

Guide for Submitting Subcontracting/Tier 2 Activity in supplier.io

Please use this guide to support your quarterly subcontracting activity submission for Fannie Mae in the supplier.io reporting platform. Due to regulatory reporting requirements, Fannie Mae has unique and specific requirements that are not likely to align with other Tier 2 reporting you may be providing for other customers.

On the first screen where your active Fannie Mae subcontractors are listed, you will enter the total spend for each active subcontractor. In cases where no payments were made during the reporting quarter, enter \$0.

Add and Edit Suppliers Copy Last Reporting Period Subcontractors Copy All Subcontractors

Suppliers included in this reporting period. Click to edit spend.
Hint: Use the Upload Spend feature if you need to edit many records.

100 records per page Search:

Supplier	Spend
ABC WOSB Unverified	\$ 1,500
ABC-TEST WBE	\$ 0

Note, this amount needs to equal the sum of “In Place Contract Spend” and “Contract Entered into Spend” that you will be inputting in the next screen; **this is not calculated automatically by the tool**. If after entering the amounts for “In Place Contract Spend” and “Contract Entered into Spend” you see the “Spend” needs to be updated, simply click the back button to return to the prior screen and adjust the entry accordingly.

Contract Entered into Count

The total number of contract(s) that were executed in the current reporting year (i.e.,2023) with a subcontractor expressly to support the work you are doing with Fannie Mae (relevant subcontractor). As an example, if you entered into a contract with a supplier on 1/10/2023 you would count that as an “Entered Into” contract.

Any contract reported as “Entered Into” will need to be reported in each quarter after the contract was executed for the remainder of the reporting year. For example if you have 1 contract executed 2/1/2023 you would report a count of 1 for each quarterly reporting period of 2023 (Q1-Q4) for that contract. If you add a new contract executed 5/1/2023 for the same subcontractor, your count of “Entered Into” contracts would increase to a total of 2 for that subcontractor in quarters 2, 3, and 4 of 2023.

Contract Entered into Spend

Payments made during the reporting quarter to any subcontractors under agreements executed during calendar 2023 (Jan 1 – Dec 31) to support your work for Fannie Mae. This is the spend related to the contracts counted in the previous step.

Example for CONTRACT ENTERED INTO: In this scenario, you have a single contract with “ABC Walk-in Tubs LLC” that was executed on 3/1/2023 to support the work you do for Fannie Mae. This contract should be reported as a count of 1 for all 4 quarterly reporting periods in 2023 because it is an active contract that was executed in Q1 of the current year. On August 15, 2023, you paid this subcontractor

\$7,000. For the Q3 reporting period, you should enter “1” in the “Contract Entered into Count” column and enter “7000” in the “Contract Entered into Spend” column and “0” in all other columns, as shown in the example below.

Q3 2022 Custom Attributes For Subcontractors (Not Submitted)

Show entries Search:

Supplier Name	Total Spend	Contract Entered into Count	Contract Entered into Spend	In Place Contract Count	In Place Contract Spend
ABC WALK IN TUBS LLC	\$ 7,000	1	\$ 7,000	0	\$ 0

Once you enter in a “Total Spend” amount, the next screen (see above) is where you’ll enter the breakdown of the Total Spend. The \$7,000 in the “Total Spend” above was pulled in from the prior screen’s “Spend” entry.

In Place Contract Count

Total number of contracts executed prior to the current reporting year (i.e., 2023) with a subcontractor expressly to support the work you are doing with Fannie Mae that were active as of the first day of the reporting year. As an example, if you executed a contract with a relevant subcontractor on 11/10/2021 and that contract was active on 1/1/2023, that is an “In Place” contract; any contracts expired or terminated on or prior to 12/31/22 would not be counted.

The number of contracts you report in Q1 should be the same for every other quarter reported for the year (i.e., Q2, Q3, and Q4). Even if a contract expires or is inactivated during the reporting year, or has no spend, it must continue to be reported. If there are any new contracts that are executed in the current year, they should be reported as Entered Into as noted in the section above.

In Place Contract Spend

Payments made during the reporting quarter to relevant subcontractors under agreements executed prior to the reporting year (2023) to support a Fannie Mae contract.

