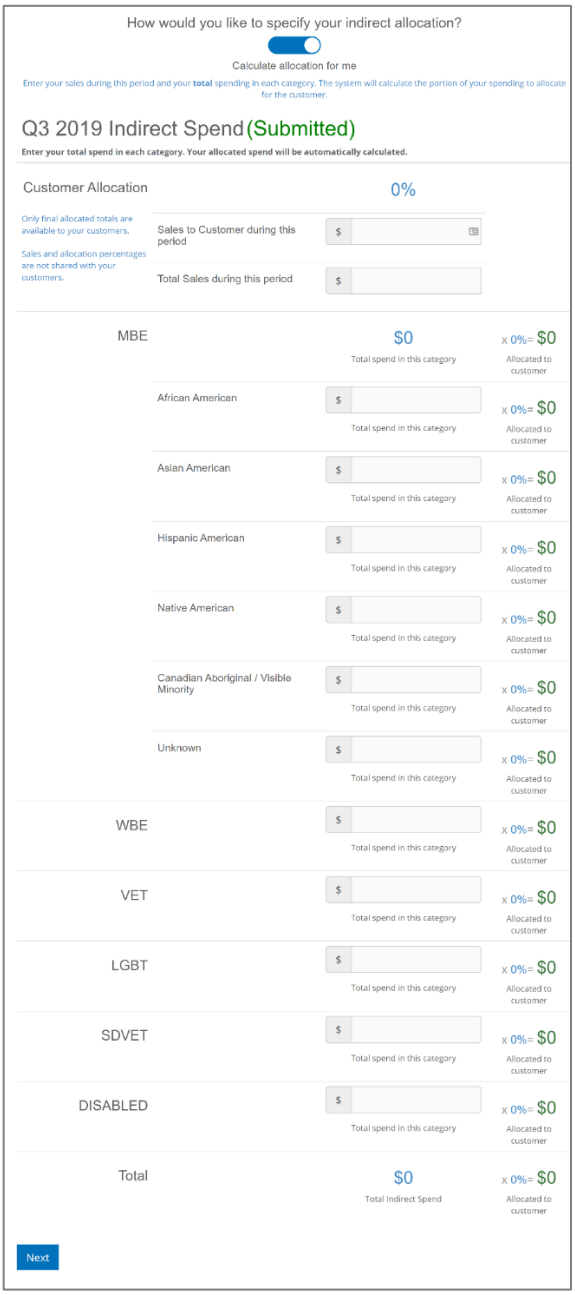
2. Hiring a diverse owned marketing firm

Direct Spend

Your company's spend with a diverse supplier that can be directly traced back to a specific agreement with Aqua.

Step 6. Indirect Spend Allocation by Diversity

Note: If you have indirect spend, this has to be reported first. If you don't have any, you can skip this section and click on the next button on the bottom of the page.



