

**Supplier
Diversity Tier 2
Reporting
Training**





Gainfront SLM

Modern Supplier Lifecycle Management for Today's Business

Gainfront is an AI/ML SLM SAAS platform that automates various phases on supplier lifecycle management process. It provides full spend control & robust diversity management.

We are currently managing Tier2 Reporting for Evergy.



Definitions

Direct Spend

- Purchases that directly support Customer's business.
- The prime must be able to trace the use of a diverse supplier directly for a specific contract or purchase order with Customer.
- 100% of Direct Spend will be allocated to Customer.

Indirect Spend

- Purchases that support the prime supplier's own business operations.
- Indirect Spend cannot be traced back to a specific customer's purchase order.
- Do not include any Direct Spend for other customers when calculating your Indirect Spend.
- Examples of Indirect Spend might include a travel agency, office supplies, fuel, janitorial services, insurance, etc.
- A % of indirect spend will be allocated to Customer (Allocation factor: Sales from Customer / Total Company Sales)



System Access

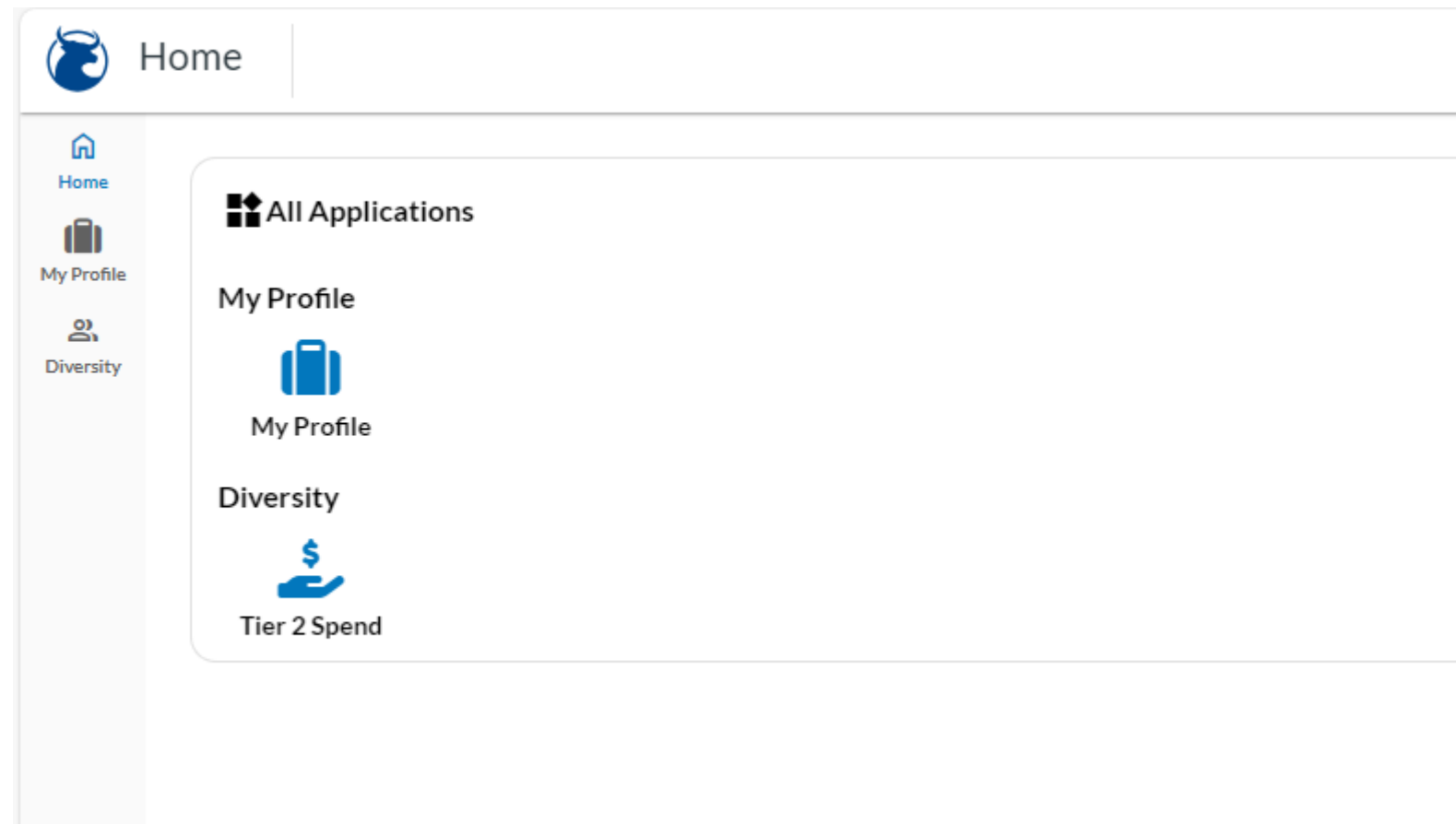
- Please use the link below to login:
<https://evergy.gainfront.app/accounts/login/>
- Enter Login ID and Passcode
- If you do not know the password click “Forgot password? Reset it”
- A password reset email will be sent to the email provided
- To add additional users please contact the Gainfront team

