



Dear Supplier,

As a valued Arkema supplier, you have been selected to participate in Arkema's Supplier Management Program. This program is vital to ensuring a safe and healthy workplace for employees and suppliers working at Arkema locations.

Please note that participation in this program is **required** to continue providing services to Arkema, but does not guarantee that you will be awarded work by Arkema. However, it does ensure that you meet Arkema's background criteria, health & safety standards, insurance requirements, and are qualified to perform work when requested by an Arkema location.

Please review the qualification process instructions and complete the process by the dates noted. Thank you in advance for your support to make Arkema one of the safest work places in the industry.

Best Regards,

A handwritten signature in black ink, appearing to read "Daryl Roberts".

Daryl Roberts
Vice President
Manufacturing, Engineering &
Regulatory Services

A handwritten signature in black ink, appearing to read "MP Keough".

Michael Keough
Senior Director
Logistics,
Goods & Services Purchasing, IST

Supplier Credentialing Program

Avetta (formerly PICS Auditing) has been selected by Arkema to assist with their supplier credentialing process, replacing V-Purchasing. As you pre-qualify, or maintain your qualification for Arkema, Avetta will help make this transition as seamless as possible while providing invaluable services and benefits to all of Arkema suppliers.

Please refer to the following link for further detail and to join the Avetta network for Arkema: <http://pages.avetta.com/Arkema>. The pre-qualification procedure is outlined below:

Registration / Pre-Qualification Requirements

PHASE I: Registration (Required by: July 27th).

- ✓ **Register Online:** Each supplier must register on the Avetta Website at <http://pages.avetta.com/Arkema> and select Arkema. If you are already a member with Avetta, simply log in to your account and link your company with Arkema. Avetta representatives will be available to provide assistance by phone, at **877-725-3022**.

As you register, please be aware that the pricing defaults to Avetta's discounted Multi-Year Membership, *which reflects the best overall value*. Select your desired membership option by clicking on the corresponding plan. **Use coupon code ARKEMA15, when registering, for an additional 15% off our already discounted Multi-Year Renewal rates.**

PHASE II: Pre-Qualification (Required by: August 29th).

- ✓ **Complete the Pre-qualification Form (PQF).** Once you have registered and associated your company with Arkema you may begin the qualification process by completing and submitting the PQF and Annual Update information (OSHA 300, EMR, etc.) online.
- ✓ **Upload Your Safety Program Documentation.** Even if you have already provided V-Purchasing with a copy of your safety program, please upload your current information on the Avetta Website.
- ✓ **Respond to any Audit questions.** After submitting your PQF online to Avetta, an Avetta representative will contact you to review your submission. Your dedicated Avetta representative will work with you to collect missing information to ensure you complete all Open Tasks listed on your account for Arkema.
- ✓ **Provide your Insurance.** Upload a copy of your Certificate of Insurance meeting Arkema's insurance requirements.

PHASE III: Qualification Deadline (Required by: September 29th).

- ✓ **"Complete" status.** Once you have achieved a "Complete" status, your company will be marked as "Complete" in the Avetta Organizer and approved for work with Arkema and other clients within the exclusive Avetta network.

Benefits of Avetta Membership

- ✓ **Exposure** — Once registered in the Avetta system, suppliers can search for additional business opportunities in the system. Your company and all of your services will be readily available to large organizations within the Avetta network.
- ✓ **Assistance** — Avetta provides suppliers with individualized customer service to help complete the Pre-Qualification Form, offers guidance on safety programs and answers questions and concerns.
- ✓ **Consistency** — Avetta will apply the same qualification standards to all suppliers. This reduces the chance of you being underbid by an unqualified supplier.

Membership Fee

For suppliers that are not already active in the Avetta system, there is a one-time registration fee of \$199 (**\$249 effective 7/01/2016**). In addition to the registration fee, there is an annual membership fee based upon the number of client sites where products or services are provided. For suppliers only associated with Arkema, the membership cost ranges from \$298 to \$797. The complete fee structure is available on the Avetta Website and can be reviewed during the registration phase. You are eligible for a current promotion which provides discounted rates for 2 or 3 year Avetta memberships. You will see this option when you register.

About Avetta

Avetta partners with large international companies to maintain high health and safety standards and to ensure transparent, effective supply chain management. The global expertise, innovative technology and rigorous pre-qualification process, provided by Avetta, improve supplier performance, safety requirements and increase operational efficiencies. Most importantly, Avetta reduces risk to everyone—you, your employees, your subcontractors and the companies you do business with.

What does Avetta provide to the supplier?

Avetta will provide a customer service representative to help suppliers through the pre-qualification process. Once registered in the Avetta system, you can search for other business in the network. Other companies can also find you and solicit your services.

What is a supplier required to do if already a member of Avetta?

If your company is already a registered member with Avetta, you must log into your existing account to select Arkema as the client/facility where you work. There may be additional Open Tasks to complete and fee to select Arkema as a client depending upon the number of sites where you provide products or services. You must ensure your company information is up to date by **August 22nd**.

Does the PQF process apply to subcontractors?

Yes, subcontractors will be required to submit information and comply with health and safety requirements just like the primary contractor. You will be required to provide the names of subcontractors during your PQF process. Contractors should instruct subcontractors to submit PQFs at least one month prior to beginning work.

How do I contact Avetta?

Phone: 877-725-3022 Email address: registrations@avetta.com
Office Location: 17671 Cowan, Suite # 125, Irvine, California 92614