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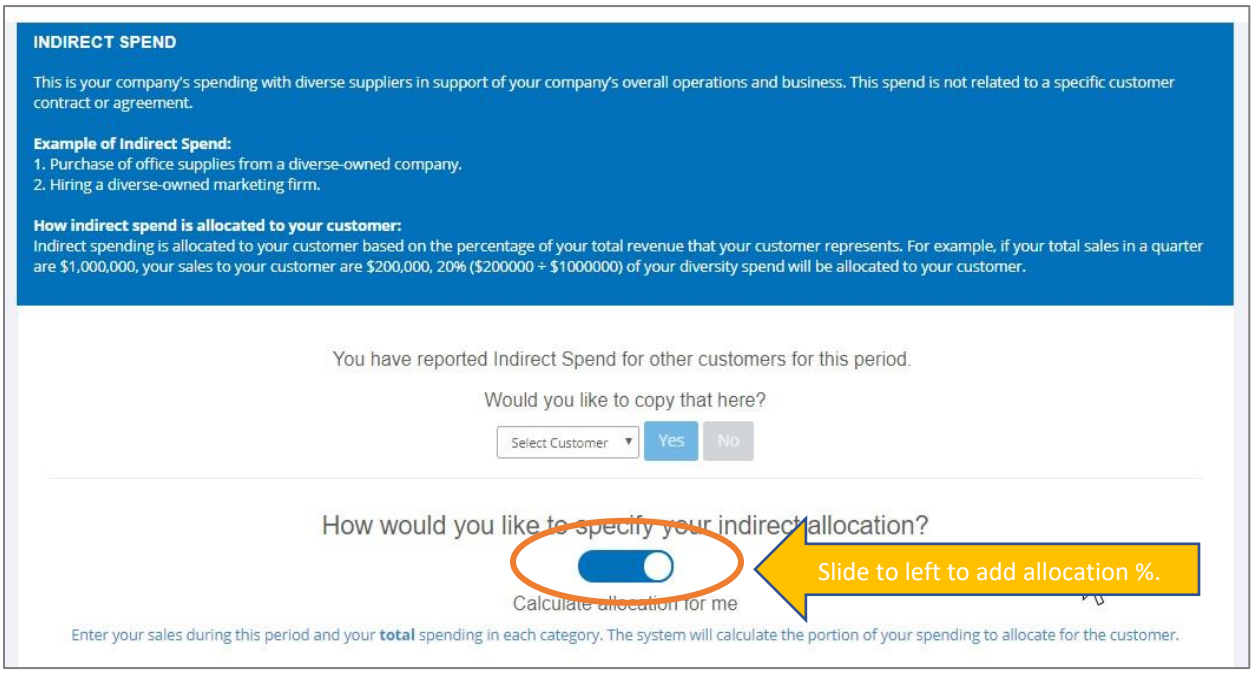
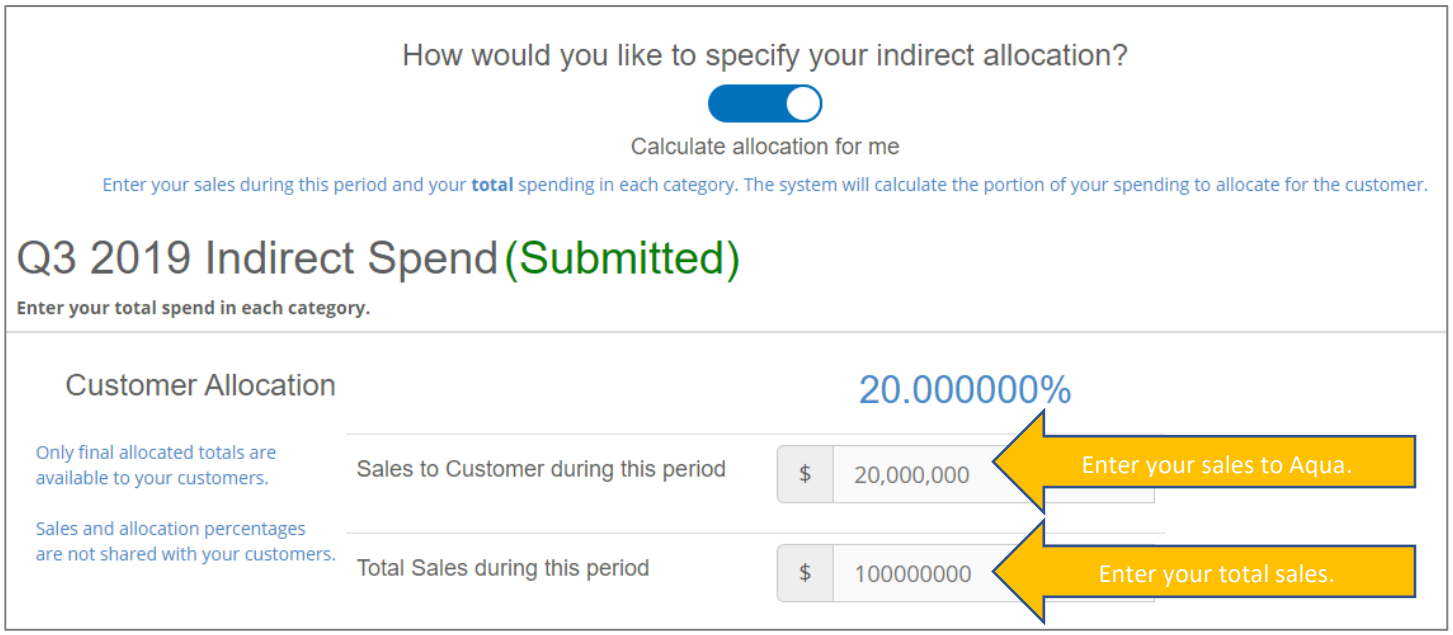
Indirect Allocation Computation Selection

The system allows you to either enter your sales numbers and the system will compute your indirect allocation or you may enter your indirect allocation percentage. Use the slider icon to make your selection.



