



TIER II REPORTING GUIDE

FOR ALLIANT ENERGY'S SUPPLIERS



September 2021

Alliant Energy has automated how we request, communicate, gather, and consolidate reports from all suppliers providing Tier II subcontractor diversity data (both direct and indirect) through PowerAdvocate.

- Technical questions related to using PowerAdvocate for reporting – please contact PowerAdvocate Support at Support@PowerAdvocate.com or 857-453-5800
- General questions about Alliant Energy Tier II Spend Reporting – please contact Sr. Supply Chain Analyst, Gwen Sutter, at gwensutter@alliantenergy.com

- **Prime Supplier-** A Tier I supplier that provides products/services and invoices to Alliant 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 an Alliant contract.
- **Direct Spend-** Spend contracted by the Prime Supplier with Tier II diverse subcontractors for goods and services that directly support the fulfillment of an Alliant 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 Alliant. You will not need to calculate the prorated amount yourself; the PowerAdvocate system will do this for you.

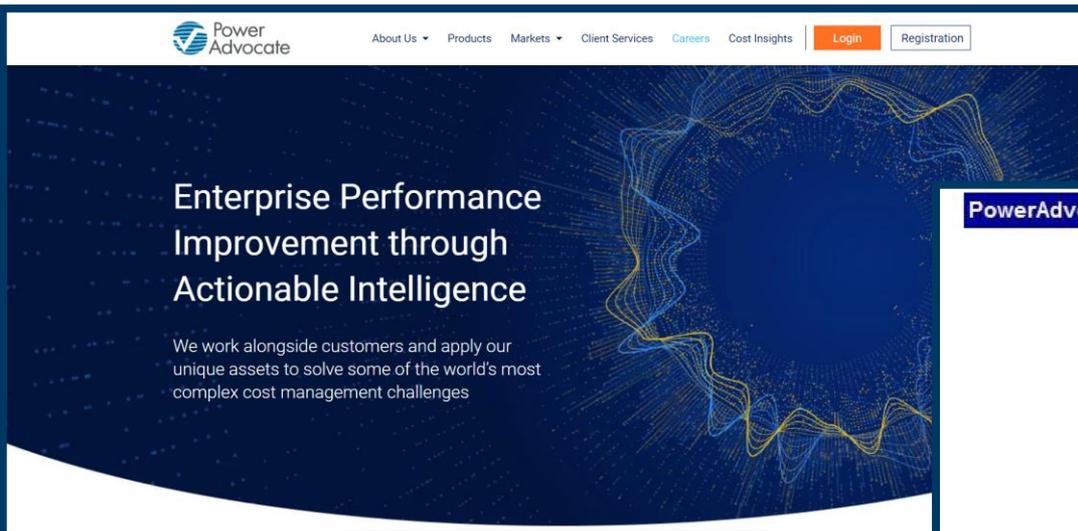
- **Direct:** Submit Direct data related to payments made for subcontracting a portion of a contract/Purchase Order to a diverse subcontractor for the Quarter.
- **Indirect:** If you do not have the ability to track spend for projects with Alliant, submitting Indirect data that does not directly relate to payments made to a subcontractor for specific work performed for Alliant is acceptable.
- **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 a previously submitted form, you can return to this questionnaire and make changes, and upon selecting Save or Submit your submission will be immediately updated.

STEP 1: Login to PowerAdvocate

Company & User Setup

- **New users** will need to register a new PowerAdvocate account by going to w3.poweradvocate.com
- After completing the registration, simply login using your new credentials
- **Existing users** should login to PowerAdvocate

<https://www.PowerAdvocate.com/login.jsp>



The screenshot shows the PowerAdvocate login page. The title is "PowerAdvocate - Login". The form includes fields for Username (containing "username123") and Password (masked with dots). There are links for "Forgot Username" and "Forgot Password". A "Login" button is present below the fields. Below the button is a link for "Frequently Asked Questions". At the bottom, there is a disclaimer: "By clicking on the 'Login' button above in order to use this Site, you acknowledge that you have read, accept, and are bound by the [Terms of Use](#)." The footer contains contact information: "PowerAdvocate Corporate: (857) 453-5700 • PowerAdvocate Technical Support: (857) 453-5800 • support@poweradvocate.com Copyright 2001-2017 PowerAdvocate, Inc. All rights reserved. • [Terms of Use](#)".

