



**Tier-2 Reporting Guide – Prime Contractor
Federal Home Loan Bank of Des Moines**

Revised February 2022

Tier 2 Reporting Guide

Our Commitment to Supplier Diversity

At the Federal Home Loan Bank of Des Moines (“the Bank”), our partnerships with diverse and non-diverse owned businesses help us build and expand our business, serve our members and positively impact the growth of the communities where we live, work and do business. As an organization, we work diligently to forge mutually beneficial, collaborative relationships with our suppliers who are committed to and capable of helping us deliver the best value to our members.

Your Role in Tier 2 Reporting

As a prime (tier 1) contractor for the Bank, we’re requesting your support and participation in amplifying the positive impact of our supplier diversity program through your consideration and increased utilization of minority-, women- and disabled-owned businesses for new or existing contracting opportunities that directly support or benefit the Bank. As part of this process and in order to meet our regulatory obligation to our regulator, we’re requesting that all our prime (tier 1) contractors report spend and contract counts with their diverse and non-diverse subcontractors (tier 2) on a quarterly basis.

How You Can Report Tier 2 Spend

As a prime (tier 1) contractor, the Bank asks you to report spend with your diverse and non-diverse subcontractors (tier 2) to the Bank on a quarterly basis. You can easily use our [online supplier portal](#), which is managed by our partner, SupplierGATEWAY, to provide the requested Tier 2 contractor data.

To learn more about reporting Tier 2 spend to the Bank or if you have questions, please contact our Supplier Diversity team at SupplierDiversity@fhldm.com.

Tier 2 Reporting Guide

Key Definitions

Prime (tier 1) contractor: A company that contracts directly with the Bank to provide a good or service that benefits or supports the Bank.

Subcontractor (tier 2): A company that enters into a subcontracting arrangement directly with a prime contractor to provide a good or service that benefits or supports the Bank.

Contract: For purposes of these reporting requirements, a contract is an agreement for the purchase of goods or services or an agreement in anticipation of the purchase of goods and/or services binding upon the prime (tier 1) contractor and entered into for the direct benefit of the Bank. Contracts include, without limitation, amendments to agreements (including renewals), Statements of Work, amendments to Statements of Work, orders, amendments to orders, estimates and price quotes that bind or otherwise impose obligations on the prime (tier 1) contractor and electronic “click to agree” agreements.

Diverse-owned business: A business that is more than fifty percent (50%) owned or controlled by one or more persons who fall within the following designated business classifications:

- **Minority Owned Business:** An enterprise meeting the criteria of a small business that is more than 50% owned and controlled by African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans or Asian-Indian Americans.
- **Woman Owned Business:** An enterprise meeting the criteria of a small business that is more than 50% owned and controlled by women, regardless of their ethnic background.
- **Disabled Owned Business:** An enterprise meeting the criteria of a small business that is more than 50% owned and controlled by a person with a disability, regardless of their ethnic background.
- **Service Disabled Veteran Owned Business:** An enterprise meeting the criteria of a small business that is more than 50% owned by a service disabled veteran or veterans regardless of ethnic background or gender.
- **Veteran Owned Business:** An enterprise meeting the criteria of a small business that is more than 50% owned by a veteran or veterans regardless of ethnic background or gender.
- **LGBTQIA+ Owned Business:** An enterprise meeting the criteria of a small business that is more than 50% owned and controlled by a person who identifies as lesbian, gay, bisexual, transgender, queer, intersexual, or asexual, regardless of their ethnic background.

Certification: The Bank recognizes diverse-owned businesses that are certified by any of these third-party organizations: National Minority Supplier Development Council (NWSDC) or its affiliates, National Association of Women Business Owners (NAWBO), National Gay & Lesbian Chamber of Commerce (NGLCC), Women’s Business Enterprise Council (WBENC), City, State or Federal Certification Agencies

Non-Diverse Owned Business: A business that is **not** owned or controlled by one or more persons who fall within a designated business classification, as defined above.

