



June 24, 2016

Re: JLL Supplier Onboarding and Screening Portal- SECOND REQUEST

Dear Valued JLL Supplier,

I write to you today to personally urge you to take immediate action in order to continue to service JLL and our clients. As you were notified last November, JLL launched our new supplier portal as a major expansion to our onboarding and compliance program. Avetta (formerly PICS Auditing) is our service partner managing the portal and the compliance process for JLL.

Participation in the program is a mandatory requirement for JLL North America service providers. The registration process is designed to document your compliance to JLL's corporate standards once on an annual basis, with any additional requests limited to client specific requirements as a supplier wins new business.

Our partnership with suppliers is critical to our success. JLL is committed to building relationships with suppliers who embrace a culture focused on compliance, safety and sustainability, and who demonstrate that commitment by documenting their compliance in our online supplier portal.

Suppliers who do not participate in the program will be phased out of service with JLL.

Please review the enclosed details for more information on the registration process, and complete your profile in the portal as soon as possible.

We appreciate your support with this critical initiative as together we grow a mutually successful relationship and continue to bring best in class service to our clients.

Sincerely,

Denver D. Clark  
Chief Procurement Officer, Americas

## JLL Onboarding and Compliance Portal

JLL has partnered with Avetta, formerly known as PICS Auditing (www.avetta.com). On JLL's behalf, Avetta will validate your organization's documentation and adherence to JLL and client standards 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 Suppliers New to Avetta**

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

The registration process can be found on the following page. We also invite our suppliers to join us at one of the dates/times below for an overview of the Avetta compliance program.

<b>Date</b>	<b>Start Time (EST)</b>	<b>End Time (EST)</b>	<b>URL</b>	<b>Conference Line</b>
Thursday, July 7th	1:00 PM	2:00 PM	<a href="https://jll.webex.com/jll/j.php?MTID=mfc2d16527d073ce19f674d8114138626">https://jll.webex.com/jll/j.php?MTID=mfc2d16527d073ce19f674d8114138626</a>	Dial: 877- 617-9797 Conference ID:38198860
Tuesday, July 12th	2:00 PM	3:00 PM	<a href="https://jll.webex.com/jll/j.php?MTID=m294f12a64ae4f1f5bc08f3f89e60024f">https://jll.webex.com/jll/j.php?MTID=m294f12a64ae4f1f5bc08f3f89e60024f</a>	Dial: 877-617-9797 Conference ID: 38200424

Thank you in advance for your participation. If you have any questions please contact the Avetta team at 877-725-3022 or [registrations@Avetta.com](mailto:registrations@Avetta.com).

## Registration / Pre-qualification Requirements

### **PHASE I: Registration (Required by: July 15, 2016)**

**Register online**– You have been asked to register by the JLL North America – Intel account. You may access the account landing page at <http://pages.avetta.com/Intel>.

Once you create your account login, select **JLL North America- Intel** to add it to your account profile.

The JLL program consists of the DocuGuard and InsureGuard offerings.

### **PHASE II: Pre-qualification (Required by: July 15, 2016)**

- **Complete the Pre-qualification Form (PQF), Financial Health Assessment 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: August 1, 2016)**

- **“Green Flag” status** – Once you have achieved green flag status, your company is rated as compliant in the Avetta Organizer and available for work with JLL.

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 of \$199.

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.

### **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