



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

Tier-2 Reporting Guide

IMPORTANT NOTICE

If you have no Tier 2 spend to report in any given reporting quarter, please **do not log into** our online portal. Instead prior to the reporting deadline, please 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

Before logging into our portal to complete your Tier 2 Spend report, please review our online [Tier 2 Reporting Guide & FAQ](#) and [Regulatory Requirements](#). **Then, gather the following information:**

- The name and diversity classification of each subcontractor (tier 2)
 - Diversity classifications include:
 - Diverse
 - Non-Diverse
- The spend with each subcontractor (tier 2)
- The number of contracts retained with each subcontractor (tier 2)
 - Contract types include:
 - Existing contracts
 - Contracts entered into during the reporting period
- The spend and number of contracts with any non-diverse-owned business
(applies only to prime contractors providing legal, accounting or other professional or consulting services – please see the online resources noted above for further guidance)

Tier-2 Reporting Data

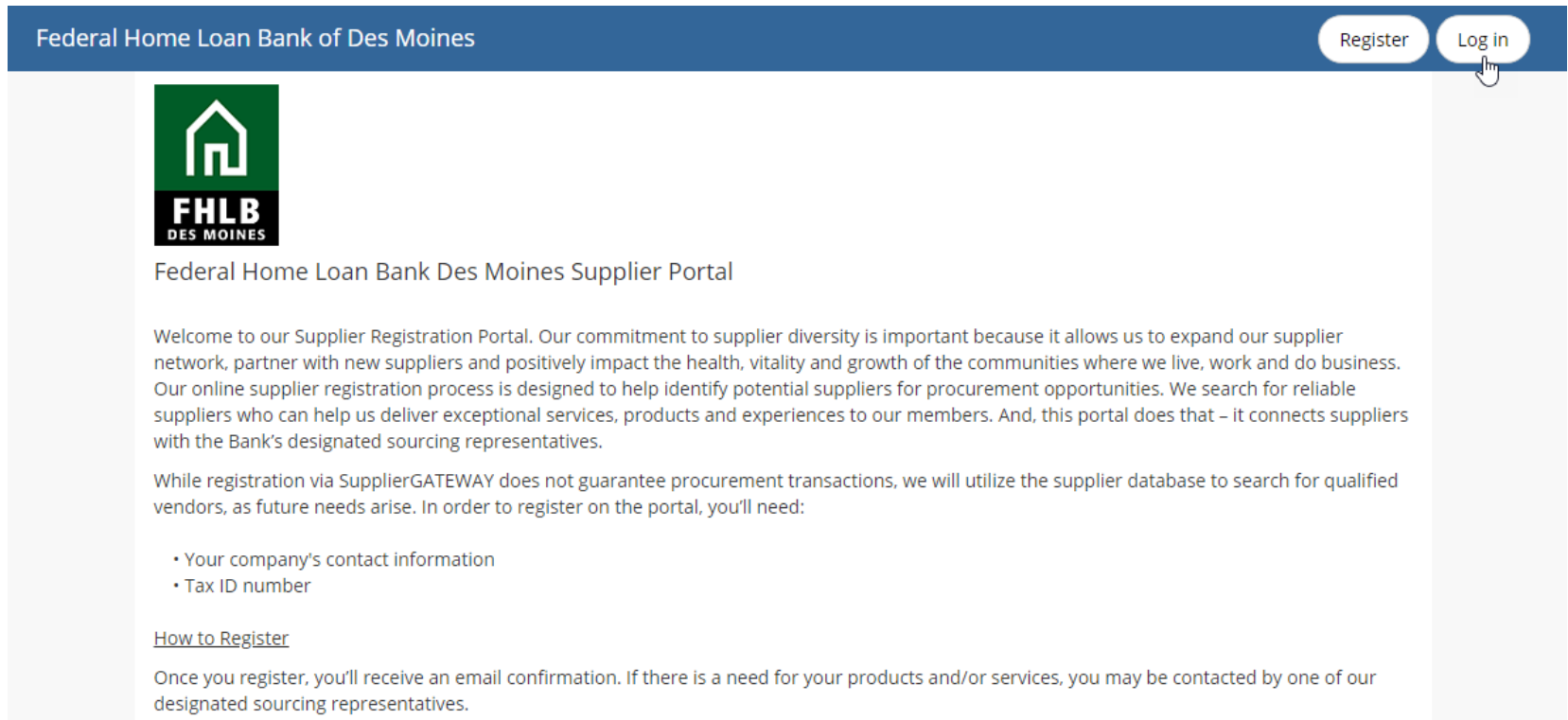
A brief definition of our spend and contract reporting data fields are noted below. Please review prior to completing your reporting worksheet.