Direct Spend: Any purchases, activities, expenses or expenditures that align with a specific contract between the Bank and the prime (tier 1) contractor.

Diverse spend with a non-diverse-owned business: The dollar amount(s) paid by the Bank to a non-diverse prime contractor (tier 1) for purchases, activities, expenses, expenditures that directly benefit or support the Bank, provided by or allocated to a partner, member or other equity owner who is a minority, woman or an individual with a disability.

Tier 2 Reporting Guide

Two Reporting Requirements

1 - Spend with Subcontractors

- Reporting spend and contract counts with any diverse and/or non-diverse subcontractors
- Services or goods must directly benefit or support the Bank

2 - Diverse Spend with a Non-Diverse-Owned Business

- Requirement is only applicable to non-diverse businesses such as:
 - Legal Firms
 - Accounting Firms
 - Professional or Consulting Service Firms
- Work must be performed by a diverse partner, shareholder or equity owner
- Services or goods must directly benefit or support the Bank

Tier 2 Reporting Guide

Before completing your Tier 2 Spend report, please gather the following information for reporting purposes:

1. The name and diversity classification of each subcontractor (tier 2)
 - Diversity classifications:
 - Non-Diverse
 - Diverse
 - Minority-owned business
 - African American
 - Hispanic American
 - Native American
 - Asian Pacific American
 - Subcontinent Asian American
 - Two or more ethnicities
 - Ethnicity not provided
 - Women-owned business
 - Disabled-owned business
 - Non-disabled Veteran-owned business
 - Service-disabled Veteran-owned business
 - LGBTQ-owned business

Tier 2 Reporting Guide

2. The quarterly spend with each subcontractor (tier 2)
 - Please report all spend in the quarter in which the invoice for subcontractor work was paid by the Bank.

3. The number of contracts with each subcontractor (tier 2)
 - Contract types include:
 - Existing contracts (in place at the beginning of the reporting year)
 - Contracts entered into during the reporting year

Only count subcontractors doing work that that directly supports or benefits the Bank

Tier 2 Reporting Guide

Contract Count is a **cumulative count** for the year. Contract spend is reported **per quarter**.

Example

On January 1, ABC Co. has 10 subcontracts in place. During Q1, ABC enters into 3 new subcontracts.

Q1 Reporting

Existing Count: 10
New Count: 3

During Q2, ABC enters into 5 new subcontracts.

Q2 Reporting

Existing Count: 10
New Count: 8

During Q3, ABC enters into 2 new subcontracts.

Q3 Reporting

Existing Count: 10
New Count: 10

Example

On January 1, ABC Co. has 10 subcontracts in place. During Q1, ABC enters into 3 new subcontracts and terminates 4 subcontracts that had been originally counted in the 10 at January 1.

Q1 Reporting

Existing Count: 10
New Count: 3

Counts should only include new and existing contracts; terminated contracts should not be removed during the reporting year.

Example

On January 1, ABC Co. has 10 subcontracts in place. During January, ABC enters into 3 new subcontracts.

Spend during Q1 with the 10 subcontracts totaled \$1M. Spend with the 3 new subcontracts totaled \$0.5M.

Q1 Reporting

Existing Count: 10
New Count: 3

Existing Spend: \$1M
New Spend: \$0.5M

Spend during Q2 with the 10 subcontracts totaled \$0.7M, while spend with the 3 new subcontracts from January totaled \$0.2M.

Q2 Reporting

Existing Count: 10
New Count: 3

Existing Spend: \$0.7M
New Spend: \$0.2M

Tier 2 Reporting Guide

No Tier 2 spend to report this quarter?

We request that all prime (tier 1) contractors respond to our reporting request each quarter. However, you do not need to log into our online supplier portal if you have no spend to report.

