



SUPPLIERGATEWAY®

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



Once Project Reporting Worksheet is selected...

SPEND DATA WORKSHEET

Small

\$0

Minority

\$0

Women

\$0

Veteran

\$0

Note: All spend entered here will be assigned to Cleveland Clinic.
Your report will be submitted to Cleveland Clinic as soon as you click on the Add button.

Entry/Edit Rule Bypass in Effect:
- Period Bypass in effect till



Select Reporting Period 01/01/2018-01/31/2018 (-16 GRACE PERIOD DAYS REMAINING)



You will want to select
the correct reporting
period from the drop
down



Adding Spend by Category



To Report & Add Spend...

WOMAN OWNED SPEND 9500 EUCLID, CLEVELAND, OH 9122016-5604 [W]

9122016-5604 Select Cost Center Capital - Building Projects 5.00 + Add Spend

- Unlisted Project
- Supply Chain Management
- Select Cost Center

To add your spend you will want to select the **Project/Cost Center** you are reporting against from the drop down

You then will enter the spend amount & select **+Add Spend**



Adding Spend by Supplier



Once Project Reporting Worksheet is selected...

SPEND DATA WORKSHEET

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- Period Bypass in effect till



Select Reporting Period 01/01/2018-01/31/2018 (-16 GRACE PERIOD DAYS REMAINING)



You will want to select the correct reporting period from the drop down

You may 'Add' your suppliers using the +
Add Suppliers Icon



Once Project Reporting Worksheet is selected...

Submit Tier-2 ... / ? User Guide ConEd Admin CONSOLIDATED EDISON

Add New Suppliers

*Country: United States

*Supplier Name: ABC Company
Enter the partial or full supplier (minimum 3 characters) to search

Tax ID: -

Back to Console Reset Search

- If the EIN(TIN) is *unavailable* you may enter it on behalf of the supplier, or contact the supplier and request them to update their profile.
- To add an EIN, click on "EIN required" and enter the correct EIN for the supplier.
- To add a company manually, click on "Manually Add Supplier" link.

Total 3 record(s) [Manually Add Supplier](#)

*Required information : EIN - Employer Identification Number; TIN - Taxpayer Identification Number

Supplier Name	EIN	Current Supplier?	Action
ABC Company Main Street - Nowhere WI -	Unavailable	No - (None)	+

Search the supplier name that you are entering spend for

You may 'Add' your suppliers using the + Add Suppliers Icon



Once Project Reporting Worksheet is selected...

Corporate Level Supplier Name:

Use my own Supplier Number

You have the option to enter your supplier number

If you do not have a supplier number, you can choose to Auto Generate a number



Once Project Reporting Worksheet is selected...

Submit Tier-2 ... / ? User Guide ConEd Admin CONSOLIDATED EDISON

Add New Suppliers

*Country: United States

*Supplier Name: ABC Company
Enter the partial or full supplier (minimum 3 characters) to search

Tax ID: -

Back to Console Reset Search

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Supplier Name	EIN	Current Supplier?	Action
ABC Company Main Street - Nowhere WI -	Unavailable	No - (None)	+

Search the supplier name that you are entering spend for

You may 'Add' your suppliers using the + Add Suppliers Icon



Reporting Spend by Supplier: Adding Suppliers

☐ [CONED] CATEGORY - MINORITY 4 IRVING PLACE, 1700, NEW YORK, NY 20200629-1862 [M]

20200629-1862 ▼

Select Cost Center ▼



☐ [CONED] CATEGORY - VETERAN 4 IRVING PLACE, 1700, NEW YORK, NY 20200629-7572 [V]

20200629-7572 ▼

Select Cost Center ▼



☐ [CONED] CATEGORY - WOMAN 4 IRVING PLACE, 1700, NEW YORK, NY 20200629-1167 [W]

20200629-1167 ▼

Select Cost Center ▼



☐ ACME 112541 12TH STREET, CLEVELAND, OH 12152022-8387 [S]



12152022-8387 ▼

Select Cost Center ▼



Enter spend for your
selected Supplier



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.





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