

Tier 2 Reporting

Supplier Submissions Guide



2017



Tier 2 Subcontractor Reporting

- In the effort to try and help promote business opportunities for diverse businesses, specifically, **minority-owned** (i.e., African American, Asian Pacific American, Asian Sub-Continent American, Hispanic American, and/or Native American), **woman-owned**, **veteran-owned**, **service disabled veteran-owned**, and **LGBT-owned** businesses in relationship to AEP contracts, a company-wide Tier 2 direct spend reporting initiative has been established by AEP. It is conducted quarterly using a software called PowerAdvocate. The information provided is used to evaluate contract compliance.
- By utilizing PowerAdvocate for this process, AEP has automated how we request, communicate, gather, and consolidate reports from all the suppliers providing Tier 2 subcontractor diversity data.
- General questions about **AEP Tier II Spend Collection** – please contact
 - AEP's supplier diversity team at SUPPLIERDIVERSITY@AEP.COM or 614.716.3963
- Technical questions related to using PowerAdvocate for reporting – please contact PowerAdvocate Support at Support@PowerAdvocate.com or 857-453-5800.

Important Details

- **Expectations**: We encourage primes to submit both Direct & Indirect data; however, without diverse subcontracting in a quarter, **submitting \$0 is required**.
- **Company Information Disclosure**: If you have concerns or limitations on disclosing certain details to AEP (e.g. Total Company Sales), please contact JoAnn Reber at JMREBER@AEP.COM
- **Confirmation of Submission**: After you have selected Save or Submit at the end of the each questionnaire, you will be returned to the “Fill out Questionnaires” tab. Your responses were successfully received.
- **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 the Quarter

- To ensure that we are appropriately differentiating 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 quarter, then the \$0.01 will be among actual spend of the other quarters.

| Tier 2 Supplier | Diversity Classifications | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | |
|-----------------|---------------------------------------|--------------|--------------|-----------|-----------|---|
| ABC Company | Woman-Owned Business Enterprise (WBE) | \$200,000.00 | \$250,000.00 | \$0.01 | \$0.01 | X |

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

| Tier 2 Supplier | Diversity Classifications | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | |
|-------------------|---------------------------------------|-----------|-----------|-----------|-----------|---|
| No Subcontracting | Woman-Owned Business Enterprise (WBE) | \$0.01 | \$0.01 | \$0.01 | \$0.01 | X |

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 right.



User Setup & Login

- Step 1 – Follow the link in the Portal Invitation email sent from AEP
 - If you already have an **existing account on PowerAdvocate**, follow the link and sign-in with your existing username.
 - If you have been **invited to register a new account**, please follow the link in the Portal Invitation email and complete the Registration.

The screenshot shows the PowerAdvocate registration interface. On the left is a navigation menu with the following items: Email Check, User Information, Company Search, Company Selection, Personal Information, Location Information, Business Information, Business Biography, Diversity Classifications, and Products And Services. The main content area is titled 'Email Security Check' and contains the following text: 'Welcome! For security purposes, please enter your email address below.' Below this is a text input field labeled 'Email Address *'. A red asterisk and the text '* Required Field' are positioned below the input field. A grey box contains the following text: 'Your use of the site is governed by these Terms of Use . By clicking on the "Continue" button below to start this registration process, you acknowledge that you have read these Terms of Use and you accept and agree that, each time you use the Site, you will be bound by the Terms of Use then accessible through the link(s) on the login page.' At the bottom of the form are two buttons: 'Cancel' and 'Continue'.

The screenshot shows the PowerAdvocate login page. At the top is a blue header with the text 'PowerAdvocate - Login'. Below the header are two input fields: 'Username:' and 'Password:'. To the right of the 'Username:' field is a link that says 'Forgot Username'. To the right of the 'Password:' field is a link that says 'Forgot Password'. Below the input fields is a 'Login' button. At the bottom of the page is a link that says 'Frequently Asked Questions'.