Prior to the reporting deadline, email SupplierDiversity@fhldm.com and provide the following information:

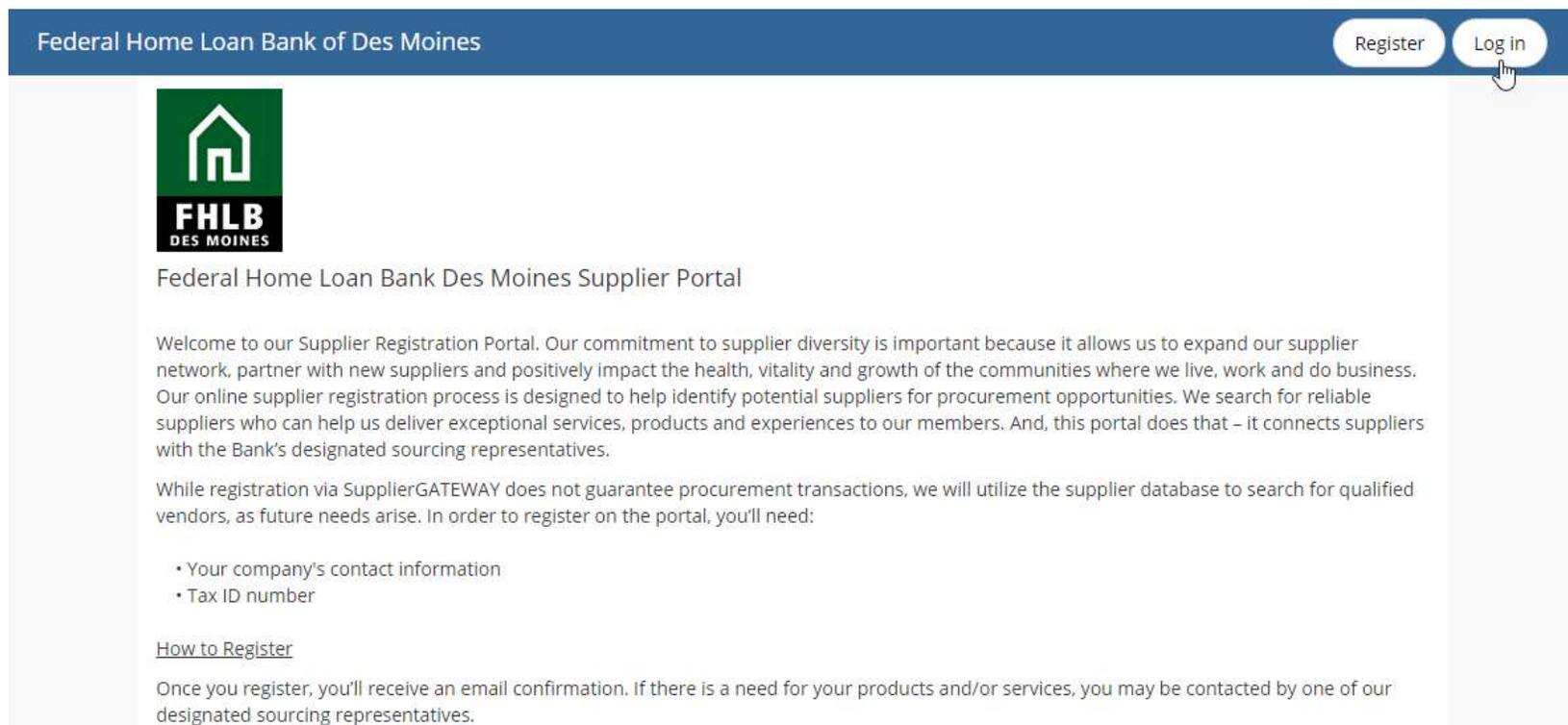
- The reporting quarter(s) in which you have no Tier 2 spend to report
- The legal name of your company

Upon receiving your email, a member of our Supplier Diversity team will confirm receipt of your email and update our records.

Tier 2 Reporting Guide

The Bank recommends that prime contractors utilize Google Chrome, Firefox or Safari to complete and submit their Tier 2 Report as these browsers offer the best compatibility with SupplierGATEWAY's online platform.

