

Tier 2 Reporting Supplier Submission Guide

https://mobi.southernco.com/TierII_Portal/Portalv2



Tier 2 Reporting Definitions

Prime Supplier: A Tier 1 supplier that provides products/services and invoices to Southern Company for goods and services rendered directly by that supplier.

Tier 2 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 Southern Company contract.

Direct Spend: Spend that a Prime Supplier is subcontracting with small and diverse firms that are providing support on a contract with Southern Company

Indirect Spend: Spend contracted by the Prime Supplier subcontracts to small and diverse firms that are not directly related to a contract with Southern Company. A portion will be allocated to Southern Company based on the percentage.

Allocation of Indirect Spend: Southern Company will only take an allocated percentage of a Prime Supplier's total indirect spend. That allocation is calculated by:

$$\text{Allocation \%} = \frac{\text{Prime Supplier's Southern Company Total YTD Revenues}}{\text{Prime Supplier's Total YTD Revenues}}$$

Supplier Sustainability and Inclusive Growth- Electric

SecondTier Reporting

Year to Date Report of Diverse Subcontracting Spend

Please report your year-to-date diverse subcontracting ("SecondTier") spend related to Southern Company's Electric affiliates only.

[click HERE for instructions](#)

Contact Information

1. Registration ID (from email)

2. Company Name

3. Contact Name

4. Role/Title

5. Email Address

6. Phone Number

7. The year-to-date SecondTier spend you are reporting is through which month?

- June 2021
- July 2021
- August 2021
- September 2021

8. If your company has zero spend to report, select the option that best describes the reason.



ALL FIELDS ARE REQUIRED

Question 1. Registration ID- the 5-digit blue number directly under the portal link in the email we sent.

Question 2. Company Name- input the name we used for your company on the email message you received. If you need us to change the name, please email us at SouthernCo Tier II Reporting@southernco.com

Question 3. Contact Name - the individual authorized to submit reports on your company's behalf

Question 4. Role/Title - the role/title of the contact authorized to submit the report

Question 5. Email address - the address of the contact authorized to submit the report

Question 6. Phone Number- the phone number of the contact authorized to submit the report

Question 7. Reporting Timeframe – reporting is provided on a year-to-date basis. Select the month through which you are reporting Second Tier spend using the radio buttons.

Question 8. Reason for Zero Spend - select an option from the dropdown box



ALL FIELDS ARE REQUIRED.

Questions 9 – 12. Enter zero (\$0) if there is no spend

Questions 9-12 Southern Company is asking that you report your Tier 2 spend under one of the following designations:

- Minority-Owned Businesses Spend
- Women-Owned Businesses Spend that was not reported in Minority-Owned Businesses
- Veteran-Owned Businesses Spend that was not reported in Minority-Owned, Women-Owned Businesses

- Click “Reset” to clear your entries and start again.

We ask that you report your Second Tier Spend under one of the following designations, applying the following hierarchy:

- Minority-owned businesses
- Women-owned businesses whose spend is not previously reported in the Minority-owned business.
- Veteran-owned businesses whose spend is not previously reported in the Minority-owned and Women-owned business.
- Small businesses whose spend is not previously reported in the Minority-owned, Women-owned or Veteran-owned business.

PLEASE NOTE: An entry is required for all \$ fields. If you have zero spend to report for any field, please input \$0.

Direct Tier 2 spend (preferred) is spend that a prime contractor (Tier 1 supplier) is subcontracting with suppliers that are providing support on a contract with Southern Company.

Please report total direct spend YEAR TO DATE (YTD) with the following small and diverse subcontractors. If there is zero spend to report, input \$0.

9. Minority- owned businesses.

 \$

10. Women-Owned businesses whose spend was not previously reported under Question 9.

 \$

11. Veteran-owned businesses whose spend was not previously reported under Questions 9 or 10.

 \$

12. Small businesses whose spend was not previously reported under Questions 9, 10 or 11.

 \$

Indirect Tier 2 spend is spend that a prime contractor (Tier 1 supplier) subcontracts to suppliers that are not directly related to a contract with Southern Company.

Please provide the following information for us to calculate the portion of your total indirect spend YEAR TO DATE (YTD) attributable to Southern Company. If you have zero indirect spend to report, input \$0.

13. Southern Co YTD revenue.
 \$

14. Your Company Annual YTD revenue.
 \$


Please report your company's total indirect spend (YTD) with the following small and diverse subcontractors. If there is zero indirect spend to report, input \$0.

15. Minority-owned businesses.
 \$

16. Women owned- businesses whose indirect spend was not previously reported under Question 15.
 \$

17. Veteran-owned businesses whose indirect spend was not previously reported under Questions 15 or 16.
 \$

18. Small businesses whose spend was not previously reported under Questions 15, 16 or 17.
 \$



ALL FIELDS ARE REQUIRED.

Questions 13 – 18. Enter zero (\$0) if there is no spend

Questions 13-18 Southern Company is asking that you report your Tier 2 spend under one of the following designations for your indirect spend:

- Minority-Owned Businesses.
 - Women-Owned Businesses Spend that was not reported in Minority-Owned Businesses.
 - Veteran-Owned Businesses Spend that was not reported in Minority-Owned or Women-Owned Businesses.
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- In order to ensure we capture Southern's allocation of your total indirect spend, please enter your Southern Company Total YTD Revenue and your company's Total YTD Revenue

19. Attestment Signature: Type your name in the box below.

If you are satisfied with your entries, click SUBMIT. If you wish to clear your entries and start over, click Reset.

SUBMIT

Reset



ALL FIELDS ARE REQUIRED.

Question 19

Southern Company is asking you to attest on behalf of your company. You are attesting that, based on information and belief formed after reasonable inquiry, the statements and information contained in this submittal are true, accurate and complete.

- Click “Reset” to clear your entries and start again, or
- “Submit” to finalize your reporting.