Portals



Users Access to the AEP portal

- Step 2 – From the **Portals** tab, Select the reporting portal, AEP Tier II Spend Collection

PowerAdvocate®

Events Portals Contracts Opportunities

Supplier Portal Subscriptions

| Company | Portal Name |
|-------------------------------|------------------------------|
| American Electric Power (AEP) | AEP Tier II Spend Collection |

Portal Main Page



Initially Displays Documents & Guides

- Step 3 – Select the **Fill Out Questionnaires** tab

The screenshot shows the PowerAdvocate portal interface. At the top left is the PowerAdvocate logo. Below it is a navigation bar with tabs for 'Events', 'Portals', 'Contracts', and 'Opportunities'. The 'Portals' tab is active. Below the navigation bar, the portal title is '01 : AEP Tier II Spend Collection' and the owner is 'AEP Buyer'. A progress bar shows three steps: '1. Upload & Download Documents', '2. Enter Portal Requirements', and '3. Fill Out Questionnaires'. The third step is highlighted with a blue box and a blue arrow pointing to it. Below the progress bar, there are radio buttons for 'Upload a Document' (selected) and 'Upload a Link'. The form includes fields for 'File Location *' with a 'Browse...' button, 'Add to Series (Optional)' with a dropdown menu set to '(upload as new series)', 'Name *', 'Issue Date' (with a calendar icon and the date '09/06/2017'), and 'Reference ID'. A 'Submit' button is located at the bottom right of the form. At the very bottom of the page, there are 'Download' and 'Update Order' buttons.

Accessing Questionnaires



Displays All Tier 2 Questionnaires

- Step 4 – Select the first questionnaire, **Tier 2 Direct (Quarterly)** for *Direct Spend Submissions*

The screenshot shows the PowerAdvocate portal interface. At the top, there are navigation tabs for Events, Portals, Contracts, and Opportunities. Below this, the page title is "01 : AEP Tier II Spend Collection" with the portal owner listed as "AEP Buyer". A progress bar indicates three steps: "1. Upload & Download Documents", "2. Enter Portal Requirements", and "3. Fill Out Questionnaires", with the third step being the active one. Below the progress bar is a table titled "Questionnaires".

| Name | Frequency | Start Date |
|-----------------------------|-----------|------------|
| Tier 2 Direct (Quarterly) | Annually | 2017 |
| Tier 2 Indirect (Quarterly) | Annually | 2017 |

Tier 2 Direct (Quarterly)

Direct Tier 2 Questionnaire



Displays Fields for Prime Suppliers

- Step 5 – Open the 2017 reporting form. If necessary, use the calendar arrow for 2017 to populate. Next, enter the names of your diverse certified subcontractors.
 - If you submitted Tier II information to AEP previously via PowerAdvocate, then the Tier 2 Supplier and diversity classifications will populate.
 - To remove previous suppliers, remove the entire row with the “X”
 - To add new suppliers, select “Add Supplier” to create new rows

Toggle forward to 2017

| Tier 2 Supplier | Diversity Classifications | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|-----------------|---------------------------|-----------|-----------|-----------|-----------|
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 X |

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

The screenshot shows the 'Tier 2 Direct (Monthly)' application interface. At the top, there is a 'Year:' dropdown menu set to '2017'. Below this is a table with two columns: 'Tier 2 Supplier' and 'Diversity Classifications'. The table contains several rows, each with a 'Select Classifications' link in the second column. A pop-up window titled 'Diversity Classifications' is open, showing a list of checkboxes for various diversity categories. The 'Minority-Owned Business Enterprise (MBE)' checkbox is checked, and its sub-categories are expanded. The sub-categories include African American, Asian, Asian-Indian, Asian-Pacific, Hispanic, Native American, and Other. Other categories listed include Disabled Veteran-Owned Business Enterprise (DVET), SBA 8(a) Program, SBA HUBZone Business (HUBZone), SBA Small Disadvantaged Business (SDB) Enterprise, Small Business Enterprise (SBE), Veteran-Owned Business Enterprise (VBE), and Woman-Owned Business Enterprise (WBE). The pop-up window has 'OK' and 'Cancel' buttons at the bottom.

| Tier 2 Supplier | Diversity Classifications |
|-----------------|---------------------------|
| | Select Classifications |
| | Select Classifications |
| | Select Classifications |
| | Select Classifications |
| | Select Classifications |

Diversity Classifications

Diversity Classification

- Disabled Veteran-Owned Business Enterprise (DVET)
- Minority-Owned Business Enterprise (MBE)
 - African American
 - Asian
 - Asian-Indian
 - Asian-Pacific
 - Hispanic
 - Native American
 - Other
- SBA 8(a) Program
- SBA HUBZone Business (HUBZone)
- SBA Small Disadvantaged Business (SDB) Enterprise
- Small Business Enterprise (SBE)
- Veteran-Owned Business Enterprise (VBE)
- Woman-Owned Business Enterprise (WBE)

OK Cancel

Reminder: Diversity Classifications will pre-load from your previous submission. Please modify if the information has changed.

