

PSEG 2nd Tier Supplier Diversity Subcontracting Expenditure Report

Supplier Name: _____ **Supplier #** _____
Address: _____
City/State/Zip: _____
Contact: _____
Phone: _____ **Fax #** _____

Reporting Instructions

Your expenditures with minority and women-owned businesses can be reported to PSEG using either the direct reporting method or the indirect method. The direct method is preferred especially when M/WBE expenditures are clearly identifiable with a specific product or service provided to PSEG.

Direct Reporting Method

Use this reporting method when the minority and women-owned business expenditures are directly attributable to fulfilling a specific PSEG contract. You must be able to trace the M/WBE expenditures directly to the contract. Report MBE and WBE data separately and then provide a combined total.

MBE Direct Expenditures: \$ _____

WBE Direct Expenditures: \$ _____

Total M/WBE Direct Expenditures: \$ _____

Indirect Reporting Method

Use this reporting method when the minority and women-owned business expenditures cannot be traced to a specific contract. The following formulas should be completed to prorate your M/WBE expenditures. Report MBE and WBE data separately and then provide a combined total.

Indirect MBE Expenditure Formula

1. Total Prime Supplier Sales \$ _____
2. Total Sales to PSEG \$ _____
3. % of Sales to PSEG (#2 x #4) _____ %
4. Total MBE Prime Supplier Purchases \$ _____
5. Prorated MBE Purchases Against PSEG Sales(#3 x #4) \$ _____ **MBE TOTAL \$** _____
6. % of MBE Purchases to PSEG Sales (#5 x #2) _____ %

Indirect WBE Expenditure Formula

1. Total Prime Supplier Sales \$ _____
2. Total Sales to PSEG \$ _____
3. % of Sales to PSEG (#2 x #4) _____ %
4. Total MBE Prime Supplier Purchases \$ _____
5. Prorated MBE Purchases Against PSEG Sales(#3 x #4) \$ _____ **WBE TOTAL \$** _____
6. % of MBE Purchases to PSEG Sales (#5 x #2) _____ %

Indirect M/WBE Total \$ _____