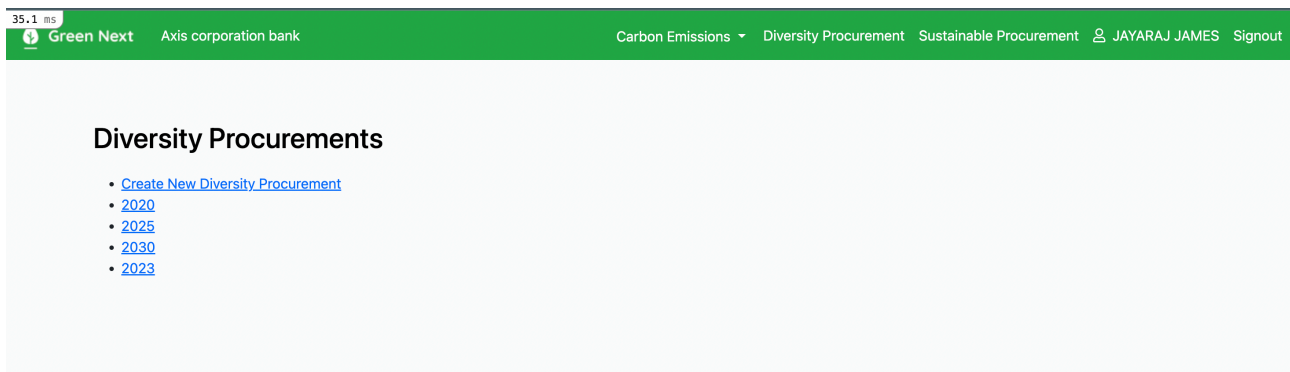
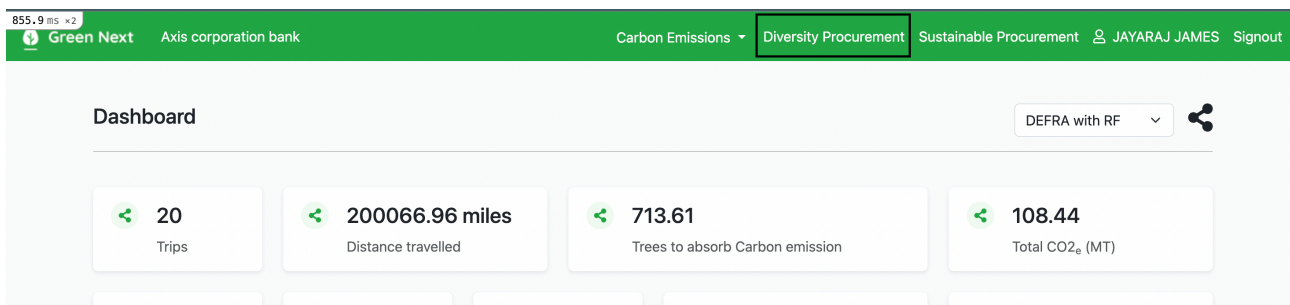


Diversity Procurements

Diversity Procurements	1
How to open Sustainability Procurement page?	2
Create a new Diversity Procurement report	3
Edit existing Diversity Procurement report	4
Diversity procurement page details	5
The Diversity Procurements page is divided into four sections	6
Small Business Spend Metrics	7
Diversity Spend Metrics	8
Diversity Certification metrics	9
Total Sourcing events won by Diversity & SME vendors	10
View Dashboard	11

How to open Sustainability Procurement page?

To access Diversity Procurement, click on the Diversity Procurement button in the top menu bar. This action will open a new page containing list of all about Diversity Procurement reports in the system.



You can see on the above page, you'll find the option to generate a new diversity procurement report. Additionally, if you wish to edit or view an existing report, you can do so directly from the index page.

Create a new Diversity Procurement report

Select the **Create New Diversity Procurement** button, and it will open a new page where you can input data and generate a Diversity Procurement report.