STEP 2: Open *Portals* and choose the correct Portal

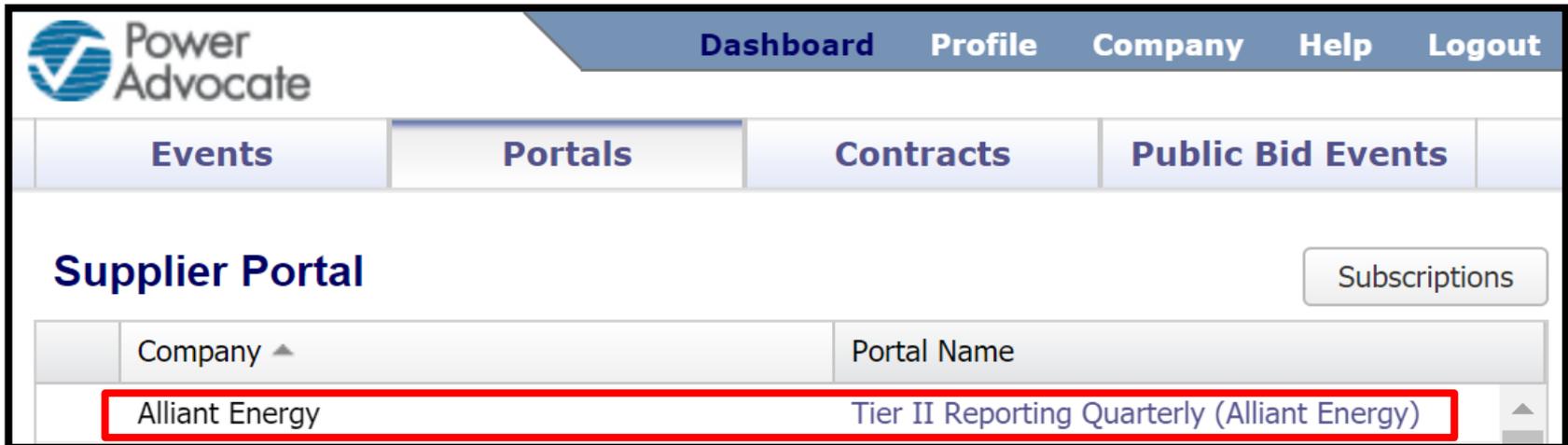
Once logged into your *Event Dashboard*, click on the tab named *Portals*

The *Portals* page lists all the companies your company is branded/registered to. If Alliant Energy does not appear in your Supplier Portal table, please email PowerAdvocate Support at support@poweradvocate.com for assistance.



In *Portals*, find and click on the Alliant “Tier II Reporting Quarterly (Alliant Energy)” Portal Name

If you do not have access to the Alliant Tier II Spend Portal, please email PowerAdvocate Support at support@poweradvocate.com for assistance.

