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Marshalls Mono Limited
Registered Office:
Landscape House, Premier Way,
Lowfields Business Park, Elland HX5
9HT
Registered In England No. 509579

A subsidiary of Marshalls plc



FM 00004

31 October 2016

Dear Sirs,

Supplier Accreditation for Marshalls Limited – Action Required

Effective relationships with our suppliers and contractors are critical in maintaining our position as the UK's leading hard landscaping products supplier. Safety and sustainability across our supply chain are our priorities - we set ourselves high standards and require the companies we work with aspire to the same.

This letter is notification that we require your company to complete the Marshalls supplier accreditation process. Our new online process, managed by Avetta, will help us to identify and engage only accredited suppliers as we enter a period of significant growth.

We have specifically designed our supplier accreditation process to ensure a single exercise will give each supplier full visibility across all our UK business units.

There is a further opportunity to share your company data across the wider sector, noting that this process is in line with Mineral Products Association Safer by Partnership Initiative.

If your company is already an Avetta member, the system will recognise the data you have already submitted, so you just need to link your company to our business and complete additional questions specific to Marshalls. If your company is new to Avetta, then the details below provide all the required guidance.

This is the initial step in ensuring that all suppliers meet our requirements. Moving forward we will reduce our utilisation of any non-accredited company.

We ask that you fully complete the process, including any gaps or open tasks by the **31 December 2016**.

To encourage early completion of the process, the standard activation fee of £149 will not be applied for new accounts activated before 31 December 2016. If you register on the Avetta website, please enter the discount code **MARSH100**.

Thank you in advance for your participation. We look forward to maintaining and developing our relationship with you at this exciting time for our business. If you have any questions about the process, please contact Avetta using the details on the following page. If following contact with Avetta, you still have further queries for Marshalls, please see the contact details by business unit listed on the next page.

A handwritten signature in blue ink, appearing to read "Richard Beale".

Richard Beale
Director of Supply Chain
Richard.Beale@marshalls.co.uk

Avetta Contacts

Phone: 0808 234 0862 and select Option 2

Address: Avetta.
Vandervell House
Vanwall Business Park
Maidenhead SL6 4UB
UK

Email: registrations@avetta.com

Marshalls Contacts

Buyer Contact

Richard Beale – Supply Chain Director
Richard.beale@marshalls.co.uk

Procurement Contact

Sue Williams – Procurement Analyst
Sue.williams@marshalls.co.uk

Safety Contact

Nick Carr – Group Head of Health & Safety
Nick.carr@marshalls.co.uk

How to complete the Marshalls supplier accreditation process through Avetta

1. Access the Avetta portal at <http://pages.avetta.com/marshalls>
2. Register your company and select **Marshalls** as your client.
3. Complete the Prequalification Form (PQF) or complete any Open Tasks if you are already a member of Avetta.
 - a. *Provide full company details*
 - b. *Locations you work in*
 - c. *Complete an online questionnaire including health, safety and environment performance, how you manage risks, training, competency and how you manage companies or individuals that work on your behalf*
4. Complete the Annual Updates for the three previous years, including uploading a copy of your RIDDOR logs.
5. Review our insurance requirements and upload your company's policies to demonstrate they have sufficient cover (Public Liability, Employers Liability and where applicable Professional Indemnity).
6. Upload your company safety documentation for the desktop audit process.
7. Keep your information current by responding to any additional requests, including performance data in January of each year.

Avetta has a team dedicated to help you explain our requirements and complete your registration. If you have any questions, please contact them using the details below.

Please turn over for more details

QUESTIONS & ANSWERS

Why did Marshalls choose Avetta?

We are constantly seeking to strengthen our culture around safety and ethical business through the adoption of best practice, and Avetta provides this with a flexible, efficient and transparent system. Beyond this, Marshalls wished to engage a proven system in our sector, with commercial and operational benefits for client and supplier. Avetta is cost-effective to the supplier and will give your company greater visibility across our business and the wider sector.

What are the benefits to you of joining Avetta?

In addition to maintaining and developing your relationship with Marshalls, you can search for other clients that need your skills and experience. Other Avetta members include major producers in the UK building materials sector. As an international provider, Avetta will give your company 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 cost to you?

There is a one-time set up fee for new registrants, and an annual membership fee. This fee is based on the number of clients in the Avetta system that your company qualifies with, and the depth of analysis required by these clients. The cost per client reduces pro-rata when you work with more clients, as Avetta shares your data and removes repetition.

The fee structure can be accessed via Avetta during the registration process.

What if my company is already a member of Avetta?

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

How do I contact Avetta?

Avetta customer service team is available 18 hours a day, ensuring companies receive support out of traditional working hours. Please note that calls are forwarded to their global offices outside these hours or when all UK lines are all busy.

Phone: 0808 234 0862 and select Option 2

Address: Avetta Auditing Ltd.
Vandervell House
Vanwall Business Park
Maidenhead SL6 4UB
UK

Email: registrations@avetta.com

Full completion of the Supplier Accreditation process is required by 31 December 2016 to ensure that your company is included in any tender processes beyond this date.

Noting your company may not currently possess all the required documents and policies, we recommend that it is started at your earliest convenience in order to achieve compliant status as soon as possible.