236.2 ms × 2

Green Next Axis corporation bank

Carbon Emissions ▾ Diversity Procurement Sustainable Procurement JAYARAJ JAMES Signout

Diversity Procurements

Create New Diversity Procurement

2020

2025

2030

2023

Diversity Procurements

TOTAL ACTIVE VENDORS

TOTAL SPEND

CALENDAR YEAR

FISCAL YEAR START

FISCAL YEAR END

START MONTH

START MONTH

\$ ▾

2024 ▾

2024 ▾

2024 ▾

January ▾

January ▾

Small Business Spend Metrics

Small Business Category	No	% Vendor	Total Spend in US\$	Spend %	Target Spend % 2025 ▾	Target Spend % 2030 ▾
No of Small Business	<div></div>	-	<div></div>	-	<div></div>	<div></div>
No of Small Disadvantaged business	<div></div>	-	<div></div>	-	<div></div>	<div></div>
Historically Under utilized (Hub zone business)	<div></div>	-	<div></div>	-	<div></div>	<div></div>
Total Small Business Vendors	-	-	-	-	-	-

Diversity Spend Metrics

Page 3 of 12

Edit existing Diversity Procurement report

Clicking on an existing report will redirect you to a page where you can either edit or view the Diversity Procurement information.

Diversity Procurements

• [Create New Diversity Procurement](#)

- [2020](#)
- [2025](#)
- [2030](#)
- [2023](#)

Diversity Procurements

[View Dashboard](#)

TOTAL ACTIVE VENDORS	TOTAL SPEND	CALENDAR YEAR	FISCAL YEAR START	FISCAL YEAR END	START MONTH	START MONTH
90000	\$ 1000000	2030	2029	2024	March	March

Small Business Spend Metrics

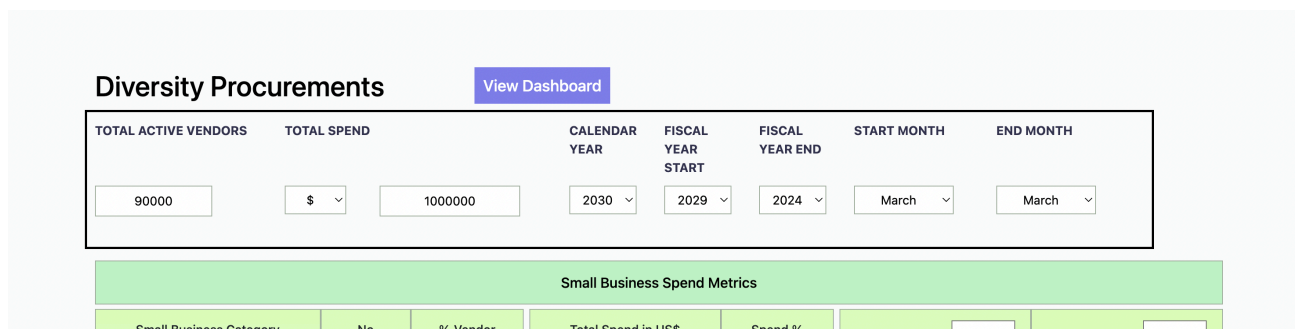
Small Business Category	No	% Vendor	Total Spend in US\$	Spend %	Target Spend % 2020	Target Spend % 2020
No of Small Business	90	0.10%	1	0.00%	1	1
No of Small Disadvantaged business	1000	1.11%	1	0.00%	1	1
Historically Under utilized (Hub zone business)	10	0.01%	1	0.00%	1	1
Total Small Business Vendors	1100	1.22%	3	0.00%	3%	3%

