

SupplierGATEWAY, LLC Project Reporting Supplier Guide



Project Reporting



Project Reporting Expectations

- This guide will outline the steps for you to report using the Project Reporting Tier 2 app.
- Reference your initial communication regarding if your customer has specific requirements for your report.
- ➤ Look out for an email that says "Tier 2 Reporting", this will be sent directly from your customer portal.
- In addition, SupplierGATEWAY will send alerts to remind you if you need to report. Our emails are from alerts@suppliergateway.com.



Project Reporting: Reporting Tier 2 Apps

Please note, based upon our customer portal, you may be presented with more than one reporting options.

The Project Reporting Tier 2 app allows you to report by the customer's projects. Those projects will be outlined for you to select. The are identified by cost centers.

Standardize Tier 2 app is a basic reporting that has you enter Tier 2 expenditures by category and by supplier. Most customer will distinguish if they want you to report by both or if they prefer one. For example, only reporting direct spend, or "Spend by Supplier"



Getting Started

Active Apps



Basic Supplier Package

Discover new opportunities and connect with global buyers.

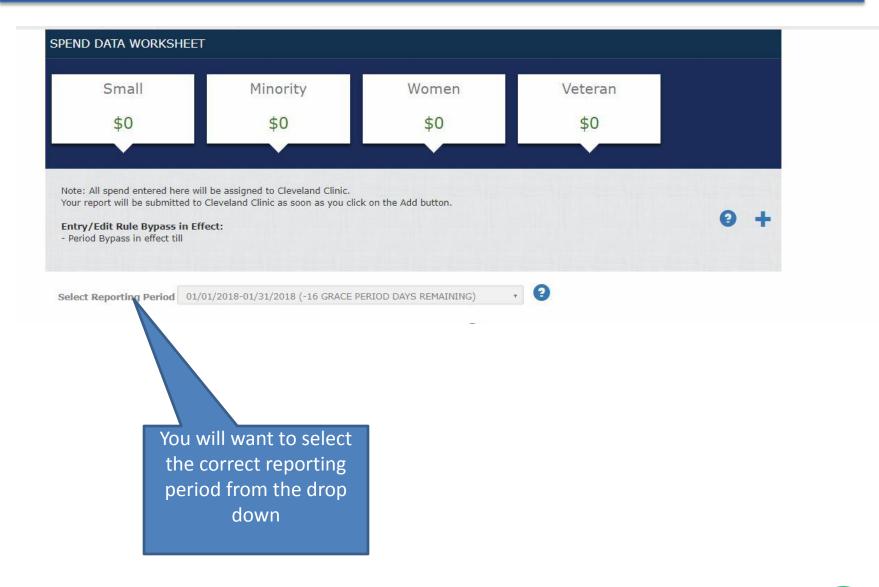


Submit Tier-2 ...