Direct Tier 2 Questionnaire



Displays Fields for Prime Suppliers

- Step 9 – Enter the direct spend conducted with each diverse subcontractor by quarter in the appropriate columns

Tier 2 Direct (Quarterly)

Year:

| Tier 2 Supplier | Diversity Classifications | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | |
|-----------------|---------------------------|-----------|-----------|-----------|-----------|---|
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | X |

Add Supplier

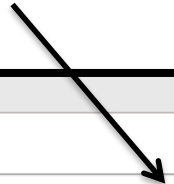
A blue arrow points from the bottom center of the slide towards the data table in the screenshot.

Direct Tier 2 Questionnaire



Displays Fields for Prime Suppliers

- Step 10 – Select the **Add Supplier** button to add additional blank rows for additional subcontractors entries to the form



Tier 2 Direct (Quarterly)

Year:

| Tier 2 Supplier | Diversity Classifications | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | |
|-----------------|---------------------------|-----------|-----------|-----------|-----------|---|
| ABC Company | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | X |
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | X |
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | X |
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | X |
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | X |

- 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.

Accessing Questionnaires



Displays All Tier 2 Questionnaires

- Step 11 – Select the next questionnaire, **Tier 2 Indirect (Quarterly)** for *Indirect Spend Submissions*

The screenshot shows the PowerAdvocate portal interface. At the top, there is a navigation bar with 'Dashboard', 'Profile', 'Company', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'Events', 'Portals', 'Contracts', and 'Opportunities'. The main content area is titled '01 : AEP Tier II Spend Collection' and 'American Electric Power (AEP)'. Below the title, it says 'Portal Owner: AEP Buyer'. There are three tabs: '1. Upload & Download Documents', '2. Enter Portal Requirements', and '3. Fill Out Questionnaires'. The '3. Fill Out Questionnaires' tab is active. Below the tabs is a table titled 'Questionnaires' with the following data:

| Name | Frequency | Start Date | End Date |
|-----------------------------|-----------|------------|----------|
| Tier 2 Direct (Quarterly) | Annually | 2017 | |
| Tier 2 Indirect (Quarterly) | Annually | 2017 | |

The 'Tier 2 Indirect (Quarterly)' row is highlighted with a blue border. A callout box points to this row with the text 'Tier 2 Indirect (Quarterly)'.

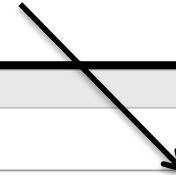
Tier 2 Indirect (Quarterly)

Indirect Tier 2 Questionnaire



Displays Fields for Prime Suppliers

- Step 12 – Enter your **Total Sales** by quarter and total **Sales to Buyer** by quarter in the appropriate fields



Tier 2 Indirect (Quarterly)

Year:

| Revenues - Market Share | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|-------------------------|-----------|-----------|-----------|-----------|
| Total Company Sales | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sales To Buyer | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| Tier 2 Supplier/Supplier Group | Diversity Classifications | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|--------------------------------|---------------------------|-----------|-----------|-----------|-----------|
|--------------------------------|---------------------------|-----------|-----------|-----------|-----------|

Indirect Tier 2 Questionnaire



Displays Fields for Prime Suppliers

- Step 13 – 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 submitted Tier II information to AEP previously via PowerAdvocate, then the Tier 2 Supplier and diversity classifications will populate.
 - To remove previous suppliers, remove the entire row with the “X”

Tier 2 Indirect (Quarterly)

Year:

| Revenues - Market Share | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|-------------------------|-----------|-----------|-----------|-----------|
| Total Company Sales | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sales To Buyer | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| Tier 2 Supplier/Supplier Group | Diversity Classifications | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | |
|--------------------------------|---------------------------|-----------|-----------|-----------|-----------|---|
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | X |

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 14 – 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 your previous submission. Please modify if the information has changed.