Diversity Spend Metrics

Diversity procurement page details

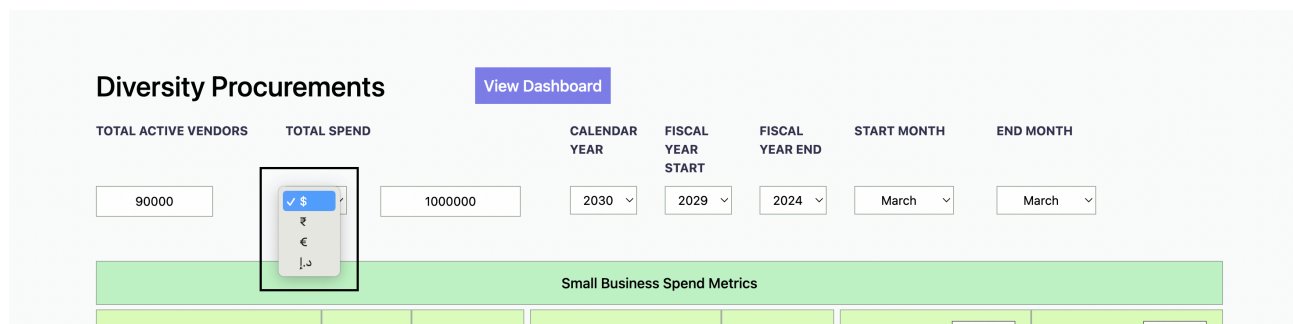
The following are the top-level inputs for the diversity procurement page.

- **TOTAL ACTIVE VENDORS** - Represents the total number of active vendors in your current report.
- **TOTAL SPEND** - Indicates the overall expenditure, with the option to select the currency from a dropdown menu.
- **CALENDAR YEAR** - Allows you to choose the calendar year for your report.
- **FISCAL YEAR START** - Enables the selection of the fiscal year's starting point.
- **FISCAL YEAR END** - Facilitates the selection of the fiscal year's endpoint.
- **START MONTH** - Permits the selection of the starting month of the fiscal year.
- **END MONTH** - Allows the selection of the ending month of the fiscal year.



The screenshot shows the 'Diversity Procurements' form. At the top, there is a title 'Diversity Procurements' and a 'View Dashboard' button. Below this is a form with several input fields: 'TOTAL ACTIVE VENDORS' (text input with value 90000), 'TOTAL SPEND' (text input with value 1000000 and a currency dropdown menu showing '\$'), 'CALENDAR YEAR' (dropdown menu with value 2030), 'FISCAL YEAR START' (dropdown menu with value 2029), 'FISCAL YEAR END' (dropdown menu with value 2024), 'START MONTH' (dropdown menu with value March), and 'END MONTH' (dropdown menu with value March). Below the form is a section titled 'Small Business Spend Metrics' with a table that has columns for 'Small Business Category', 'No', '% Vendor', 'Total Spend in US\$', and 'Spend %'.

You have the ability to add or remove dropdown options for currency through the admin panel.



This screenshot is similar to the previous one, but the currency dropdown menu for 'TOTAL SPEND' is open, showing a list of currency options: '\$', '₹', '€', and 'ل.د.'. The 'TOTAL SPEND' input field still shows the value 1000000. The rest of the form and the 'Small Business Spend Metrics' table are the same as in the previous screenshot.

The Diversity Procurements page is divided into four sections

- Small Business Spend Metrics
- Diversity Spend Metrics
- Diversity Certification Metrics
- Total Sourcing Events Won by Diversity & SME Vendors

Small Business Spend Metrics

TOTAL ACTIVE VENDORS

TOTAL SPEND

CALENDAR YEAR

FISCAL YEAR START

FISCAL YEAR END

START MONTH

END MONTH

90000

\$ ▾

1000000

2030 ▾

2029 ▾

2024 ▾

March ▾

March ▾

Small Business Spend Metrics

Small Business Category	No	% Vendor	Total Spend in US\$	Spend %	Target Spend % 2025 ▾	Target Spend % 2027 ▾
No of Small Business	<div>90</div>	0.10%	<div>5000</div>	0.50%	<div>10</div>	<div>15</div>
No of Small Disadvantaged business	<div>1000</div>	1.11%	<div>2300</div>	0.23%	<div>23</div>	<div>30</div>
Historically Under utilized (Hub zone business)	<div>10</div>	0.01%	<div>1000</div>	0.10%	<div>10</div>	<div>18</div>
Total Small Business Vendors	1100	1.22%	8300	0.83%	43%	63%

In the image above, you can observe that for each category, you are required to input the count or number of vendors. Based on the entered quantity, the percentage will be calculated relative to the total number of vendors specified at the top level.