The screenshot shows a login interface for Evergy. At the top right is the Evergy logo. Below it are two input fields: 'Email*' with the value 'testim@test.com' and 'Password*' with masked characters. A blue 'Login' button is positioned at the bottom of the form.



Supplier Home Page

- Go to “My Profile” to view the profile and update the information
- Go to “Report Tier 2 Spend”





Report Tier-2 Spend

- Select Direct or Indirect Spend from the Top Menu
- Select “Reporting Period”
- Click “Report Spend” to continue

The screenshot shows the Diversity application interface for reporting Tier 2 Spend. On the left is a navigation sidebar with icons for Home, My Profile, and Diversity. The main header displays 'Diversity' and 'Tier 2 Spend' with a dropdown arrow. A dropdown menu is open, listing options: Dashboard, Summary, Report Direct spend, Report Indirect spend, Report Zero Spend, and Data Loader. The main content area features a year selection dropdown set to '2024' and a 'Select Year' button. Below this, the text 'Total Tier2 Suppliers:0' is displayed. At the bottom, a table titled 'Current Reporting Status' provides a summary of spend data.

Current Reporting Status		
Reporting	YTD Spend	Previous Year Spend
Direct	\$ 0	\$ 0
Indirect	\$ 0	\$ 0
Total	\$ 0	\$ 0



Report Direct Spend

- Please select the appropriate Division.

TEST-IM

Reporting For This Month Due In 19 Days.

Division: ▼

Contract/Project: ▼

Reporting Period: ▼

Corporate

Generation

IT

Transmission/Distribution

WC/Nuclear

[Add New Supplier](#)

[Need Help?](#)

Tier 2 Supplier	Country	Diversity Category	Ethnicity	Business Type	Direct Spend
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[Add new row](#)



Report Direct Spend

- Please select the contract from the drop down menu.
- If the contract is not there in the drop down, please click on ADD NEW and create a new contract.
- Once the contract is selected please select the reporting period.

TEST-IM

Division:

Contract/Project:

22 (EV12345) [Not Submitted]
Add new

Reporting Period:

Add Contract/Project ×

Contract/Project Details Generation

Close

Save



Report Direct Spend

- Add suppliers manually or use the data loader for bulk upload
- Click “Add new row”. Select Tier 2 Supplier from the dropdown list or “Add new supplier”
- Enter Tier 2 Direct Spend for all suppliers
- Click Submit Tier 2 Direct Spend

TEST-IM
Reporting For This Month Due In 19 Days.

Division: Contract/Project: Reporting Period:

Tier 2 Direct Spend (August 2024) [Add New Supplier](#)

Tier 2 Supplier	Country	Diversity Category	Ethnicity	Business Type	Direct Spend
<div style="border: 2px solid black; padding: 5px;">Add new row</div>					

Total Spend \$ 0.00

I hereby certify that the information provided is complete, true and correct to the best of my knowledge.

[Save Tier 2 Direct Spend](#) [Submit Tier 2 Direct Spend](#) [Cancel](#)



Add New Tier-2 Supplier

- Enter Vendor Name (Tier 2 Supplier Name)
- Select Country and State/Province. The Primary diversity type and Primary Certifying Council lists are dependent on the selected country
- Select Primary Diversity Type, Ethnicity, and Primary Certifying Council
- Upload Diversity Certificate for the supplier (optional)

Edit Supplier ✕

Vendor name*	Internal Number	Von Number
<input type="text" value="ABC Corp"/>	<input type="text"/>	<input type="text"/>
Federal Tax ID	Country*	City
<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>
State/Province	Zip	Primary diversity type*
<input type="text" value="Alaska"/>	<input type="text"/>	<input type="text" value="MBE"/>
Ethnicity*	Primary Certifying Council	
<input type="text" value="Undisclosed/ Prefer not to ansv"/>	<input type="text" value="NMSDC-CAPITAL REGION MINI"/>	
Diversity Certificate		
<input type="text" value="---"/> <input type="button" value="Browse"/>		

Contacts

First Name	Last Name	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Report Indirect Spend

- Enter Total Sales and Sales to Company
- If you cannot provide sales data, you can check “Do not have sales data” to enter the “Allocation Factor” (% of spend to be allocated to Company)
- Click “Submit Tier 2 Indirect Spend” to submit

Diversity Tier 2 Spend ▾

us-en ▾ testim@test.com ▾

TEST-IM
Reporting For This Month Due In 19 Days.