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

- Disabled Veteran-Owned Business Enterprise (DVET)
- Minority-Owned Business Enterprise (MBE)
 - African American
 - Asian
 - Asian-Indian
 - Asian-Pacific
 - Hispanic
 - Native American
 - Other
- SBA 8(a) Program
- SBA HUBZone Business (HUBZone)
- SBA Small Disadvantaged Business (SDB) Enterprise
- Small Business Enterprise (SBE)
- Veteran-Owned Business Enterprise (VBE)
- Woman-Owned Business Enterprise (WBE)

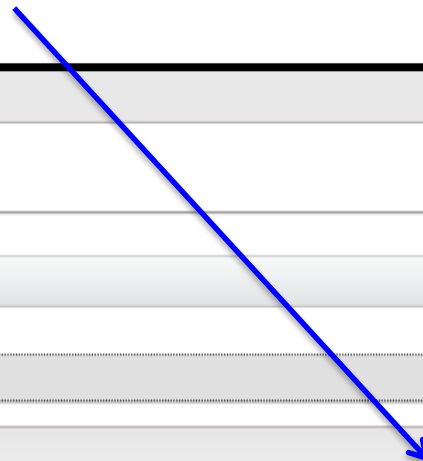
OK Cancel

Indirect Tier 2 Questionnaire



Displays Fields for Prime Suppliers

- Step 15 – Enter the spend conducted with each Tier 2 Supplier/Supplier Group by quarter in the appropriate columns



Tier 2 Indirect (Quarterly)

Year:

| Revenues - Market Share | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|-------------------------|----------------|----------------|----------------|----------------|
| Total Company Sales | \$15,502,30... | \$14,565,32... | \$15,865,23... | \$15,698,63... |
| Sales To Buyer | \$1,265,223... | \$1,222,333... | \$1,652,365... | \$1,985,698... |

| Tier 2 Supplier/Supplier Group | Diversity Classifications | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | |
|--------------------------------|---------------------------------------|--------------|--------------|--------------|--------------|---|
| DEP Contracting | Woman-Owned Business Enterprise (WBE) | \$456,654.00 | \$568,965.00 | \$653,256.00 | \$565,356.00 | X |

Indirect Tier 2 Questionnaire



Displays Fields for Prime Suppliers

- Step 16 – Select the **Add Supplier** button to add additional blank rows to the form for reporting multiple indirect suppliers/supplier groups

Tier 2 Indirect (Quarterly)

Year:

| Revenues - Market Share | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|-------------------------|-----------|-----------|-----------|-----------|
| Total Company Sales | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sales To Buyer | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| Tier 2 Supplier/Supplier Group | Diversity Classifications | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | |
|--------------------------------|---------------------------|-----------|-----------|-----------|-----------|---|
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | ✗ |
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | ✗ |
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | ✗ |
| | Select Classifications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | ✗ |

- 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 II Reporting Uses Specific Terminology

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

Diversity Classifications

- **Disabled Veteran-Owned Business Enterprise (DVET)** – means a business owned by a veteran or veterans that were disabled during war.
- **Minority-Owned Business Enterprise (MBE)** – means enterprise that is at least 51% owned by a minority individual or group(s) and is at least 51% owned by one or more minority groups, and whose 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.
- **SBA 8(a) Business** – means a small business unconditionally owned and controlled by one or more socially and economically disadvantaged citizens of the United States, and demonstrates potential for success.
- **SBA HUBZone Business (HUBZone)** – means a firm can be found to be certified by the SBA to be a HUBZone business, if it is a small business, located in a “historically underutilized business zone,” owned and controlled by one or more U.S. Citizens, and at least 31% of its employees reside in a HUBZone.

Diversity Classifications (Continued)

- **SBA Small Disadvantaged Business Enterprise (SDB)** – A for-profit enterprise presently located in the U.S. or its trust territories that is at least 51 percent owned, controlled, operated and managed by a socially and economically disadvantaged individual(s) who must have a net worth of less than \$750,000, excluding the equity of the business and primary residence and must meet applicable size standards for small businesses in their industry.
- **Small Business Enterprise (SBE)** – means a business is independently owned and operated. Not dominant in the field of operation in which it is competing. In connection with subcontracts exceeding \$10,000, its number of employees or average annual receipts, including its affiliates, does not exceed the size standard under Federal Acquisition Regulation section 19. 102 for the product or service it is providing on the subcontract.
- **Veteran Owned Business (VBE)** – means a business owned by a veteran or veterans.
- **Women-Owned Business Enterprise (WBE)** – 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.

Please contact *PowerAdvocate Support* for any technical assistance

PowerAdvocate Support Team

Available 8AM – 8PM EST

Email: Support@PowerAdvocate.com

Tel: 857-453-5800