DATA FIELD	DESCRIPTION	DEFINITION
Spend (\$)	Total Spend Reported This Quarter	Enter total spend for the current reporting period with your subcontractor
Total Contracts (#)	Total Contracts Reported Year to Date	Enter total contracts year to date with your subcontractor
Existing Contracts (#)	Total Number of Contracts In Place In the Beginning of the Year	Specify the number of multi-year contracts that have not expired as of January 1 of the current reporting year, regardless of spend, with your subcontractor.
New Contracts (#)	Total Number of New Contracts Entered Into During the Reporting Year	Enter the number of new contracts with your subcontractor that have not been previously reported in the current reporting year. Contract count can be reported as zero regardless of the spend amount with your subcontractor.
Existing Contract Spend (\$)	Amount Paid for Contracts In Place In the Beginning of the Year	Specify the amount paid for multi-year contracts that have not expired as of January 1 of the current reporting year, regardless of spend, with your subcontractor.
New Contract Spend (\$)	Amount Paid for Contracts Entered Into During the Reporting Year	Specify the amount paid for new contracts with your subcontractor that have not been previously reported in the current reporting year.

Questions? Visit our Tier 2 Program [webpage](#) or email SupplierDiversity@fhlbdm.com

Tier-2 Reporting Guide


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 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". There is a link "[How to Register](#)" below the list. The final paragraph states: "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."

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.

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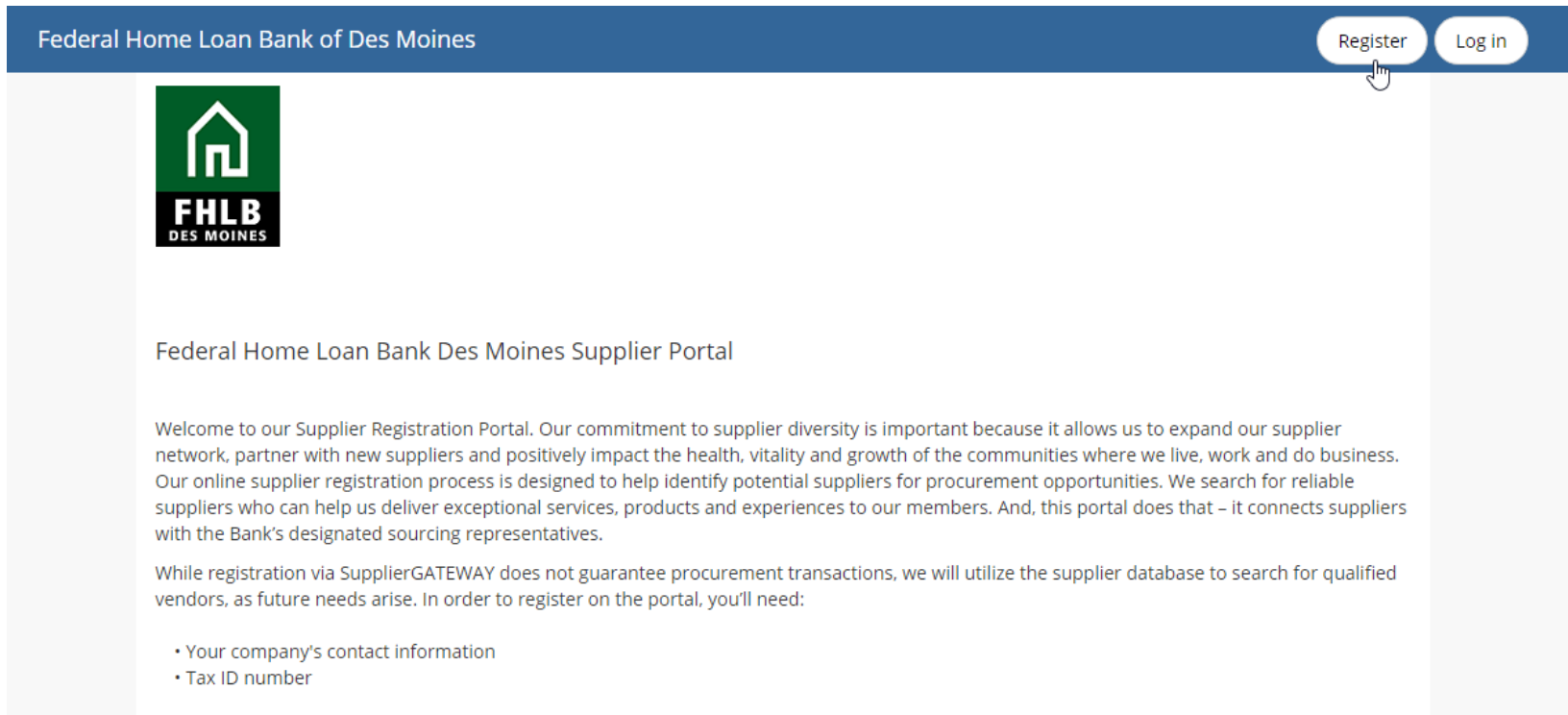
- Your company's contact information
- Tax ID number