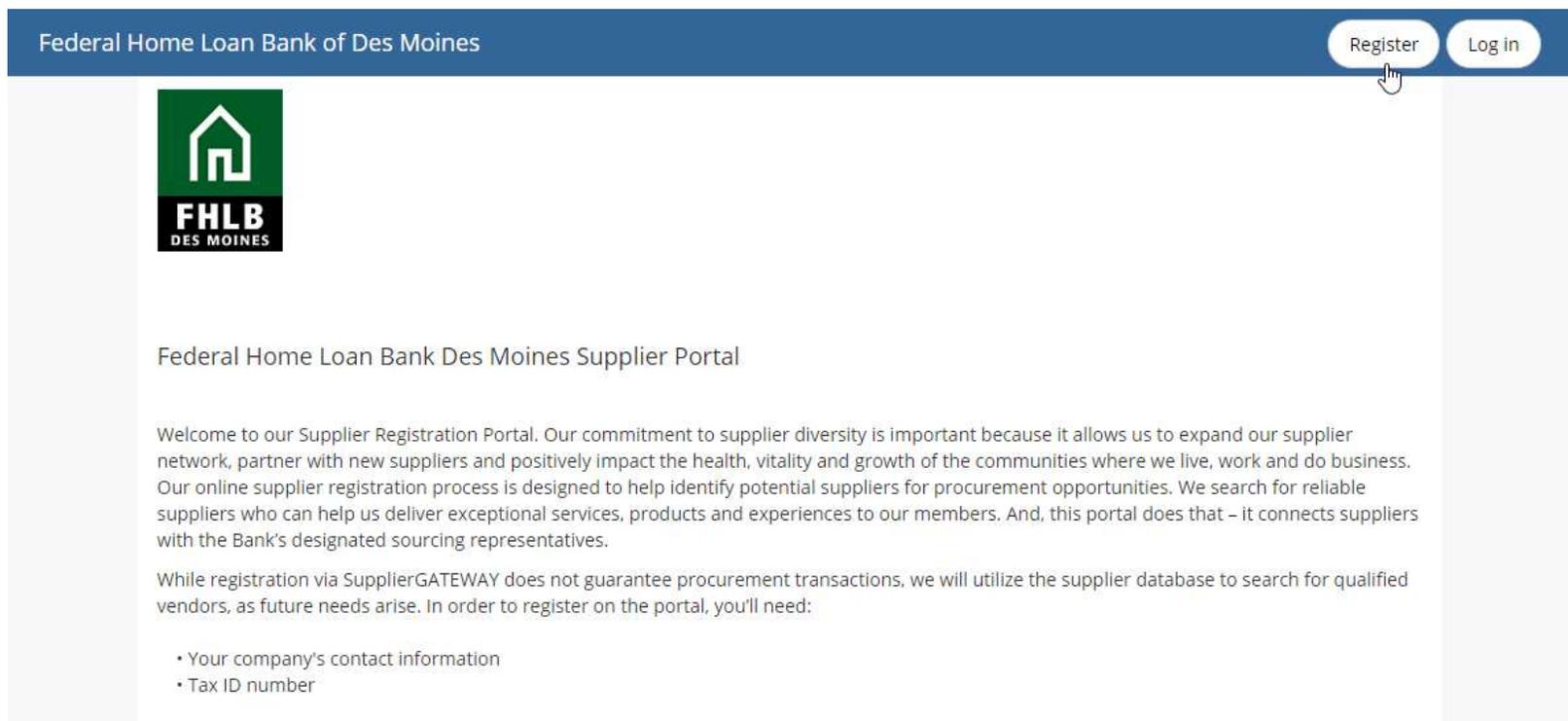
To report Tier 2 spend through our [online supplier portal](#) as a prime contractor you must have successfully completed our online registration process. If you are a registered prime contractor, click **Login**.