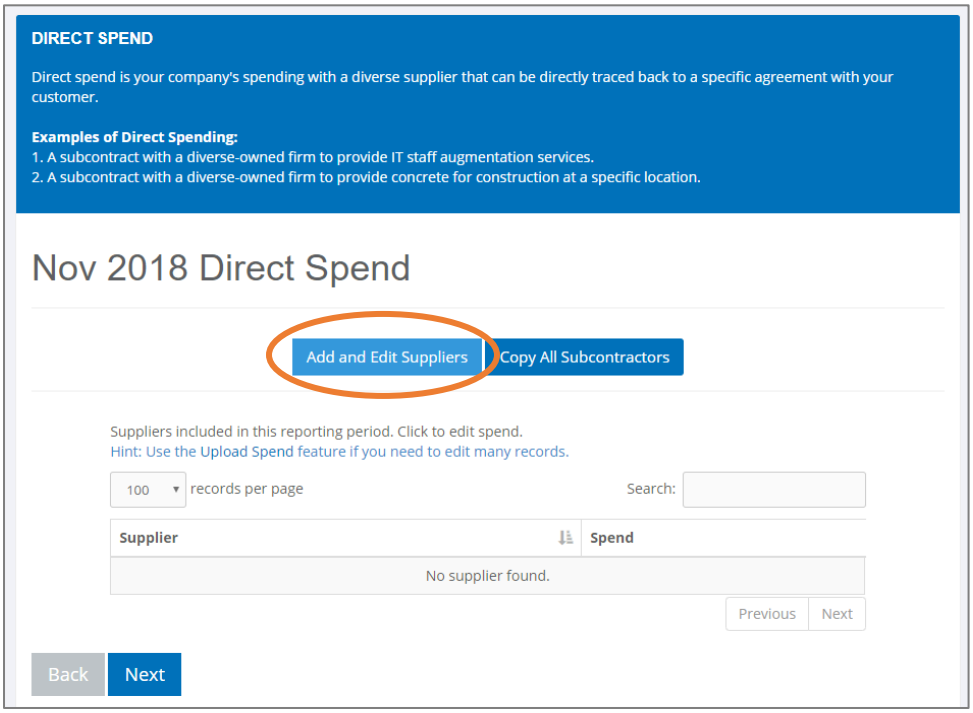
Enter your sales to your customer and your total US sales and the system will compute your allocation percentage.



Enter your spend information on the diversity categories.

Step 7. Enter and Report Direct Spend

Click **Add and Edit Suppliers** to add suppliers or copy all subcontractors from previous report.