For instance, if you've set the total active vendors as 90,000 and added 90 as active vendors in the Small Business category, the percentage will be calculated as 0.10%, as predetermined.

The calculation for Total Spend in US\$ follows a similar process to determine the percentage. For example, if you've set the total top-level spend as \$1,000,000 and added \$5,000 for Small Business, the percentage will be calculated as 0.50%.

There are two columns for Target Spend %, where you need to select the year and input the corresponding percentage value. This is illustrated in the image above.

Diversity Spend Metrics

Diversity Spend Metrics						
Small Business Category	No	% Vendor	Total Spend in US\$	Spend %	Target Spend % 2020 ▾	Target Spend % 2020 ▾
Minority Owned	21	0.02%	1200	0.12%	7	15
Women owned	100	0.11%	1900	0.19%	9	15
Disabile owned	19	0.02%	2300	0.23%	6	10
Veteran owned	90	0.10%	7800	0.78%	10	20
Total Diversity Vendors	230	0.26%	13200	1.32%	32%	60%

Just like the computation for Small Business Spend Metrics, the calculation for Diversity Spend Metrics follows a similar process. You can refer to the above section, where it details how the calculation is performed for Small Business Spend Metrics.

Diversity Certification metrics

Within the Diversity Certification Metrics section, its purpose is to determine the number of vendors certified for a specific category. You are required to input the number of certified vendors in the provided input box for each category. As mentioned in the previous two sections, where the total number of vendors for each category is specified, here you input the count of vendors holding certification. The associated percentage is then calculated and displayed alongside.

Each category will be listed, accompanied by the corresponding number of certified vendors, as depicted in the image below. Input boxes are provided for entering the count of certified vendors for each category, and based on the values entered, the percentage will be calculated.

Diversity Certification metrics			
Category	Certificate Type	No Of Vendor	% Vendor
Minority Owned	National Minority Supplier Development Council (NMSDC)	15	71.43%
Women owned	Women's Business Enterprise National Council (WBENC)	12	12.00%
Disable owned	National Minority Supplier Development Council (NMSDC)	3	15.79%
Veteran owned	National Veteran Business Development Council (NVDBC)	6	6.67%
No of Small Business	National Minority Supplier Development Council (NMSDC)	10	11.11%
No of Small Disadvantaged business	National Minority Supplier Development Council (NMSDC)	23	2.30%
Historically Under utilized (Hub zone business)	National Minority Supplier Development Council (NMSDC)	4	40.00%
Total Diversity Certified Vendors	-	73	0.08%

Total Sourcing events won by Diversity & SME vendors

Total Sourcing events won by Diversity & SME vendors									
Sourcing type	No	Women owned	Veterans owned	Minority owned	Disability owned	LGBT Owned	SME Owned	Total	% Won
RFP	10					2		2	20.00%
RFQ	12				1		1	2	16.67%
Sole source	12		1					1	8.33%
Others	2	1						1	50.00%
Total	36	1	1	0	1	2	1	6	12

Within this section, the sourcing type is defined at the row level, and different categories are specified at the column level. The first column contains the total count, where you are required to input the total number of vendors for a specific sourcing type. Subsequent columns represent each category of vendors, and you need to input the corresponding data. The final percentage is calculated by considering the sum of all vendors for each category, which is then divided by the total number of vendors for that particular sourcing type.

View Dashboard

Upon successfully creating and saving the Diversity Procurement report, you will find the "View Dashboard" button positioned at the top of the page. Clicking on this button will redirect you to the dashboard page, presenting various types of statistics in graphical form. For additional information, refer to the image below.