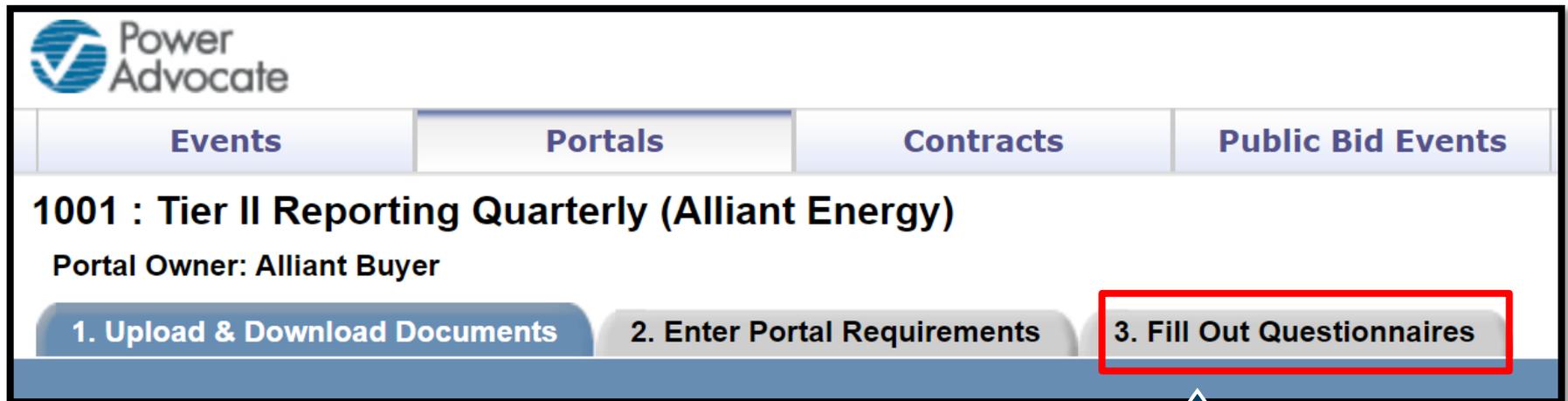


STEP 3: Open Portal and click on tab 3. Fill Out Questionnaires

By default, you will land on tab 1. Upload and Download Documents

****No action needed here**

Move immediately to tab 3. Fill out Questionnaires



The screenshot shows the Power Advocate portal interface. At the top left is the Power Advocate logo. Below it is a navigation bar with four tabs: 'Events', 'Portals', 'Contracts', and 'Public Bid Events'. The 'Portals' tab is selected. Below the navigation bar, the portal title is '1001 : Tier II Reporting Quarterly (Alliant Energy)' and the portal owner is 'Alliant Buyer'. At the bottom, there are three sub-tabs: '1. Upload & Download Documents', '2. Enter Portal Requirements', and '3. Fill Out Questionnaires'. The '3. Fill Out Questionnaires' tab is highlighted with a red rectangular box, and a large blue arrow points upwards from below towards this tab.

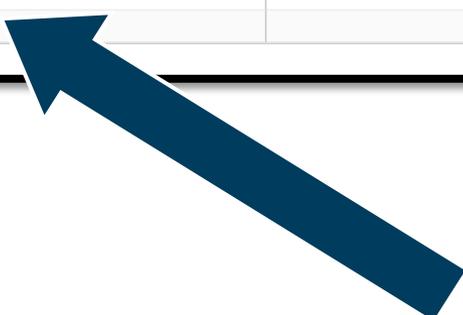
STEP 4: Accessing Questionnaires

Tab Displays All Questionnaires in the Portal and Start Dates

Select the questionnaire “Diversity Tier 2 Direct (Quarterly)” for **Direct Spend Submissions**

1. Upload & Download Documents 2. Enter Portal Requirements 3. Fill Out Questionnaires

Questionnaires			
Name	Reporting Frequency	Start Date	End Date
Diversity Tier 2 Direct (Quarterly)	Annually	2021	
Diversity Tier 2 Indirect (Quarterly)	Annually	2021	



Verify the desired year is selected



Diversity Tier 2 Direct (Quarterly)

Year:

							Add Supplier	
Tier 2 Supplier	Diversity Classifications	State	Zip Code	City	Quarter 1	Quarter 2		
<hr/>								