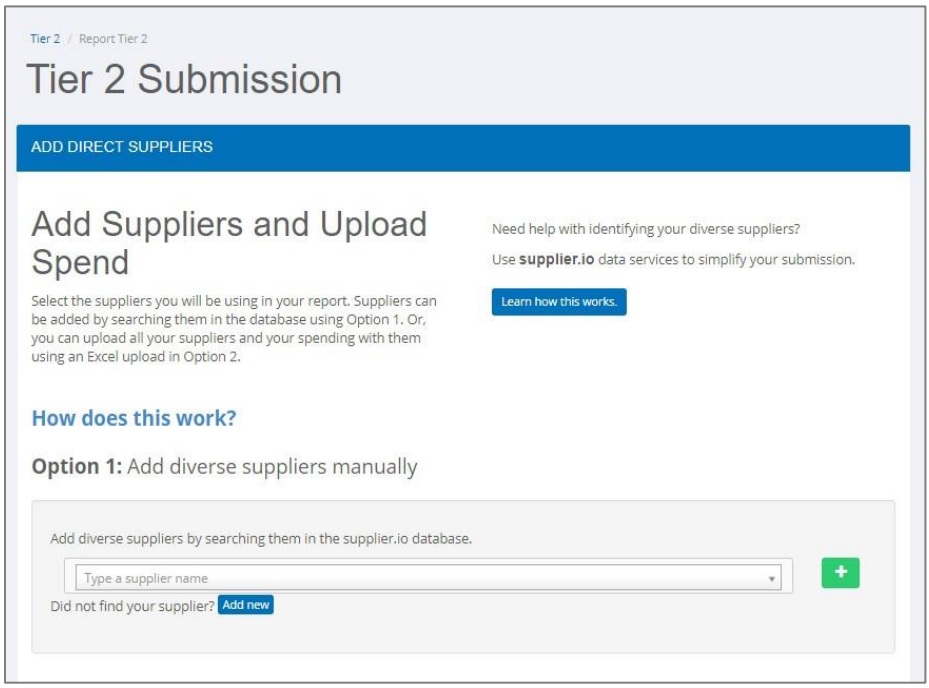


Two options to add Suppliers

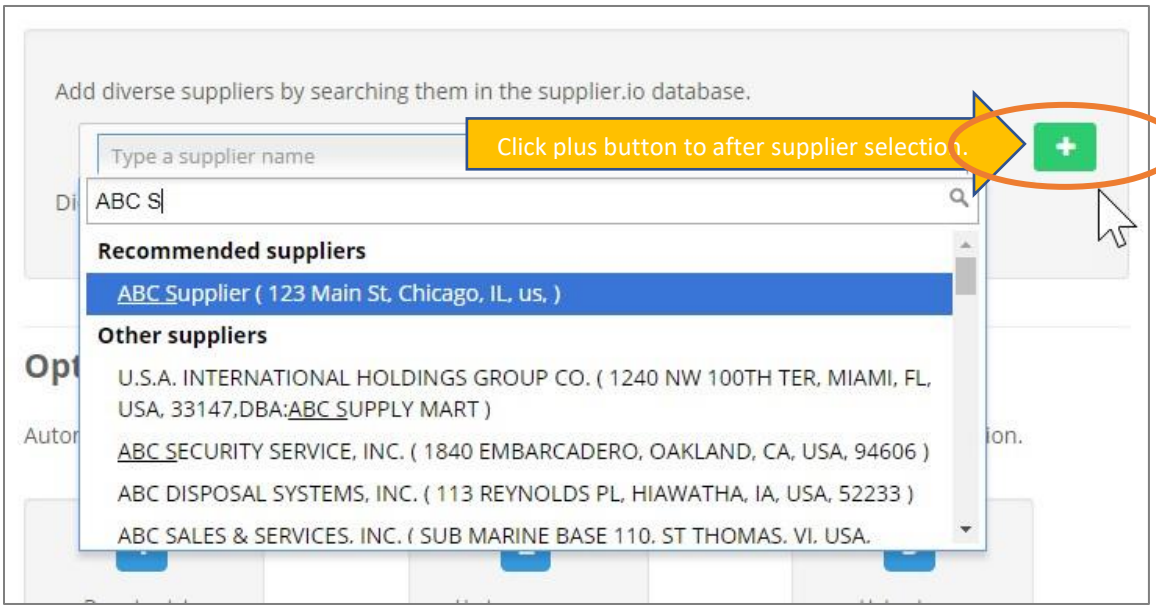
There are two ways you can add suppliers: **Option 1**- Add diverse suppliers manually and **Option 2**-Upload your information.

Option 1 Searching for your suppliers in database

Add diverse suppliers manually by searching the supplier's name using the database.