Division: General Contract/Project: 22 (EV12345) [Not Submitted] Reporting Period: Aug, 2024

Sales (2024)

Do not have sales data

Total Sales	Sales to Generation	Allocation %
\$ 2,904,624,792	\$ 1,963,872.00	0.067612 %

Tier 2 Indirect Spend [Add New Supplier](#)

Tier 2 Supplier	Country	Diversity Category	Ethnicity	Business Type	Indirect Spend	Allocated Indirect Spend
Add new row						

Need Help?



Report Zero Spend

- If you don't have any spend for a particular quarter, you can select the Reporting Period.
- Click on the check box for certifying text.
- Click on Submit Zero Spend.

The screenshot shows a web interface for reporting zero spend. At the top, there are navigation tabs for 'Diversity' and 'Tier 2 Spend'. A dropdown menu is open under 'Tier 2 Spend', listing options: 'Dashboard', 'Summary', 'Report Direct spend', 'Report Indirect spend', 'Report Zero Spend' (which is highlighted), and 'Data Loader'. To the right, the page title is 'Test'. Below the title is a 'Reporting Period' dropdown menu. A text box contains the message: 'By submitting this report, all data for the selected quarter/month will be deleted. This quarter/month will be marked as zero spend'. Below this is a checkbox labeled 'I hereby certify that the information provided is complete, true and accurate to the best of my knowledge.' At the bottom right, there is a blue button labeled 'Submit Zero Spend'.



Data Loader

- Click on Sample File
- Download sample file from next page.
- Organize your data in the same structure as Sample File.
- Choose the file and upload.

Quick Instructions

[\(Full Help\)](#)

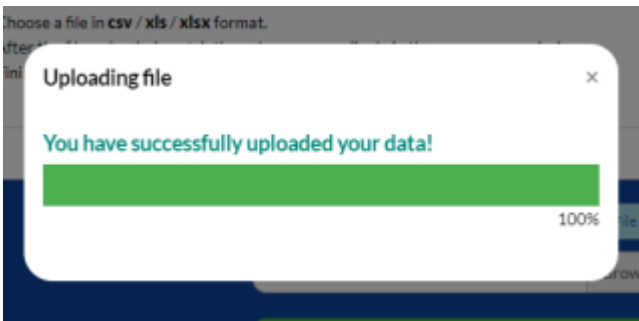
- Choose a loader for the file you want to upload in the drop-down box.
- View the specific sample file if you need.
- Choose a file in **csv** / **xls** / **xlsx** format.
- After the file uploaded, match the columns accordingly in the new pop-up window.
- Finishing the match, click 'Load File' and you are all done!

The screenshot shows a dark blue interface with two rows of controls. The first row is labeled 'Select Loader' and contains a white dropdown menu with 'Transaction details' and a downward arrow, followed by a light blue button labeled 'Sample File'. A red arrow points to the 'Sample File' button. The second row is labeled 'Choose File' and contains a white input field with the text 'Choose File' and a light grey button labeled 'Browse'.



Data Loader

- Map all the headers of the file from your sheet with all the required Fields on this form.
- Once all fields are mapped, click Load File.
- It would show a prompt that Data is loaded successfully.



Transaction datafiles/2024/05/23/tier2_transaction_sample.xlsx

Vendor/Supplier Name*

Vendor ID

Vendor/Supplier Federal Tax ID

Transaction Date*

Spend Amount*

Country

City

State

Zip



Data Loader

- List of all accepted Diversity Types and Ethnicity for US Suppliers to be filled in Dataloader files.
- Any data out of preferred Diversity Type & Ethnicity would not be accepted by system.

MBE

Asian Subcontinent American

WBE

SBE

African American

HUBZone

DOBE

Undisclosed/ Prefer not to answer

LGBT

SDVBE

Native American

DBE

VOSB

Hispanic American

SDVOSB

Asian Pacific American

SDB

8A

HBCU

VBE

WOSB



Support

Support Contacts :

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Thankyou!

Any Questions/Feedback?