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00 HOW TO USE THIS DOCUMENT

This guidance document is designed to help you understand the ExxonMobil Tier II program, the objectives and how to report Tier II spend.

PURPOSE AND SCOPE

This purpose of this document is to give ExxonMobil's Tier I suppliers a detailed understanding of the Tier II Program. You will understand what Tier II is, what the objectives are for reporting, and how to report Tier II. This applies to any supplier that is reporting Tier II.

01 OVERVIEW

APPROACH

ExxonMobil works to promote **inclusive sourcing open to all**. We are committed to respecting human rights and working to reduce impacts to the environment in our supply chain, and we **seek to work with suppliers that share our commitment**.

PROGRESS

Inclusive sourcing supports the creation of new perspectives, ideas, and practices that help our business grow. We strive to cultivate mutually beneficial relationships that contribute to the growth of our diverse supplier base via outreach, business development, and training programs.

Since 2011, ExxonMobil's annual spend with diverse and small businesses has exceeded \$1 billion. For the past five years, ExxonMobil has spent more than \$20 billion with United States diverse and small businesses.

WHAT IS A SECOND TIER (TIER II) PROGRAM

A **Second Tier Supplier Diversity Program** is designed to grow and sustain diverse owned and small businesses beyond the direct supplier relationships. According to the Institute for Supply Management, "A Tier II program is necessary for mature supplier diversity programs. Tier II reporting increases an organization's sphere of influence, setting expectations for primes to engage diverse suppliers, a strategic program allows companies to make a wider impact on society by unleashing the potential of your supply chain". A Second-Tier program is consistent with our corporate commitment to promote inclusive sourcing open to all.

ENGAGING OUR SUPPLIERS

Our [Standards of Business Conduct](#) detail our foundation policies – our expectations for global ethical conduct in our business and the way we put our core values into practice. These expectations are extended to our supply chain. We seek to work with suppliers that share our commitment to promoting responsible sourcing, respecting human rights, and working to reduce impacts to the environment.

02 WHAT IS TIER II REPORTING

SUPPLIER TYPES

Diverse Owned Business: A diverse-owned business is a for-profit, legal entity that is 51% owned, managed, and controlled by individuals from various ethnic, cultural, gender, or socio-economic backgrounds, including women, ethnic minorities, Indigenous people, LGBTQ+ individuals, veterans, and people with disabilities.

Micro, Small or Medium Business: A Micro, Small and Midsize (MSME) business is a for-profit business that has employees, revenue, and/or assets below a certain threshold. The definition varies by country. For the US, a small business is a company that is categorized as small determined by the Small Business Administration's classification laid out in its [Small Business Size Standards](#)

ExxonMobil recognizes the following diverse owned & small business types.

- **Woman** - referred to as WBE or WOSB – recognized Globally
- Ethnic **minorities** - referred to as MBE – majority in the US, some regions recognize minorities such as Europe, China, Canada, South Africa, and Brazil
- **Indigenous** – Aboriginal Australian, Canadian, or Brazilian
- **Alaska Native** - referred to as ANC - A private, for-profit corporation created under the Alaska Native Claims Settlement ACT (ANCSA) of 1971.
- **Veteran** - referred to as VBE or VOSB – currently US only; China also recognizes Veterans
- **Service Disabled Veteran** - referred to as SDV or SDVSB – currently US only
- People with **disabilities** - referred to as DOBE, Ability One – recognized globally
- **LGBTQ+** – recognized globally in countries where legal
- **Small, Small Disadvantaged**, Hubzone, or 8a – referred to as SB, SDB, HUB, or 8(a) as classified by the the Small Business administration.

Currently, ExxonMobil accepts the reporting of certified and self-classified diverse and small businesses.

Tier I Supplier

A company that supplies directly to ExxonMobil (referred to as Prime Supplier).

Tier II Supplier

A company that supplies to ExxonMobil's suppliers; the "supplier's supplier"

SPEND TYPES

Tier I Spend

The amount of spend, or procurement dollars, that an organization spends directly with its (Tier I) suppliers

Tier I Diverse Spend

Represents only the Tier I dollars directly spent with diverse or small businesses.