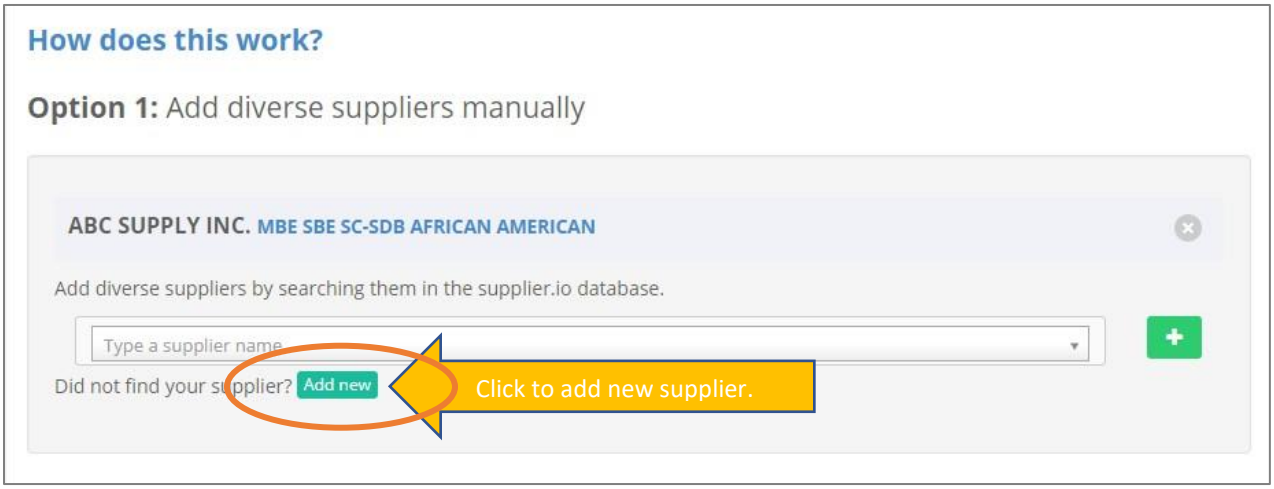


Type the first few characters of the company's name and a list of suppliers will appear. Select the company and click the plus (+) sign and it is automatically added. Click the (x) to remove the supplier from your list. Click 'Next' button to submit spend information.

