

Supplier Diversity Reporting Checklist



	Component	Description
<input type="checkbox"/>	Introduction	A concise summary of the company's supplier diversity program's goals and objectives.
<input type="checkbox"/>	Information on the demographics of the company's suppliers, including information on their gender, race, ethnicity, and veteran status.	Diversity Categories: The classification of businesses using diverse identifiers like race, ethnicity, gender, and veteran status of the owner(s).
<input type="checkbox"/>		Supplier Count: The number of suppliers in each diversity category, and the total number of suppliers.
<input type="checkbox"/>		Supplier Breakdown: A breakdown of the percentage of suppliers in each diversity category, compared to the total number of suppliers.
<input type="checkbox"/>		Geographic Location: Information on the geographical location of suppliers, including the state, region, and city where they are based.
<input type="checkbox"/>		Business Size: Data on the size of suppliers, usually determined by annual revenue or the number of employees.
<input type="checkbox"/>		Business Type: Information on the type of business, such as sole proprietorship, partnership, corporation, or limited liability company.
<input type="checkbox"/>		Product/Service Category: A breakdown of suppliers by product or service category, such as goods, services, construction, or consulting.
<input type="checkbox"/>	Data on the amount of money spent on different vendors in the procurement process, split down by category (e.g. goods, services, construction, etc.)	Total Procurement Spend: The total amount of procurement spend by the company, including both direct and indirect spend.
<input type="checkbox"/>		Spend by Supplier Diversity Category: The amount of procurement spend going to suppliers in each diversity category, as defined in point 2 of the template.
<input type="checkbox"/>		Spend by Product/Service Category: The amount of procurement spend going to suppliers by product or service category, as defined in point 2 of the template.
<input type="checkbox"/>		Year-over-Year Spend: A comparison of procurement spend in the current reporting period to the same period in the previous year, including any trends or changes in spend.
<input type="checkbox"/>		Spend by Geographical Location: The amount of procurement spend going to suppliers in different geographical locations, as defined in point 2 of the template.
<input type="checkbox"/>	Supplier Outreach and Engagement	Details on the business's efforts to find, work with, and involve diverse suppliers in its supply chain, including any projects, events, or programs related to supplier diversity.
<input type="checkbox"/>	Goals and Targets	Information about the organization's supplier diversity goals and targets, together with any interim milestones and progress.
<input type="checkbox"/>	Challenges and Lessons Learned	A description of the difficulties encountered by the business in promoting supplier diversity, together with any lessons learned and suggestions for future development.
<input type="checkbox"/>	Overall Summary	Summary of the company's strategies and accomplishments related to supplier diversity.