Tier II Spend

The amount of spend, or procurement dollars, that an organization's suppliers spends with their Tier 1 suppliers.

Tier II Diverse Spend

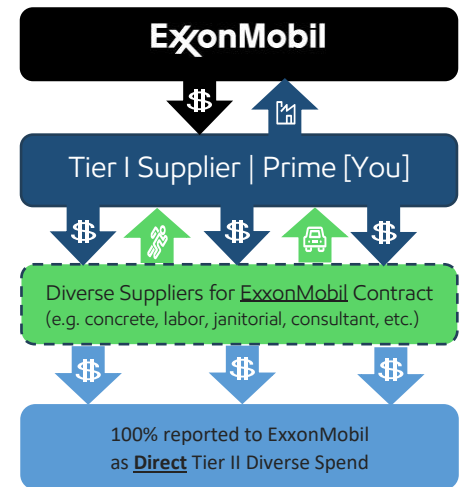
Represents only the Tier II dollars spent with diverse suppliers or small businesses.

Direct Tier II Spend

Purchases from diverse or small businesses that *directly* support ExxonMobil's business. One hundred percent (100%) of Direct Tier II Spend for ExxonMobil's business will be allocated to ExxonMobil.

Examples: A subcontract between you and a diverse owned business to

- provide janitorial services to an ExxonMobil facility.
- provide concrete for construction at a specific ExxonMobil location.
- provide staff augmentation services on an ExxonMobil project.

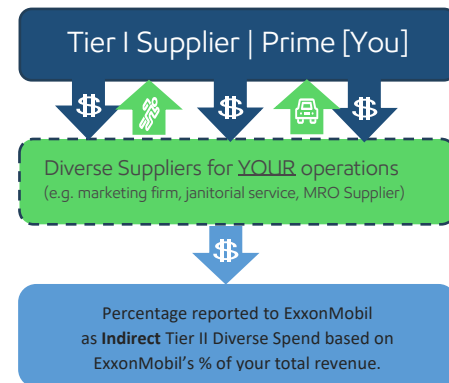


Indirect Tier II Spend

Purchases from a diverse or small business that you cannot directly link any spend for work performed against a specific ExxonMobil contract and support your company's overall operations and business.

Do not include any Direct spend when calculating Indirect spend to avoid double counting.

Examples: Hiring a diverse marketing firm, a diverse janitorial service company for your operations, or purchasing office supplies from a diverse owned company.



Indirect spend is allocated to ExxonMobil based on the percentage (%) of your total revenue that ExxonMobil represents.

Calculation:

Your total quarterly sales from ExxonMobil	\$2,500,000
Your total Company sales for the Quarter	\$50,000,000
% of your revenue attributed to ExxonMobil ($\$2,500,000 \div \$50,000,000$)	5%
Your total company diverse spend (not tied to ExxonMobil Contract)	\$450,000
Indirect Diverse Spend reported to ExxonMobil ($\$450,000 \times 5\%$)	\$22,500

You can do this directly in the system (SupplierIO will NOT share total revenue information with ExxonMobil), or you can provide the allocation percentage [5%] directly.

We encourage Tier I Suppliers to submit both Direct and Indirect Spend. *Indirect Spend is the most common form of spend and can be attributed to multiple customers.*

03 REPORTING & REPORTING REQUIREMENTS

REPORTING SYSTEM

SupplierOne by SupplierIO is the Tier II Spend Reporting tool that enables Direct Suppliers [Prime] to report to multiple customers.

- Suppliers report Tier II quarterly, system locks 45 days past the end of the quarter.
- All Suppliers receive a communication from Supplier.io on Day 1 following the end of the quarter

Notifications from SupplierIO from either donotreply@supplier.io or support@supplier.io

- Reporting Period Open
- 1st reminder call or email day 25
- Why didn't you report email on day 31
- 2nd reminder call or email on day 39
- System locks on day 45
- Report successfully submitted

REPORTING REQUIREMENTS

Reports Due 45 days after Quarter Ends	
Reporting Period	Due Date
Quarter 1 January – March	May 15
Quarter 2 April – June	August 15
Quarter 3 July – September	November 15
Quarter 4* October – December	February 15
*All quarters are reopened to allow for corrections or updates.	