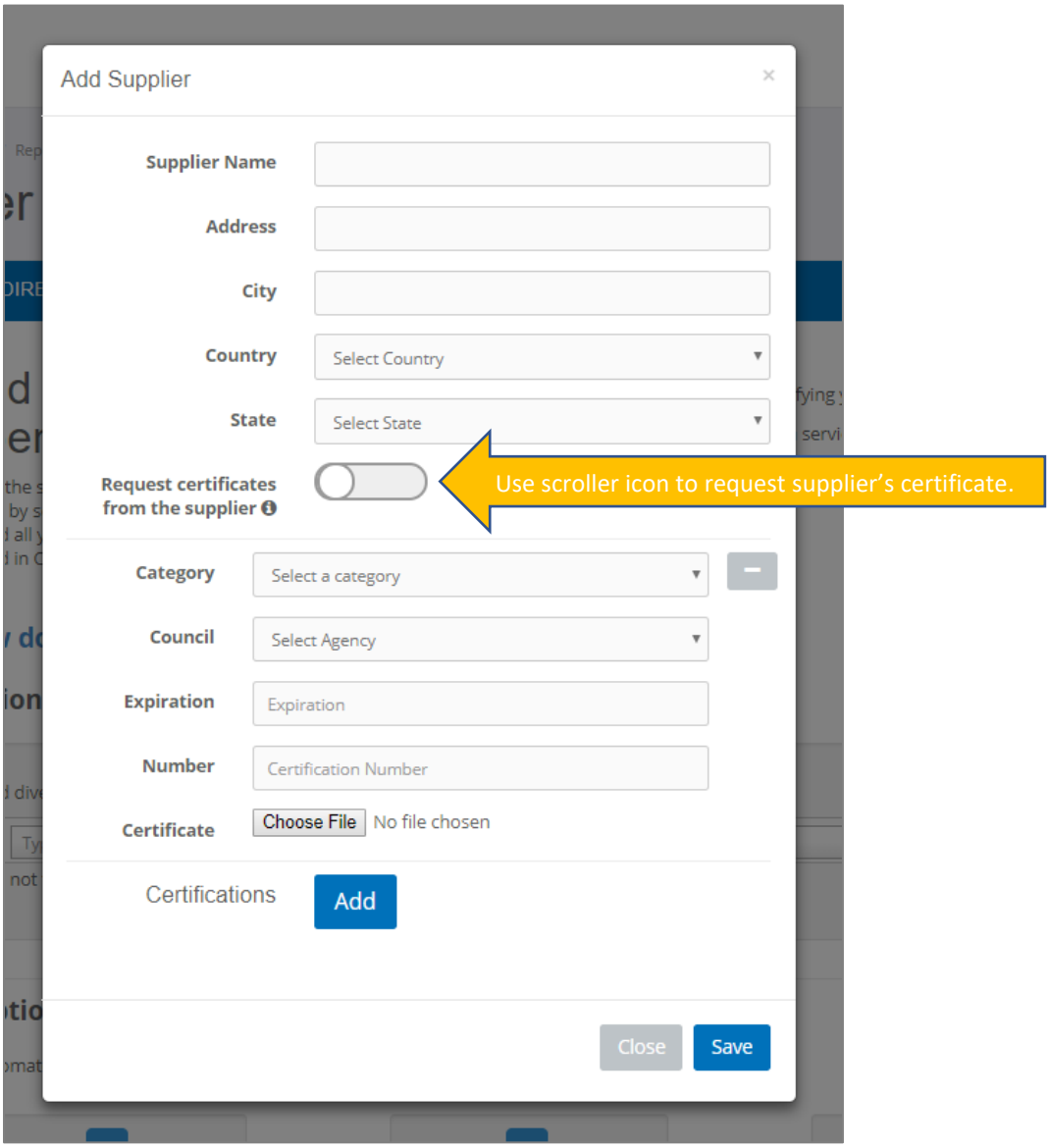


You can also Add a New Supplier in Option 1

If the subcontractor you are looking for is not listed, **click 'Add New' button** to add a new supplier.