The screenshot shows the top navigation bar of the Federal Home Loan Bank of Des Moines website. On the left, it says "Federal Home Loan Bank of Des Moines". On the right, there are two buttons: "Register" and "Log in". A mouse cursor is hovering over the "Log in" button. Below the navigation bar is the FHLB Des Moines logo, which consists of a green square with a white house icon and the text "FHLB DES MOINES" below it. The main content area is titled "Federal Home Loan Bank Des Moines Supplier Portal". The text below the title reads: "Welcome to our Supplier Registration Portal. Our commitment to supplier diversity is important because it allows us to expand our supplier network, partner with new suppliers and positively impact the health, vitality and growth of the communities where we live, work and do business. Our online supplier registration process is designed to help identify potential suppliers for procurement opportunities. We search for reliable suppliers who can help us deliver exceptional services, products and experiences to our members. And, this portal does that - it connects suppliers with the Bank's designated sourcing representatives." Below this text is another paragraph: "While registration via SupplierGATEWAY does not guarantee procurement transactions, we will utilize the supplier database to search for qualified vendors, as future needs arise. In order to register on the portal, you'll need:" followed by a bulleted list: "• Your company's contact information" and "• Tax ID number". Below the list is a link: "[How to Register](#)". At the bottom, there is a final paragraph: "Once you register, you'll receive an email confirmation. If there is a need for your products and/or services, you may be contacted by one of our designated sourcing representatives."

Tier 2 Reporting Guide

If you are a prime contractor but have not registered, please gather the appropriate information noted [online](#) and click **Register**.



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Federal Home Loan Bank of Des Moines

Register Log in



Federal Home Loan Bank Des Moines Supplier Portal

Welcome to our Supplier Registration Portal. Our commitment to supplier diversity is important because it allows us to expand our supplier network, partner with new suppliers and positively impact the health, vitality and growth of the communities where we live, work and do business. Our online supplier registration process is designed to help identify potential suppliers for procurement opportunities. We search for reliable suppliers who can help us deliver exceptional services, products and experiences to our members. And, this portal does that - it connects suppliers with the Bank's designated sourcing representatives.

While registration via SupplierGATEWAY does not guarantee procurement transactions, we will utilize the supplier database to search for qualified vendors, as future needs arise. In order to register on the portal, you'll need:

- Your company's contact information
- Tax ID number

Tier 2 Reporting Guide

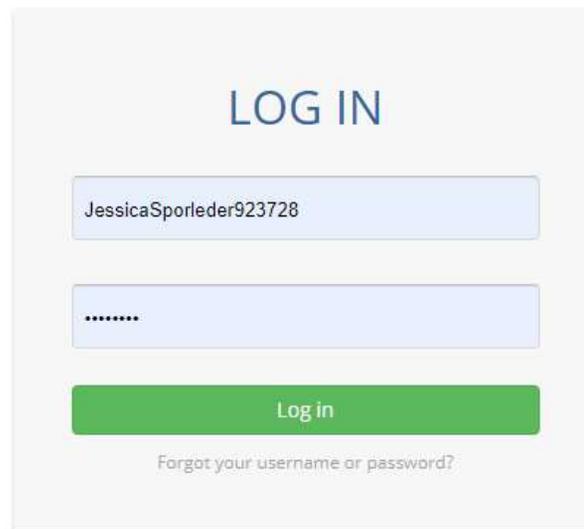
Tier 2 spend and contract count need to be reported **quarterly**.

Prior to the start of each reporting period, each prime (tier 1) contractor will receive an email from the Bank from SupplierDiversity@fhldm.com notifying them of our Tier 2 Reporting schedule, deadlines and quarterly reporting periods. After receiving this email, log into our [online supplier portal](#) utilizing your username and password.

Federal Home Loan Bank of Des Moines

Register

Log in



The screenshot shows a login form with the following elements:

- LOG IN** (Title)
- Username input field containing `JessicaSporleder923728`
- Password input field containing `*****`
- Log in** button (Green)
- [Forgot your username or password?](#) (Link)



Tier 2 Reporting Guide

Once logged into our portal, click the blue box with the grid boxes in the upper-left corner of the screen.