04 HOW TO SUBMIT YOUR TIER II REPORTS

SET UP ACCOUNT IN SUPPLIER.IO

- **Existing** SupplierOne users, log in and request access to report to ExxonMobil at <https://exxonmobil.supplierone.co/>
- **New** Users, contact your ExxonMobil contract owner or SupplierIO at support@supplier.io to request an account to report Tier II to ExxonMobil

WHAT YOU WILL NEED

A method to identify which of your suppliers are diverse or small and the ability to track your spending with them.

Important Note: If a supplier fits in multiple diversity categories (e.g. Women, Minority and Veteran), for reporting purposes only choose one to avoid double or triple counting.

- Reporting [Direct Spend](#):
 - The name of each Diverse Owned or Small business you used for the product sold / service provided to ExxonMobil
 - The supplier's diverse or small classification(s)
 - The dollar amount spend with them each quarter.

Millions of suppliers are already loaded into SupplierIO and you may be able to search and add them. There is also an option to upload your suppliers directly into SupplierIO.

- Reporting [Indirect Spend](#):
 - Your company's total indirect spend by classification with your diverse owned or small business for each quarter.
 - Your company's North America revenue for each reporting period
 - Your company's total North America sales to ExxonMobil for each reporting period.

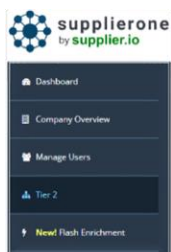
LOGGING INTO SUPPLIER.IO ACCOUNT

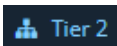
You'll be brought to an ExxonMobil Tier 2 Program landing page. Select "Submit Your Report" to log in.

LOG IN: Contact Support@supplier.io if you're forgotten your username, select forgot password if you've forgotten your password.



REPORTING IN SUPPLIER IO



On the left side menu – Select Tier 2 

In the CUSTOMERS section, look for ExxonMobil if reporting to more than one Customer and the appropriate reporting period.

Select Report 

CUSTOMERS				
Show Reporting Schedule				
Customers			View all periods	All Suppliers
ExxonMobil	Q2 2022 Period Closed	Submitted Status	View	Dashboard
View Program Details	Q3 2022 Due Date: 14 Nov 2022	Not Submitted Status	Report	

Remember: Indirect spend is your company's spend with diverse suppliers in support of your company's overall operations and business. This spend is not related to an ExxonMobil contract or agreement.

REPORTING INDIRECT SPEND

Allocate indirect spend to ExxonMobil based on the % of the company's total revenue that ExxonMobil represents. Select how you would like to specify the indirect allocation.

Option A and default: Calculate allocation for me.

- Enter your sales to ExxonMobil during this period.
- Enter your total Sales during this period.
- The Indirect Allocation Percentage (IAP) will be calculated for you.

How would you like to specify your indirect allocation?

☒ Calculate allocation for me

Enter your sales during this period and your **total** spending in each category. The system will calculate the portion of your spending to allocate for the customer.

Q3 2022 Indirect Spend (Not Submitted)

Enter your total spend in each category.

Customer Allocation 0%

Only final allocated totals are available to your customers.

Sales to Customer during this period \$

Sales and allocation percentages are not shared with your customers.

Total Sales during this period \$

Option B: I will provide the allocation percentage

- If you know the IAP to allocate to ExxonMobil based on calculations done outside of SupplierOne, enter it in the Allocation Percentage box.
- If the calculation was done outside of the system and you only know the actual dollars to allocate to ExxonMobil, enter 100% in the Allocation Percentage box.

How would you like to specify your indirect allocation?

☐ I will provide the allocation percentage

Enter only the spending allocated to the customer during this period.

Q3 2022 Indirect Spend (Not Submitted)

Enter the portion of your spending allocated to the customer.