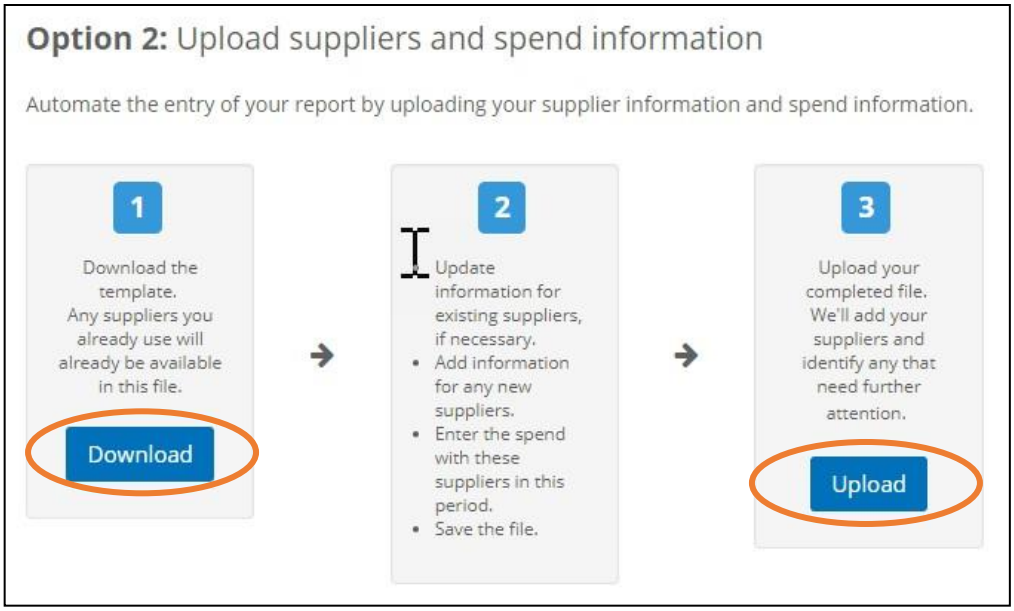


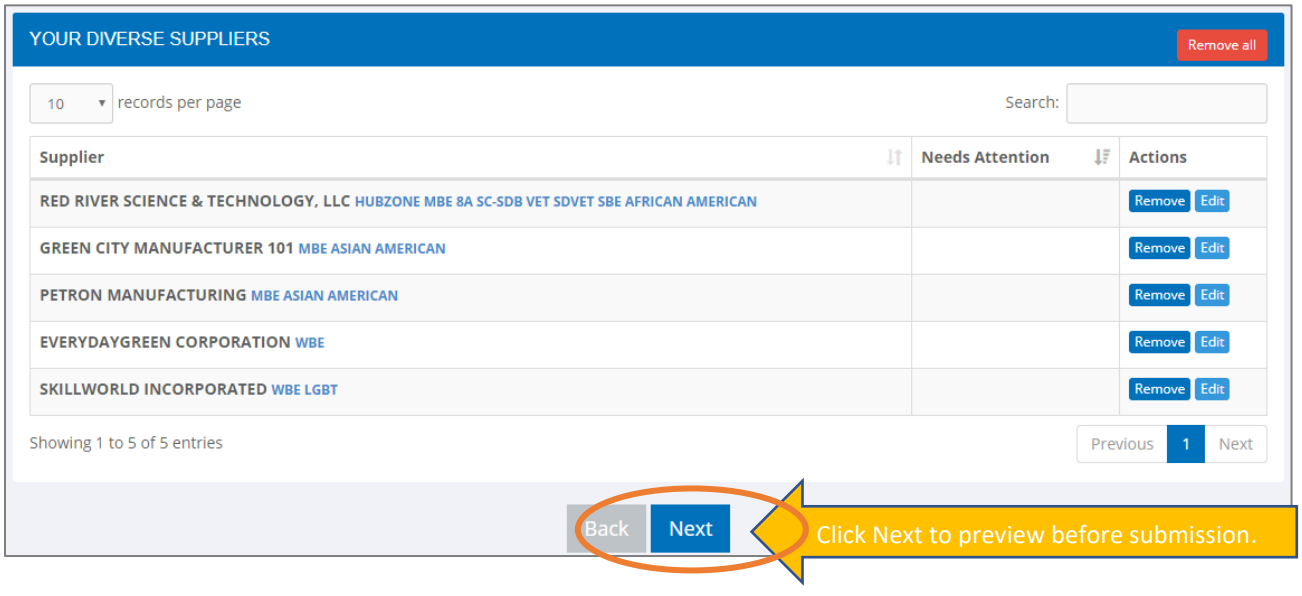
Complete all the required information to add a new supplier to your report. Select the correct category and council when uploading a certificate.