[How to Register](#)

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](#). Then, click **Register**. Our [online reporting guide](#) is available as a resource.



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 pointing at the "Register" 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 has the heading "Federal Home Loan Bank Des Moines Supplier Portal". Below the heading is a paragraph of text: "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 paragraph 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".

Federal Home Loan Bank of Des Moines

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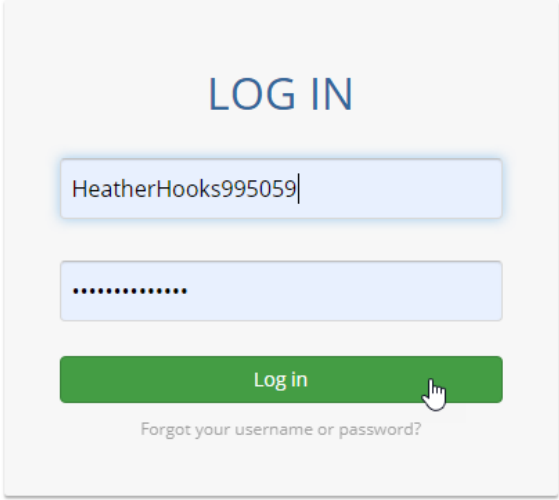
Tier-2 Reporting Guide

Log into our [online supplier portal](#) utilizing your username and password.

Federal Home Loan Bank of Des Moines

Register

Log in



LOG IN

HeatherHooks995059|

.....

Log in

Forgot your username or password?

The image shows a login form with a title 'LOG IN'. It contains two input fields: the first contains the username 'HeatherHooks995059|' and the second contains a masked password '.....'. Below the fields is a green 'Log in' button with a mouse cursor hovering over it. At the bottom of the form is a link that says 'Forgot your username or password?'.

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 data each quarter to the Bank.

Please note, no subcontractors may be visible on your reporting worksheet when you first login.

The screenshot displays the user interface for submitting Tier-2 reports. At the top, a navigation bar includes the text "Submit Tier-2 Reports / Submit Standardized Tier-2 Reports" and the user's name "Heather Hooks HH Test Inc" along with various utility icons. A prominent grey note states: "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 as soon as you click on the submit button below." Below this, a "Select Reporting Period" dropdown menu is set to "01/01/2021-03/31/2021 (4 Grace Period Days Remaining)". The main section is titled "Spend by Supplier" and contains a "Refresh" button, a "Save" button, and a green "Submit Report" button. Several help icons (question marks) are scattered throughout the interface.