Federal Home Loan Bank of Des Moines SupplierGATEWAY

Jessica Sporleder
Federal Home Loan Bank of Des Moines

ON

Search for suppliers

Groups ▾ Local, Keyword, Diversity, Metatags, NAICS, UNSPSC

Certifications ▾ Radius Search ▾ Local Suppliers ▾

View My Lists
Advanced Search

FEATURED SUPPLIERS

Tier 2 Reporting Guide

Once logged into our portal, click **Submit Tier-2 Reports** under Active Apps to begin the reporting process.



Active Apps

-  **Basic Supplier Package**
Discover new opportunities and connect with global buyers.
-  **Submit Tier-2 Reports**
Submit Tier-2 Reports
-  **Supplier Utilities**
Access tools for supporting your customer's requests ...

Tier 2 Reporting Guide

You're now able to access your **Tier 2 Reporting worksheet**. Utilize this worksheet to report and submit your subcontractor (tier 2) spend and contract count each quarter to the Bank.

Note: All spend entered here will be assigned to Federal Home Loan Bank of Des Moines

Your report will be submitted to Federal Home Loan Bank of Des Moines (QA) as soon as you click on the submit button below.



Select Reporting Period

01/01/2020-03/31/2020 (48 Grace Period Days Remaining)



Spend by Category

CATEGORY	ENTER SPEND (\$)
[FHLBDM] Category Tier-2 - Minority	<input type="text" value="0.00"/>
[FHLBDM] Category Tier-2 - Woman	<input type="text" value="0.00"/>

Spend by Supplier

Refresh



Submit Report



Tier 2 Reporting Guide

Now, utilize the **Select Reporting Period** drop down menu to select your reporting period. **Prime suppliers (Tier 1 vendors) must report spend for all four quarters in 2021 and should ONLY utilize the Spend by Supplier section for reporting purposes.**

Note: All spend entered here will be assigned to **Federal Home Loan Bank of Des Moines**

Your report will be submitted to Federal Home Loan Bank of Des Moines (QA) as soon as you click on the submit button below.



Select Reporting Period

01/01/2020-03/31/2020 (48 Grace Period Days Remaining)

07/01/2020-09/30/2020 (21 Grace Period Days Remaining)

04/01/2020-06/30/2020 (-41 Grace Period Days Remaining)

01/01/2020-03/31/2020 (48 Grace Period Days Remaining)

Spend by Category

CATEGORY	ENTER SPEND (\$)
[FHLBDM] Category Tier-2 - Minority	0.00
[FHLBDM] Category Tier-2 - Woman	0.00

Spend by Supplier ?

Refresh

? +
Submit Report ?

Tier 2 Reporting Guide

Navigate to the **Spend by Supplier** section of the worksheet. Click the plus (+) sign to manually add subcontractors to each reporting period of the worksheet.

Note: All spend entered here will be assigned to Federal Home Loan Bank of Des Moines
Your report will be submitted to Federal Home Loan Bank of Des Moines (QA) as soon as you click on the submit button below.

Select Reporting Period: 01/01/2020-03/31/2020 (48 Grace Period Days Remaining) ?

Spend by Category ?

CATEGORY	ENTER SPEND (\$)
[FHLBDM] Category Tier-2 - Minority	0.00
[FHLBDM] Category Tier-2 - Woman	0.00

Add Supplier

Spend by Supplier ?

Refresh

Submit Report ?

Tier 2 Reporting Guide

On the **Add New Suppliers** page, enter the name of your supplier and click **Search** to generate a supplier list of search results.

Add New Suppliers

*Country:

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

Tax ID: -

Tier 2 Reporting Guide

Locate the supplier name of your subcontractor in the search results and click the (+) plus sign to add the subcontractor to your **Tier 2 Reporting worksheet**.

- 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 17 record(s)

[Manually Add Supplier](#)

*Required information : EIN/TIN is not required

Supplier Name	EIN	Current Supplier?	Action
AMERICAN HONDA FINANCE CORP PO BOX 5308 - ELGIN IL - 60121	XX-XXX2715		 <i>Click + sign to add supplier to your report</i>
Bloomberg Finance LP P O Box 416604 - Boston MA - 12741	XX-XXX8168	No - (None)	

Tier 2 Reporting Guide

Next, assign a supplier number to your subcontractor. As a prime contractor (Tier 1 vendor), you can utilize your own supplier number or autogenerate a supplier number by clicking **Auto Gen Supplier Number**. Next, click **Add Supplier**.