Direct Tier II Quarterly Questionnaire

Displays Fields for Prime Suppliers

Click the “Add Supplier” button to create rows to enter supplier data

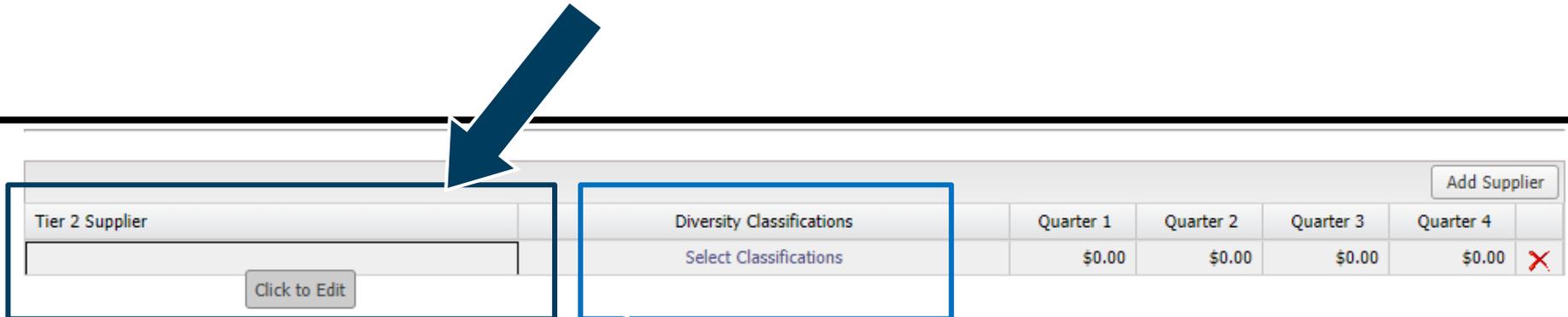
Tier 2 Supplier	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4
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Buttons: Save, Submit, Cancel

Buttons: Add Supplier

Displays Fields for Prime Suppliers

1. Click the first cell of the new row to add the supplier name



Tier 2 Supplier		Diversity Classifications				Add Supplier				
Tier 2 Supplier		Diversity Classifications				Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Click to Edit		Select Classifications				\$0.00	\$0.00	\$0.00	\$0.00	X

2. Open the “Select Classifications” link in order to select one or more classification

Save Submit Cancel

Direct Tier II Quarterly Questionnaire

Displays Fields for Prime Suppliers

Enter the direct spend conducted with each diverse subcontractor by month in the appropriate columns

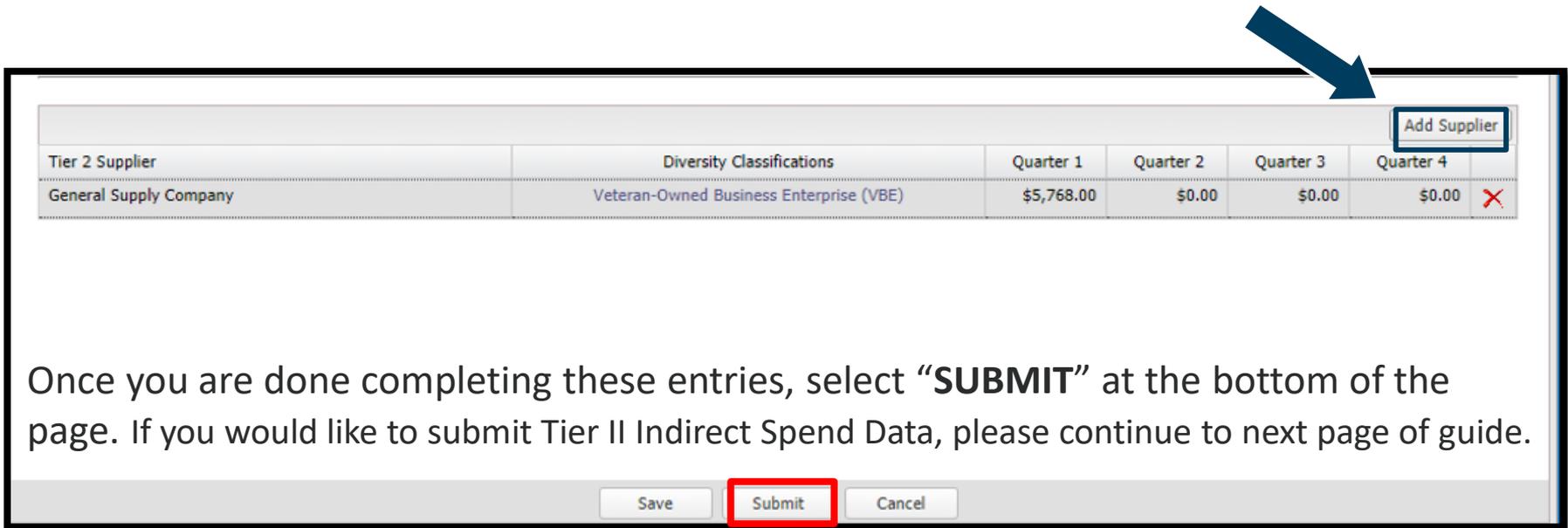
		Add Supplier			
Tier 2 Supplier	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4
General Supply Company	Veteran-Owned Business Enterprise (VBE)	5768.00	\$0.00	\$0.00	\$0.00