Tier-2 Reporting Guide

Utilize the **Select Reporting Period** drop down menu to select your reporting period.

The screenshot shows a web application interface for submitting Tier-2 reports. The top navigation bar includes the text "Submit Tier-2 Reports / Submit Standardized Tier-2 Reports" and the user's name "Heather Hooks HH Test Inc". A note states: "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 as soon as you click on the submit button below." The main content area features a "Select Reporting Period" dropdown menu with the following options:

- 01/01/2021-03/31/2021 (4 Grace Period Days Remaining)
- 01/01/2021-03/31/2021 (4 Grace Period Days Remaining)
- 10/01/2020-12/31/2020 (-86 Grace Period Days Remaining)
- 07/01/2020-09/30/2020 (-178 Grace Period Days Remaining)
- 04/01/2020-06/30/2020 (-270 Grace Period Days Remaining)
- 01/01/2020-03/31/2020 (-361 Grace Period Days Remaining)
- 10/01/2019-12/31/2019 (-452 Grace Period Days Remaining)
- 07/01/2019-09/30/2019 (-544 Grace Period Days Remaining)
- 04/01/2019-06/30/2019 (-636 Grace Period Days Remaining)
- 01/01/2019-03/31/2019 (-727 Grace Period Days Remaining)

Below the dropdown menu, there is a "Refresh" button and a "Spend by Supplier" section. To the right, there are buttons for "Save", "Submit Report", and a help icon.

Tier-2 Reporting Guide

Navigate to the **Spend by Supplier** section of the worksheet. Next, click the plus (+) sign to manually add subcontractors to your worksheet.

Recommendation: Starting with the earliest reporting period, add all of your subcontractors at one time so your reporting worksheet for the year is populated. Then enter the appropriate spend and contract count for each subcontractor by quarter.

The screenshot displays the 'Submit Tier-2 Reports' interface. At the top, the user is identified as Heather Hooks at HH Test Inc. The main content area features a note: '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 as soon as you click on the submit button below.' Below this, there is a 'Select Reporting Period' dropdown menu currently set to '01/01/2021-03/31/2021 (4 Grace Period Days Remaining)'. The 'Spend by Supplier' section is visible, with a 'Refresh' button. On the right side, there are 'Save' and 'Submit Report' buttons. A tooltip labeled 'Add Supplier' is positioned over a plus sign icon, indicating the action to add new subcontractors.

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		
Bloomberg Finance LP P O Box 416604 - Boston MA - 12741	XX-XXX8168	No - (None)	

Click + sign to add supplier to your report

Tier-2 Reporting Guide

Next, assign a supplier number to your subcontractor. As a prime contractor, 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.

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:**

***Phone:**

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

***Address:**

Address 2:

***City:**

***Zip:**

Tier-2 Reporting Guide

If your business provided legal, accounting, or other professional or consulting services to the Bank and allocated this work to a diverse partner, member or other equity owner and meets the definition of [“Diverse Spend with Non-Diverse-Owned Business”](#), select **Yes** for the question ***Is this a Diverse Equity Owner entity**. If not, select **No**. Click **Next**. On your reporting worksheet, a red flag will indicate which subcontractors have been classified as a “Non-Diverse-Owned Business with Diverse Spend”.

*Address:

Address 2:

*City:

*Zip:

*Is this a Diverse Equity Owner entity?

No Yes



(for spend reporting purposes)

Diverse Equity Owner

A "yes" selection is not common. This designation applies to professional services provided by or allocated to a partner, member or other equity owner who is a minority, woman or an individual with a disability. The purchases, activities, expenses or expenditures paid by the Customer to a non-diverse prime contractor (tier 1) must directly benefit or support a Customer project. The diversity designation applies to the partner, member or equity owner(s) only.