Enter a supplier number for the company you have selected. The number you are entering should be from your own internal supplier management system (e.g., Accounts Payable Number or ERP system). Use the number that uses to identify **Bloomberg Finance LP**. If you do not have a supplier numbering system, you may have the system auto-generate a number now by clicking the "Auto Gen Supplier Number" button and edit it later if necessary. You will not be allowed to use the same number for more than one company.

Company selected:

Supplier To be added:

Corporate Level Supplier Name:

Use my own Supplier Number

Tier 2 Reporting Guide

Next, you'll be prompted to send a supplier invitation to the subcontractor. Simply click **Close** to return to the **Add New Suppliers** page.

Send Invitation ×

Invitation/Update Contact Information

- The contact information below will be used to send a registration invitation to your supplier.
- Please review contact information below. If either of the fields are blank, you will need to provide the contact information before this message can be sent. Both the name and email address are required.

Company Name:

Phone Number:

*Contact Name:

*Email:

Tier 2 Reporting Guide

If your subcontractor is not listed in the search results, click **Manually Add Supplier**.

- 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 17 record(s)

[Manually Add Supplier](#)

*Required information : EIN/TIN is not required

Supplier Name	EIN	Current Supplier?	Action
AMERICAN HONDA FINANCE CORP PO BOX 5308 - ELGIN IL - 60121	XX-XXX2715	No - (None)	+
Bloomberg Finance LP P O Box 416604 - Boston MA - 12741	XX-XXX8168	No - (None)	+

Tier 2 Reporting Guide

Next, fill in the required information for each subcontractor on the **Company Information** screen. Click **Next**.

ADD SUPPLIER

Please complete the registration form below. Verify that all information you enter is accurate and correct before submitting this registration form.

Required Fields are indicated in red or by an asterisk "**"

Company Information | Additional Information

***Country:** United States

Tax ID: -

***Company Name:** bloomberg

***Supplier Number:** [Auto Gen Supplier Number](#)

***Phone:**  +1 201-555-5555

***State:** --Select State--

***Address:**

Address 2:

***City:**

***Zip:**

[Next](#)

Tier 2 Reporting Guide

Navigate to the **Additional Information** screen. Fill in the information requested for your subcontractor by providing the contact information for your primary contact.

ADD SUPPLIER

Please complete the registration form below. Verify that all information you enter is accurate and correct before submitting this registration form.

Required Fields are indicated in red or by an asterisk "**"

Company Information Additional Information

Primary Contact Information

*First Name:

*Last Name:

*Email:

Tier 2 Reporting Guide

Fill in the information requested for each subcontractor on the **Additional Information** screen. **Each prime supplier (Tier 1 vendor) MUST select a Company Type and Owners Ethnicity for each subcontractor.** Click **Submit**.

Additional Info

Company Type:

- Disabled Owned Business Enterprise
- Veteran Owned
- Women Owned
- Minority Owned
- Hub Zone
- Small Disadvantaged Business
- Service Disabled Vet
- LGBTQ

***Owners Ethnicity:** (Check All that apply) Required if minority selected

- White (not Hispanic)
- African American
- Hispanic American
- Native American
- Subcontinent Asian American
- Asian Pacific American
- Canadian Aboriginal

Certification: (All information is required if a certification is selected; if no Cert Number, enter 'N/A')

Certification	Cert Number	Category	Expiration Date	Attachment
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Cancel Submit

Tier 2 Reporting Guide

Once you added all of your subcontractors for the reporting period, navigate back to the **Tier 2 Reporting Worksheet**. For each subcontractor in your reporting worksheet, enter the spend and contract count in the **Spend by Supplier** section.

Once you've validated the information provided is correct, click **Submit Report**.