Save Submit Cancel



Displays Fields for Prime Suppliers

Select the “Add Supplier” button to add additional entry rows for additional diverse suppliers



Tier 2 Supplier	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
General Supply Company	Veteran-Owned Business Enterprise (VBE)	\$5,768.00	\$0.00	\$0.00	\$0.00	✖

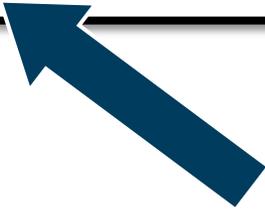
Once you are done completing these entries, select “**SUBMIT**” at the bottom of the page. If you would like to submit Tier II Indirect Spend Data, please continue to next page of guide.

Tab Displays All Questionnaires in the Portal and Dates

Select the questionnaire “Diverse Tier 2 Indirect (Quarterly)” for **Indirect** Spend Submissions

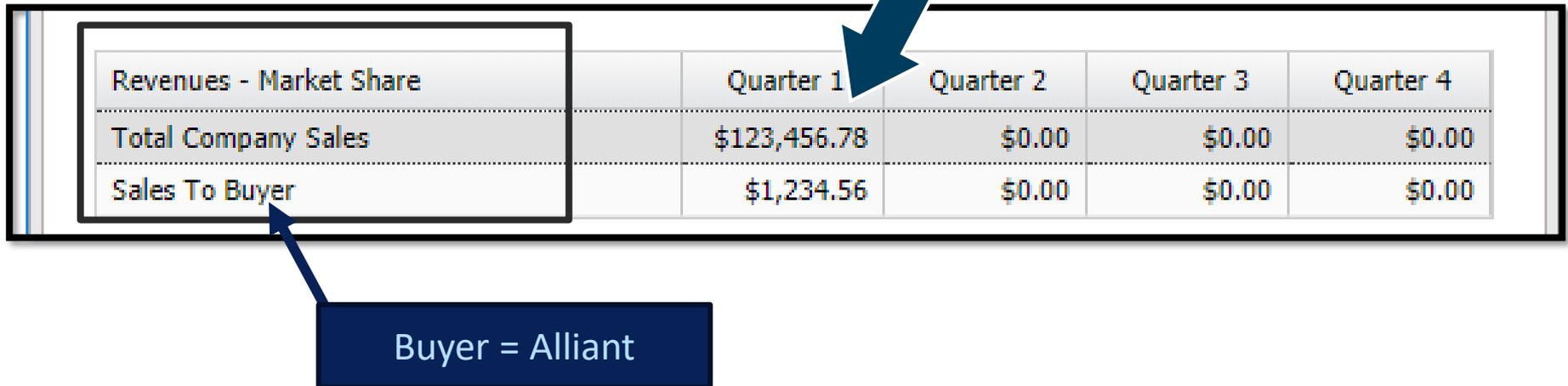
1. Upload & Download Documents 2. Enter Portal Requirements 3. Fill Out Questionnaires

Questionnaires			
Name	Reporting Frequency	Start Date	End Date
Diversity Tier 2 Direct (Quarterly)	Annually	2021	
Diversity Tier 2 Indirect (Quarterly)	Annually	2021	



Displays Fields for Prime Suppliers

Enter your **Total Sales** by quarter and total **Sales to Buyer** by quarter in the appropriate fields. The **Sales to Buyer** field should indicate your company's total sales to Alliant for the quarter.