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. **If known, please 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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Tier-2 Reporting Guide

Once you added all of your subcontractors for the reporting period, navigate back to your **Tier 2 Reporting Worksheet**. For each subcontractor in your reporting worksheet, enter the information requested under the **Spend by Supplier** section. **Click Save** to retain your information. Once you've validated the information provided is correct, click **Submit Report**.

Spend by Supplier ? ? +

Supplier	Spend (\$)	Total Contracts Year To Date (#)	Existing Contracts Year to Date (#)	New Contracts Year To Date (#)	Existing Contract Spend This Quarter (\$)	New Contract Spend This Quarter (\$)
 Bloomberg Finance LP Boston, MA []  	<input type="text" value="1.00"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>
  First Allied Consulting Des Moines, IA  [M]  	<input type="text" value="1.00"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1.00"/>	<input type="text" value="1.00"/>

?

Note: *Supplier name and diversity status are noted for each subcontractor. In the example above, M designates the subcontractor, First Allied Consulting, is a minority-owned business.*

Tier-2 Reporting Guide

On the **Report Confirmation** screen, validate and confirm the accuracy of the totals noted for all categories. Next, click **Submit**.

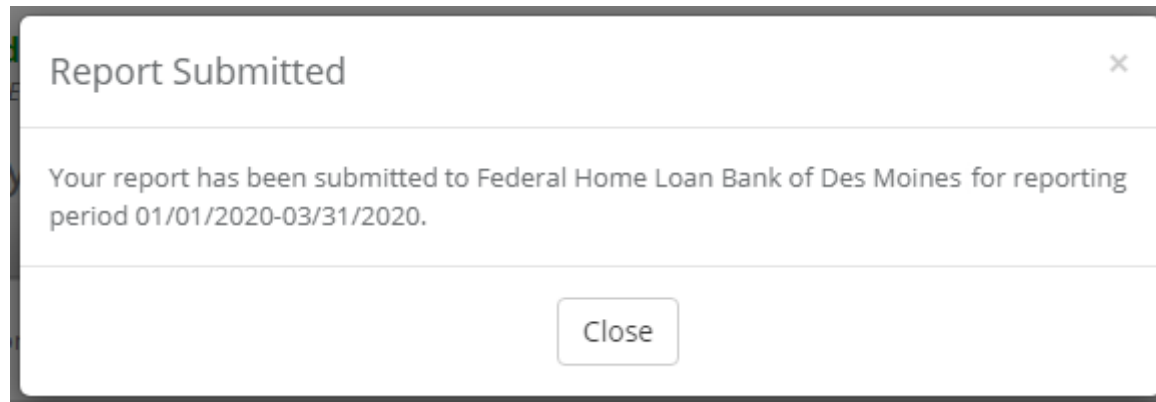
Report Confirmation ×

Your report is being submitted to Federal Home Loan Bank of Des Moines for reporting period 04/01/2021-06/30/2021. 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	2.00	↓ 100.0%	25,000.00
Total - No Of Contracts	4	↑ 300.0%	1
Total - No Of Existing Contracts	2.00	↑ 100.0%	0.00
Total - No Of New Contracts	2.00	↑ 100.0%	0.00
Total - Amount Paid for Existing Contracts	2.00	↑ 100.0%	0.00
Total - Amount Paid for New Contracts	2.00	↑ 100.0%	0.00

Tier-2 Reporting Guide

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



Tier-2 Reporting Guide

Tier 2 Report Modifications

As a prime (tier 1) contractor, if you need to modify a previously submitted quarterly Tier 2 Report, please email SupplierDiversity@fhlbdm.com before the reporting deadline and provide:

- 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.

In order to ensure timely submission of our Tier 2 reports to our regulator, report modification requests will not be accepted after our reporting deadline.

Questions and Technical Support

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

If you encounter technical issues (i.e. password resets, error messages, reporting worksheet questions) pertaining to our online portal, please email support@suppliergateway.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 reports by our reporting deadline.

