Tier 2 Tabs

The Tier 2 Tabs are where Subcontractors and percentages that the Prime Vendors have committed to your contracts are reported in PeopleSoft Financials.

Are you completing and updating the Tier 2 tabs through the life cycle of the contract?

Sometimes employees forget to complete the Tier 2 Tabs, but these are a very important part of the contract.

If you fail to correctly complete your Tier 2 Tabs, it affects the subcontractor monitoring system, the Pay Audit System.

The Pay Audit System regularly pulls all MWBE and IVOSB Subcontractor commitments listed in your Purchase Orders, EDS, and SCM contracts.

Please confirm that the Subcontractor commitment data on your Purchase Orders, EDS, and SCM contracts are an exact match with what is listed your contract.

This data is frequently requested by government entities and the public.

Double-check that these are listed correct in the Tier 2 Tab:

- All MWBE and IVOSB Subcontractors
- Commitment Levels
- Percentages
- MBE, WBE, IVOSB Business Designation

Tier 2 Tab Locations

Purchase Order

SCM Contract

EDS Form

If an employee does not complete the Tier 2 Tabs correctly, data cannot be pulled into the Pay Audit System to monitor Contractor Compliance.