Data for Goal Calculations

Allocation Percentage %

How should I calculate this?

- Scroll down to each diversity category and add your company's total diverse spend in whole dollars.

SupplierOne will allocate the appropriate dollars to ExxonMobil based on the IAP.

ExxonMobil can ONLY see the spend allocated, not your total diverse spend.

After entering for each applicable category that you are tracking, select Next

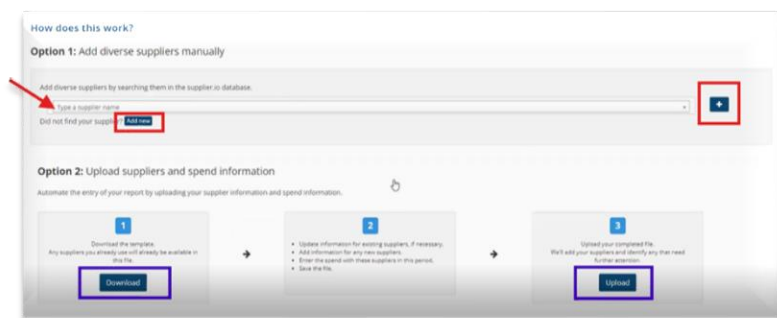
Next

REPORTING DIRECT SPEND

Remember: Direct Spend is your company's spending with diverse owned or small businesses that can be directly traced back to a specific agreement with ExxonMobil.

Select: Add and Edit Suppliers [Add and Edit Suppliers](#)

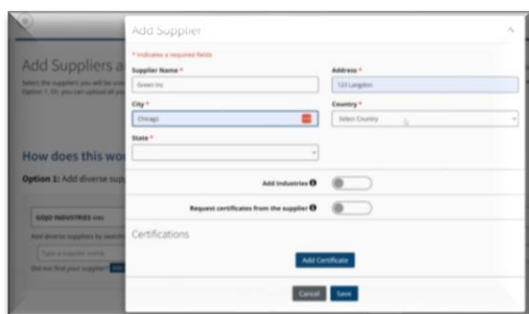
Ideally, diverse and small suppliers would be registered in SupplierOne and they would be found in the database.



Option 1: Add diverse and small suppliers manually

- Type a supplier name to search
- If you find them, select the Plus (+) [+](#)
- If the supplier is found but shows "Needs Attention", they are in SupplierIO but their diversity or small business status is not verified.
- If you do not find them, select Add new [Add new](#)

Required fields: Supplier Name | Address | City | Country | State | Diversity Type under Add Certificate



Option 2: Upload suppliers and spend information using the SupplierOne template.

- After all suppliers are added, select Next [Next](#)
- Enter the Direct spend for the quarter that is directly traced back to ExxonMobil for each Supplier.

Suppliers without a certificate or other SupplierOne verification will be classified as "Unverified"

- After spend is entered, select Next [Next](#)

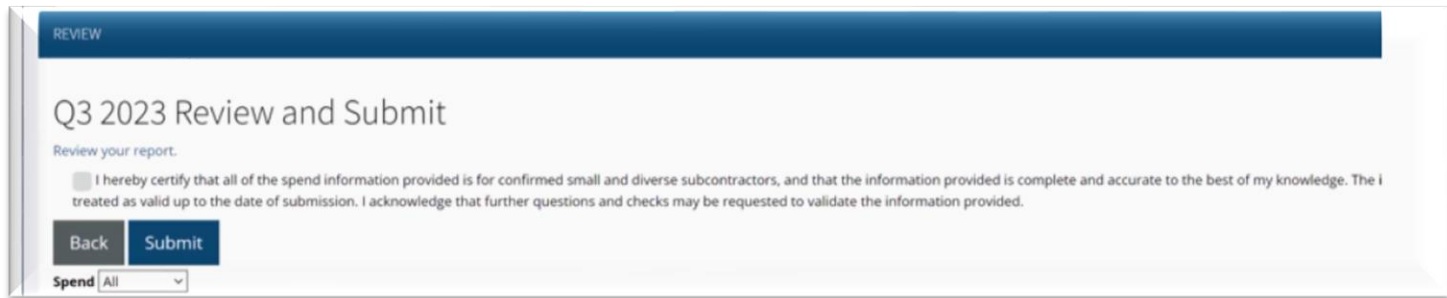
REVIEW AND SUBMIT

- Review your report for accuracy and check that you certify that the spend provided is valid.
- In the **Spend** box, be sure to select **All**; the default is verified "certified only".