Supplier Project Reporting

Select "Submit Tier 2 from the list of ACTIVE APPS



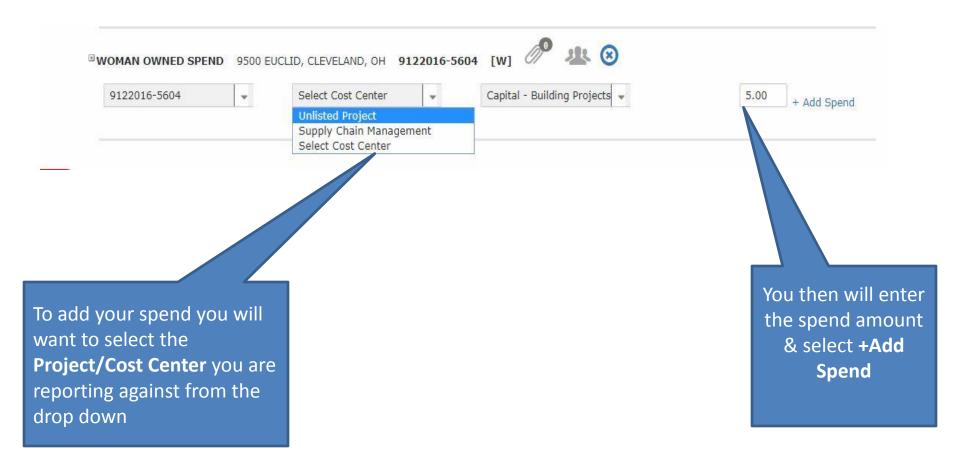




Adding Spend by Category



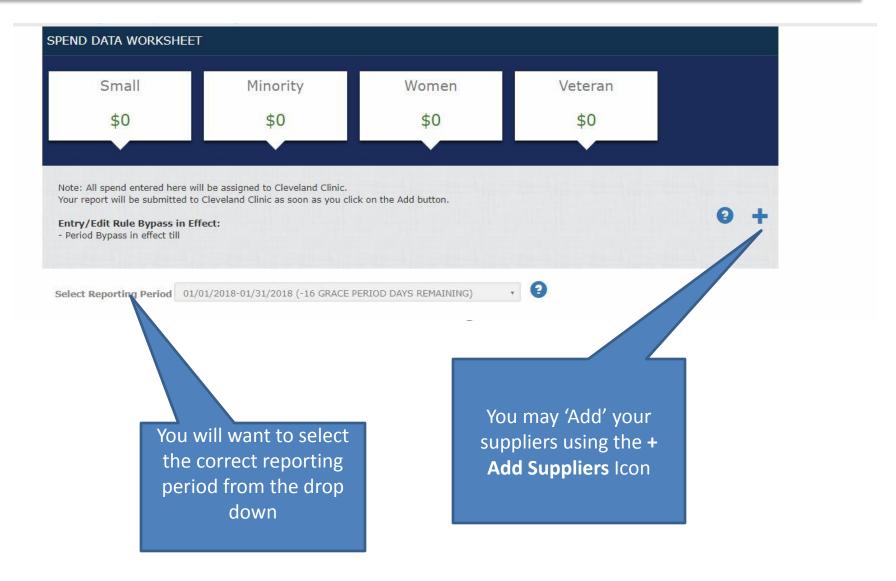
To Report & Add Spend...