Option 2 Upload a List of Suppliers

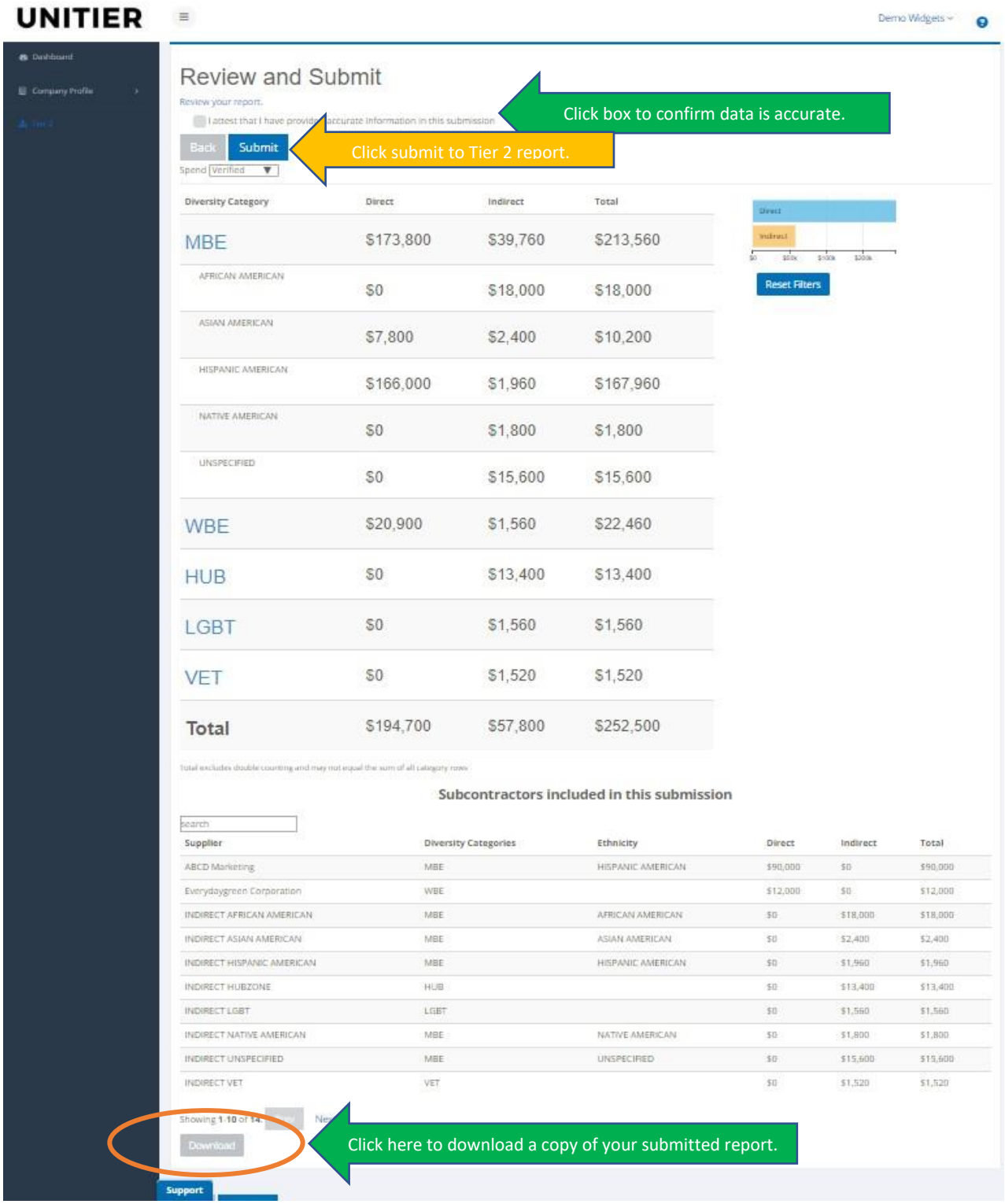
Upload suppliers and spend information by downloading the excel file and uploading it back to the system. (1) To download the file, click the 'Download' button. (2) Provide name, address, city, state and add at least one diverse category. If this is not done, the system will give you an error. You may add spend on the last column. (3) Click upload button to upload file.





Step 8. Review and Submit

This page shows a summary of the data you entered in the system. Review your data and verify by clicking the checkbox and click **Submit** to complete your submission.



Diversity Category	Direct	Indirect	Total
MBE	$173,800	$39,760	$213,560
AFRICAN AMERICAN	$0	$18,000	$18,000
ASIAN AMERICAN	$7,800	$2,400	$10,200
HISPANIC AMERICAN	$166,000	$1,960	$167,960
NATIVE AMERICAN	$0	$1,800	$1,800
UNSPECIFIED	$0	$15,600	$15,600
WBE	$20,900	$1,560	$22,460
HUB	$0	$13,400	$13,400
LGBT	$0	$1,560	$1,560
VET	$0	$1,520	$1,520
Total	$194,700	$57,800	$252,500

Supplier	Diversity Categories	Ethnicity	Direct	Indirect	Total
ABCD Marketing	MBE	HISPANIC AMERICAN	$90,000	$0	$90,000
Everydaygreen Corporation	WBE		$12,000	$0	$12,000
INDIRECT AFRICAN AMERICAN	MBE	AFRICAN AMERICAN	$0	$18,000	$18,000
INDIRECT ASIAN AMERICAN	MBE	ASIAN AMERICAN	$0	$2,400	$2,400
INDIRECT HISPANIC AMERICAN	MBE	HISPANIC AMERICAN	$0	$1,960	$1,960
INDIRECT HUBZONE	HUB		$0	$13,400	$13,400
INDIRECT LGBT	LGBT		$0	$1,560	$1,560
INDIRECT NATIVE AMERICAN	MBE	NATIVE AMERICAN	$0	$1,800	$1,800
INDIRECT UNSPECIFIED	MBE	UNSPECIFIED	$0	$15,600	$15,600
INDIRECT VET	VET		$0	$1,520	$1,520