Example to demonstrate for IN PLACE CONTRACT SPEND: Your company has a subcontractor (AMD Interiors, Inc.) that you have a contract with since 12/23/2018. This contract should be reported in EVERY quarter of the reporting year. For the Q3 reporting period, you used AMD Interiors to paint a house, consult on a project, etc. on a Fannie Mae contract. You have one contract with them and paid them a total of \$5,000 during Q3. For the Q3 reporting period you should enter “1” for the “In Place Contract Count” column because that was an existing contract prior to 1/1/2023 and you would enter “5000” for “In Place Contract Spend” column. You should enter a “0” in all other columns:

Q3 2022 Custom Attributes For Subcontractors (Not Submitted)

Show entries Search:

Supplier Name	Total Spend	Contract Entered into Count	Contract Entered into Spend	In Place Contract Count	In Place Contract Spend
ABC WALK IN TUBS LLC	\$ 7,000	1	\$ 7,000	0	\$ 0
AMD INTERIORS, INC.	\$ 5,000	0	\$ 0	1	\$ 5,000

Example to demonstrate for a subcontractor that has IN PLACE CONTRACT SPEND and CONTRACT ENTERED INTO SPEND: In this last scenario, you have a subcontractor, Minions 2, with whom you have

contracts entered into during 2023 **and** contracts executed prior to 1/1/2023. In this case, you would have to report under Contract Entered into Count and Spend and In Place Contract Count and Spend in Q1. If the total amount of spend is \$3,000 for two (2) contracts entered into on 3/13/2023 and \$5,000 for one (1) contract with a start date of 3/15/2021 your entries would be as follows:

- In the first screen you enter the total amount paid to this subcontractor in as “8000” for Q1
- On the second screen you would enter in “2” in the “Contract Entered into Count” column and “3000” in the “Contract Entered into Spend” column **AND**
- “1” in the “In Place Contract Count” column and “5000” in the “In Place Contract Spend”
- Regardless of whether or not there is spend with this subcontractor in Q2-Q4, you will continue to enter in these Entered Into and In Place contract counts when you report the remaining quarters of the reporting year.

Q3 2022 Direct Spend (Not Submitted)

Add and Edit Suppliers Copy Last Reporting Period Subcontractors Copy All Subcontractors

Suppliers included in this reporting period. Click to edit spend.
Hint: Use the Upload Spend feature if you need to edit many records.

100 records per page Search:

Supplier	Spend
MINIONS INC WOSB	\$ 8,000

Q3 2022 Custom Attributes For Subcontractors (Not Submitted)

Show 5 entries Search:

Supplier Name	Total Spend	Contract Entered into Count	Contract Entered into Spend	In Place Contract Count	In Place Contract Spend
ABC WALK IN TUBS LLC	\$ 7,000	1	\$ 7,000	0	\$ 0
AMD INTERIORS, INC.	\$ 5,000	0	\$ 0	1	\$ 5,000
MINIONS INC	\$ 8,000	2	\$ 3,000	1	\$ 5,000

In all cases, the Total Spend column **must** match the sum of the Contracts Entered into Spend and In Place Contract Spend. If the Total Spend needs to be adjusted, click the Back button, and adjust on the previous screen.

If the totals do not match, or if contracts are not counted where spend is reported, the submission will be returned for correction.

*****Reminder if you reported a contract for a subcontractor in previous quarters you must report that contract in each subsequent quarter of the reporting year during those reporting periods.**

Some common issues are illustrated below:

Example 1: Total Spend (\$12k) does not match sum of entered into and in place (\$24k)

Q3 2022 Custom Attributes For Subcontractors (Not Submitted)

Show 5 entries Search:

Supplier Name	Total Spend	Contract Entered into Count	Contract Entered into Spend	In Place Contract Count	In Place Contract Spend
BLUE	\$ 12,000	5	\$ 12,000	5	\$ 12,000

Example 2: No contract count was entered for the spend that was reported

Q3 2022 Custom Attributes For Subcontractors (Not Submitted)

Show 5 entries Search:

Supplier Name	Total Spend	Contract Entered into Count	Contract Entered into Spend	In Place Contract Count	In Place Contract Spend
BLUE	\$ 12,000	0	\$ 12,000		\$ 0

Example 3: Quarter over quarter contract counts do not match. One for Q2 2023 and one for Q3 2023 illustrating inconsistent counts reported – i.e., subcontractor A was reported with 2 in place and 1 entered into contract in Q2 and the same subcontractor was reported with 3 in place and 1 entered into contract in Q3 (circling the “3” as the incorrect value).

Q2 2022: Custom Attributes For Subcontractors (Submitted)

Show 5 entries Search:

Supplier Name	Total Spend	Contract Entered into Count	Contract Entered into Spend	In Place Contract Count	In Place Contract Spend
TEST SUPPLIER ON PRODUCTION	\$ 100	1	\$ 0	2	\$ 100

Q3 2022 Custom Attributes For Subcontractors (Not Submitted)

Show 5 entries Search:

Supplier Name	Total Spend	Contract Entered into Count	Contract Entered into Spend	In Place Contract Count	In Place Contract Spend
TEST SUPPLIER ON PRODUCTION	\$ 100	1	\$ 0	3	\$ 100