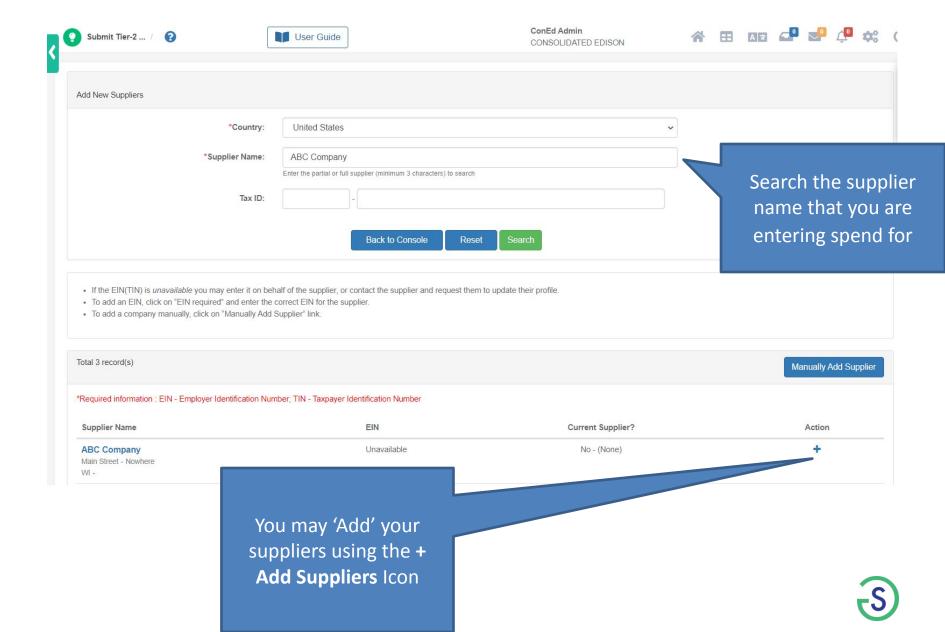


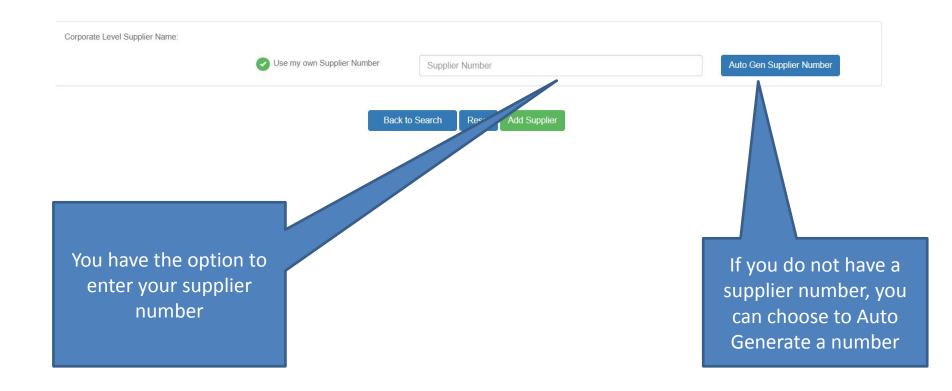
Adding Spend by Supplier



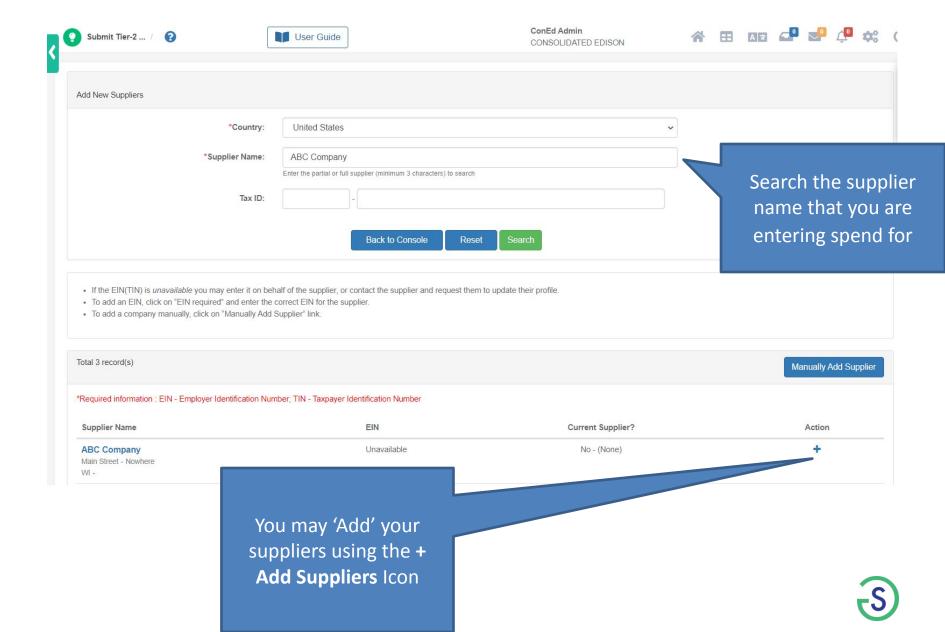




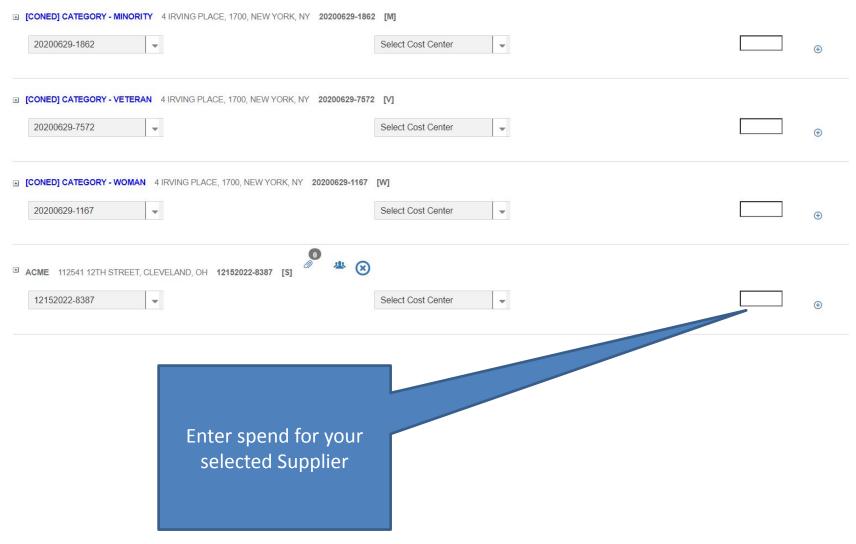








Reporting Spend by Supplier: Adding Suppliers





Project Reporting: Submitting your report

Please note, once you enter your spend, the system will "auto save" your entries. So if you are within the reporting period and need to make corrections, please log back in and update your worksheet.

If you need any assistance regarding your report, please contact our dedicated Support team by selecting the red Support tab on the portal OR email support@suppliergateway.zendesk.com.



