

Second Tier Diverse Subcontractor Reporting Instructions

The following guide provides information on how to enter Diverse Tier II (2nd Tier) Subcontractor spend online.

Step 1. Go to the BB&T Registration Portal using the following URL Link:

https://totalcontracts.procuri.com/bbt_portal/. Type your User **Name** (your e-mail address) in all capital letters. Enter your password. If you do not have a password or have forgotten it, please click **Reset Password**.

Step 2. Supplier Portal / Main Page
Click **2nd Tier Program**.

1. **On the following screen, 2nd Tier Program – External, click New and enter all 2nd tier suppliers.**

Step 3. After you have entered all of the 2nd tier suppliers, you will be able to go back to the **2nd Tier Program – External** page, click on each supplier and enter your spend data for each quarter. Click **Edit** to enter your spend amount. After entering the spend amount, a double dollar sign (\$\$) will appear in the left margin next to the supplier's name.

Step 4. When you are done entering your spend amounts, click the **Submit** button.

If you have any questions, please call **1-866-576-0706**.