If the totals do not add to what you expect, check your suppliers, they may be missing information and they are not included in the totals.

- Upon completion, select Submit

Submit

A screenshot of a web interface for reviewing and submitting a report. At the top, there is a blue header bar with the word "REVIEW" in white. Below this, the main heading is "Q3 2023 Review and Submit". Underneath the heading, it says "Review your report." followed by a checkbox and a certification statement: "I hereby certify that all of the spend information provided is for confirmed small and diverse subcontractors, and that the information provided is complete and accurate to the best of my knowledge. The information is treated as valid up to the date of submission. I acknowledge that further questions and checks may be requested to validate the information provided." Below the text are two buttons: "Back" and "Submit". At the bottom left, there is a "Spend" label followed by a dropdown menu currently set to "All".

SupplierIO will ask you to verify your submission if there are any obvious discrepancies (e.g. significant change from one current quarter to the same quarter in the previous year; significant change in one category from previous quarters, etc.)

IMPORTANT REMINDERS

- If your company is a Parent, with subsidiaries providing products or services to ExxonMobil, we request that you report all spend (Direct and Indirect) under the Parent company.
- You can modify a report if the reporting period is open even if you have already submitted the report. If modifications are needed for a previous quarter, all quarters will be unlocked in Quarter 4 to allow for corrections or adjustments.

If a supplier fits in multiple diversity categories (e.g. Women, Minority and Veteran), for reporting purposes only choose one to avoid double counting.

05 OTHER RESOURCES AND REFERENCES

WHITEPAPERS & REPORTS

[Supplier Diversity Tier I vs. Tier II Spend | Supplier.io™](#) - Understanding the differences of supplier diversity reporting by tier is vital to maximizing the success of your program. Here is a brief primer on tier I and tier II spend and how both benefit the impact and longevity of supplier diversity initiatives.

[Sustainability and reports | ExxonMobil](#) - Our Sustainability Report highlights how we manage our business to create value for our stakeholders, not just for the next quarter or the next year, but for the long run.

DETAILED SUPPLIERIO TRAINING & USER GUIDE

[SupplierIO formerly UniTier General Prime Training Session - Zoom](#)

[UniTier User Guide.pdf \(hubspotusercontent-na1.net\)](#)

CONTACT SUPPORT

If you need further assistance, contact your Contracts Manager or Contract Relationship Manager; they may connect you with a Supplier Diversity advisor.

FAQs

Who should be reporting this information: This varies from company to company. In some companies it may be someone from Supplier Diversity, the account manager, sales executive, analyst, or admin.

If we are not diverse or small, does this still apply to our company? Yes, this is not about your company's diversity status but rather the diversity status of your suppliers.

Does SIO keep information confidential: *Reporting via SupplierIO ensuring your information is not shared with other SupplierIO customers and only relevant information is reported to ExxonMobil. See [SupplierIO's Privacy Policy](#)*

What does ExxonMobil do with the data?

Externally – ExxonMobil aggregates all Tier I and Tier II spend to report total diverse spend in our corporate sustainability reports. Tier I or Tier II Supplier information is not revealed.

Internally – ExxonMobil includes Tier II diverse spend by ExxonMobil Category Family detail in a Tier II Spend Dashboard. Some of the information provided to SupplierIO is included such as

- Tier I Supplier Name
- For Direct Spend
 - Diverse or Small Business Name
 - Diverse or Small Business Diversity Type & Ethnicity
 - Diverse or Small Business spend
- For Indirect Spend
 - Diverse or Small Business spend by diversity category