Spend by Supplier   

	SUPPLIER		SPEND (\$)	# OF CONTRACTS
	Bloomberg Finance LP Boston, MA	  	5,000.00	2



Note: Supplier name and diversity status are noted for each subcontractor.

Tier 2 Reporting Guide

On the **Report Confirmation** screen, validate and confirm the accuracy of the totals noted for these two categories: **Total - Spend by Supplier** and **Total - Number of Contracts**. Next, click **Submit**.

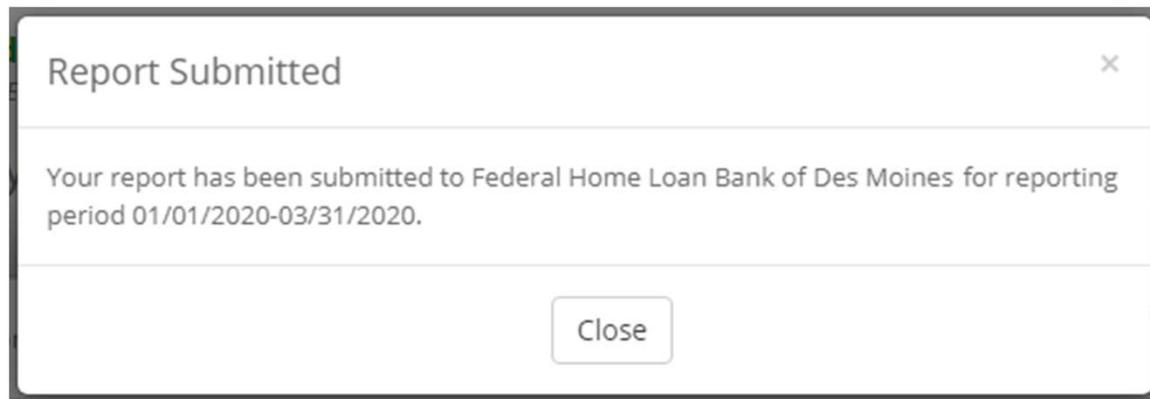
Report Confirmation ×

Your report is being submitted to Federal Home Loan Bank of Des Moines for reporting period 01/01/2020-03/31/2020. Federal Home Loan Bank of Des Moines will have access to this data as soon as you click Confirm.

	This Period		Last Period
Total - Spend by Supplier	60,000.00	↑ 100.0%	0.00
Total No Of Contracts	6.00	↑ 100.0%	0.00

Tier 2 Reporting Guide

Once your quarterly report is submitted, an onscreen **Report Submitted** message will appear. Click **Close**.



Repeat the steps noted above for each reporting period until you've submitted all four quarterly Tier 2 Reports for the calendar year.

Tier 2 Reporting Guide

Need to modify a report or correct an error?

As a prime (Tier 1) contractor, if you need to modify a previously submitted quarterly Tier 2 Report, please send the following information to SupplierDiversity@fhlbdm.com **on or before the quarterly reporting deadline**

- Your company name
- Your designated company contact's name and email address
- The reporting period(s) that need to be re-submitted

A member of our Supplier Diversity team will respond within **1-2 business days** of receiving your request. Once your Tier 2 report has been released, please log into our online supplier portal to update and re-submit your revised Tier 2 Report as soon as possible.

Tier 2 Reporting Guide

Reporting Questions

If you have any questions regarding the Bank's Tier 2 reporting process, submission deadlines or reporting requirements, please email SupplierDiversity@fhlbdm.com.

Visit our [Tier 2 Program page](#) for tools, guides, resources and the reporting timeline.

Technical Support

If you encounter technical issues (i.e. password resets, error messages, reporting worksheet questions) pertaining to our online portal, please email support@suppliertgateway.zendesk.com or submit a support ticket online through the Support tab and reference the portal site: **Federal Home Loan Bank of Des Moines**. A reply from SupplierGATEWAY's support team will be provided within 24 to 48 hours.

Please seek technical support as soon as possible to ensure adequate and timely submission of your Tier 2 report prior to our reporting deadline.