Revenues - Market Share	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales	\$123,456.78	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$1,234.56	\$0.00	\$0.00	\$0.00

Buyer = Alliant

Verify the desired year is selected



Year:  

Revenues - Market Share

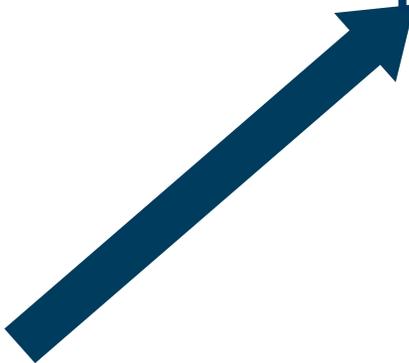
Total Company Sales

Sales To Buyer

Displays Fields for Prime Suppliers

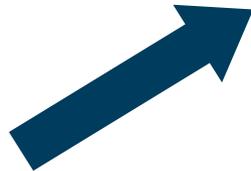
Click the “Add Supplier” button to create rows to enter supplier data
Enter Diverse Suppliers individually or as a Supplier Group.

Revenues - Market Share	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales	\$123,456.78	\$0.00	\$0.00	\$0.00
Sales To Buyer	\$1,234.56	\$0.00	\$0.00	\$0.00
<input type="button" value="Add Supplier"/>				



Displays Fields for Prime Suppliers

Open the “Select Classifications” link in order to select one or more diversity classifications for your diverse supplier



Diversity Classifications

Diversity Classification ▾

- Veteran-Owned Business Enterprise (VBE)
- Small Business Enterprise (SBE)
- SBA Small Disadvantaged Business (SDB) Enterprise
- SBA HUBZone Business (HUBZone)
- SBA 8(a) Program
- Minorities-Owned Business Enterprise (MBE)
- Disabled Veteran-Owned Business Enterprise (DVET)
- Disabled Business Enterprise (DIS)
- DOT Disadvantaged Business Enterprise (DBE)
- Woman-Owned Business Enterprise (WBE)

OK Cancel

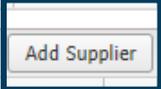
Indirect Tier II Quarterly Questionnaire

Displays Fields for Prime Suppliers

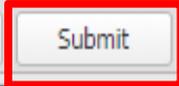
Click the “Add Supplier” button to add additional entry rows to the form

Revenues - Market Share		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total Company Sales		\$123,456.78	\$0.00	\$0.00	\$0.00
Sales To Buyer		\$1,234.56	\$0.00	\$0.00	\$0.00

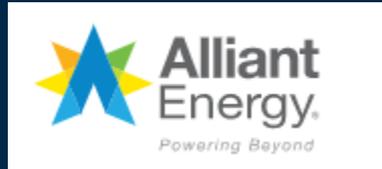
Tier 2 Supplier/Supplier Group	Diversity Classifications	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Heritage Construction and Supply	Small Business Enterprise (SBE), Woman-Owned Business E...	\$250.23	\$0.00	\$0.00	\$0.00	✘



Once you are done completing these entries, click “**Submit**” at the bottom of the page. Submissions are now complete!



Need Assistance? Contact PowerAdvocate Support



If you have any technical issues logging in, filling out questionnaire, etc.

Please contact the PowerAdvocate Support Team

Email: Support@PowerAdvocate.com

Phone: (857) 453-5800

Hours include Monday-Friday 8AM – 8PM EST

