



October 5, 2016

Dear Valued Service Provider:

JLL is pleased to announce the expansion of our Supplier Onboarding and Screening Portal as the new standard for managing supplier compliance throughout North America Corporate Solutions accounts.

Our relationship with suppliers is critical to our success and reputation with our clients. JLL is committed to building relationships with suppliers who embrace a culture focused on compliance, safety and sustainability, and who can demonstrate their commitment to our performance standards.

This includes ensuring that all appropriate documentation supporting JLL and client standards are in place and available for JLL to review. To achieve this goal, JLL has partnered with Avetta ([www.avetta.com](http://www.avetta.com)). On JLL's behalf, Avetta will validate your organization's documentation and adherence to JLL and client standards and advise us of your organization's compliance using a Red, Amber, Green flag status system.

To join the program there is a one-time activation fee, and an annual membership cost. Your annual membership in the JLL standard program allows you to link to as many JLL client sites within North America as you service for the same flat fee.

#### **Membership Fee Overview for JLL Suppliers New to Avetta**

- \$199 One Time Activation Fee (discounted to \$99 with coupon)
- \$100 Program Management Fee (annual)
- \$199 DocuGuard Program (annual)
- \$99 InsureGuard Program (annual)

As a special incentive, the one-time activation fee will be discounted for suppliers who register in the first 60 days of this program launch. **Enter the coupon code JLL120816 during the checkout process to receive your discount.**

For existing Avetta members, any fees due are dependent upon where you fall in the general pricing tier.

The program is already active with JLL in over 25 countries, including select accounts in the US. We are now expanding the program's coverage in a phased approach. If you service multiple JLL accounts, we recognize that you may receive multiple registration requests.

We appreciate your support with this important initiative and request that you complete the registration process by the requested deadline outlined on the following pages. Please see the enclosed for more specific details regarding the registration process, the program benefits, and opportunities for you to speak directly with JLL and Avetta regarding any questions you may have.

Thank you in advance for your participation. We look forward to a long and healthy relationship with you. Should you have any questions about this letter, please contact the supplier hotline at 1-855-307-8016 or by email [XeroxCI.Vendor@am.jll.com](mailto:XeroxCI.Vendor@am.jll.com).

Sincerely,  
Jones Lang LaSalle Americas, Inc.

## Overview of Avetta Compliance Program

Please join us at one of the dates/times below for an overview of the Avetta compliance program.

URL	Conference Line	Date	Time (EST)
<a href="https://jll.webex.com/jll/j.php?MTID=m135beac403f9c24e6accecf1e788af6d">https://jll.webex.com/jll/j.php?MTID=m135beac403f9c24e6accecf1e788af6d</a>	Dial 866 259 9955 Passcode 216 226 2034	Thursday, October 13th	1-2 PM EST
<a href="https://jll.webex.com/jll/j.php?MTID=m252806a56c01d911779605f11046daff">https://jll.webex.com/jll/j.php?MTID=m252806a56c01d911779605f11046daff</a>	Dial 866 259 9955 Passcode 216 226 2034	Tuesday, October 18th	2-3 PM EST

## Registration / Pre-qualification Requirements

### **PHASE I: Registration (Required by: October 21st)**

**Register online**– Suppliers may access the Avetta website at

Xerox US Suppliers: <http://pages.avetta.com/JLL-Xerox-US.html>

Xerox Canada Suppliers: <http://pages.avetta.com/JLL-Xerox-Canada.html>

Conduent Suppliers: <http://pages.avetta.com/JLL-Conduent-US>

If you will perform work for both Xerox and Conduent your single registration will allow you to link to both client sites.

The JLL program consists of the DocuGuard and InsureGuard offerings.

- If you have questions regarding the Avetta process, Avetta is happy to provide registration assistance by phone, at **877-725-3022**.

### **PHASE II: Pre-qualification (Required by: November 4th)**

- **Complete the Pre-qualification Form (PQF), Financial Health Assessment, JLL Diversity and the JLL Specific questions** – The first part of the review process requires contractors and suppliers to complete and submit a prequalification form. This includes general information about your company, its service offerings and coverage area, accounts payable information, etc.
- **Upload EHS Program documentation** – You will be asked to provide details and documentation regarding the past three years of safety records.
- **Upload your Certificate of Insurance** – Be sure to verify that your insurance certificate meets the JLL insurance requirements before uploading. A copy of the requirements will appear on the Avetta portal.
- **Respond to any audit questions** – After your paperwork is submitted, Avetta representatives will reach out and ask for any clarification or additional information after they have completed their review and audit of the information. We are here to help provide guidance and support.

### **PHASE III: Qualification deadline (Required by: November 4th)**

Avetta has a team dedicated to help you complete your registration and maintaining your membership. If you have any questions please contact them at 877-725-3022 or [registrations@Avetta.com](mailto:registrations@Avetta.com).

## AVETTA FAQ

### **Why is JLL moving to this online prequalification and compliance platform?**

The business landscape demands it. Clients expect this rigorous level of review and evaluation as a required component of doing business. Our clients, and by extension their subcontractors, are increasingly subject to stricter regulatory requirements and compliance challenges within their industries. They look to JLL to ensure those obligations are being met with documented proof.

### **What are the benefits to me as a JLL supplier?**

Suppliers who successfully register through the portal will increase their visibility within JLL. Registering is essential to qualifying for additional work. Your organization and its capabilities will be viewable by all of the JLL client accounts that participate in the platform.

### **What are the additional benefits to me for joining Avetta beyond JLL?**

In addition to maintaining and developing your relationship with JLL, you can search for other Avetta clients that require your skills and experience. Other members include major organizations across the Building Materials, FM, Manufacturing, Chemical, Oil & Gas, Telecoms & Pharmaceutical industries to name but a few. As an international provider, Avetta will give your organization visibility in all locations where you're able to work. Avetta will also support each contractor by providing technical guidance around any shortfalls against the client's requirements.

### **What is the annual membership fee?**

- \$199 DocuGuard Program
- \$99 InsureGuard Program
- \$100 Program Management Fee

In addition to the annual membership there is a one-time activation fee.

Please note that additional fees may be incurred if the supplier is currently working with, or wishes to work with other Avetta clients above and beyond JLL.

The full fee structure can be accessed by logging onto the Avetta website ([www.Avetta.com](http://www.Avetta.com)) and going through the initial registration process. Alternatively these can be requested directly from Avetta using the contact details below.

### **How does a supplier make the payment?**

Payments to Avetta can be made by either credit card or mail in payment to the address listed below.

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

Log into your existing account, connect with JLL to review specific requirements and ensure your company information is updated. This will be highlighted on your homepage as Open Tasks, and your Avetta CSR will support you through the process.

### **How can I contact Avetta for further information?**

Phone: 877-725-3022

Email: [registrations@Avetta.com](mailto:registrations@Avetta.com)

Address: Avetta HQ

17671 Cowan #125

Irvine, CA 92614