

Dear Supplier,

This letter is to inform you of a pending change in the management of inventory for the Metro Trains Melbourne (MTM) Siemens train fleet operated and maintained out of the Newport depot.

Siemens Ltd are currently responsible for the procurement of the inventory required to maintain the Siemens fleet and you have been identified as being a key supplier to them in support of this activity.

As of the 1st December 2017, MTM will assume full responsibility for inventory and material purchases to support the Siemens train fleet.

MTM require all of its Suppliers to undertake our Supplier Prequalification Program with Avetta (Formerly PICS Auditing) to be registered into our Purchase Order system. To enable a smooth transition and the ongoing business relationship, MTM ask that you review the prequalification documentation and commence signing up to become a prequalified supplier to MTM.

The below link can be used to access the MTM prequalification website through our partner Avetta;

<http://pages.avetta.com/MTM.html>

You can commence the Supplier Registration process by clicking the 'Join Now' link on the above website. For help and assistance with the qualification process, please contact MTM's dedicated account contact Luke Sell on the below details:

Luke Sell
Team Lead – APAC Supplier Enablement
P: 1800 875 299
E: lsell@avetta.com

Please note prequalification according to MTM requirements through the Avetta system is required to be a registered supplier to MTM. We ask that registration be completed by 31st May 2017 for this transition.

We thank you in advance for your participation.

Kind Regards

Samantha Ball
Procurement Performance and Processing Manager
Metro Trains Melbourne

Registration / Pre-qualification Requirements

PHASE I: Registration (Required by: 31st May, 2017)

- **Register Online.** Each vendor must register on the Avetta website at <http://pages.avetta.com/mtm> and select Metro Trains Melbourne. If you are already a member with Avetta, simply log into your account and link your company with Metro Trains Melbourne. Avetta representatives will be available to provide registration assistance by phone, at **1800 875 299**.

PHASE II: Pre-qualification & Green Flag Status (Required by: 31st July, 2017)

- **Complete the Prequalification Form (PQF).** Once you have registered and aligned your company with Metro Trains Melbourne you may begin the qualification process by completing and submitting the PQF and Annual Update information online.
- **Upload Your Safety Program Documentation.** Even if you have already provided Metro Trains Melbourne 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 achieve green flag status for Metro Trains Melbourne.
- **Provide your Insurance.** Upload a copy of your Certificates of Insurance meeting Metro Trains Melbourne's insurance requirements.
- **"Green Flag" status.** Once you have achieved green flag status, your company will be rated as compliant in Avetta Organizer and available for works with Metro Trains Melbourne and other clients within the exclusive Avetta network.

AVETTA SUPPLIER BENEFITS

- Dedicated customer support – Avetta's support staff will be able to assist you with completing your open tasks on your profile. Safety management system advice on program deficiencies along with templates are also available from our HSE professionals.
- Exposure to new employment opportunities within the Metro Trains Melbourne business and other clients such as Honeywell Pacific, QANTAS, Jetstar, Jones Lang LaSalle, ARTC, V/Line and Environmental Resource Management.
- Prequalify for multiple clients at the same time, no need to duplicate answers year on year for different clients.
- Assisting your company meet minimum legislative and client requirements.
- Utilising Avetta as a hub of information containing and maintaining your information.
- Provide holistic view on company safety statistics.

QUESTIONS & ANSWERS

Do I have to join Avetta?

If you are a supplier or contractor working for Metro Trains Melbourne you must register into the Avetta system for prequalification and compliance purposes.

What is the cost to suppliers?

Fees are dependent on the safety risk of your organisation.

For low risk companies, fees start from \$373 AUD per annum and for medium/high risk companies fees start from \$959 AUD per annum. In addition, there is an initial activation fee of \$399 AUD payable in year one. **Additional fees may be incurred if you are currently working with, or wish to work with, other Avetta clients and if required to use the EmployeeGuard module.**

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.

Number of Clients you register for	DocuGuard* (Prequalification Form, Annual Updates)	InsureGuard* (Insurance certificates)	AuditGuard (Desktop audit)
1	\$ 245	+ \$ 128	+ \$ 586

***Mandatory product to subscribe to for Metro Trains Melbourne**

Why did Metro Trains Melbourne make the change to Avetta?

We are constantly seeking to strengthen our culture around safety and ethical business through the adoption of best practice, and Avetta provides this through its flexible, efficient and transparent system. Beyond this, Metro Trains Melbourne wished to engage a proven system in our sector, with commercial and operational benefits for client and contractor.

What if I don't join Avetta?

If you do not join the Avetta system, you won't be able to receive purchase orders from Metro Trains Melbourne. Metro Trains Melbourne expect their contractors and suppliers to move down the same path of sustainability, safety and risk mitigation through the prequalification process. Metro Trains Melbourne want to invest in the relationship with their supply chain and build upon a safety culture that Metro Trains Melbourne values.

What if a contractor is already a member of Avetta?

Log into your existing account, connect with Metro Trains Melbourne 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 (CSR) will support you through the process.

I've worked with Metro Trains Melbourne for years with no cost, why am I paying now?

Many global companies around the world are using a third party prequalification provider that comes at a cost to its supply chain. It is the "cost of doing business". Companies such as QANTAS, Jones Lang Lasalle, Shell, LafargeHolcim and Cemex are moving down this direction and Metro Trains Melbourne need to adapt to where the Industry Leaders are heading. Whether you require a specific license to perform a trade, or required to obtain a specific card eg. White Card to perform those works and services, the contractor and not the client typically incur these costs. Metro Trains Melbourne understand this may be difficult for some contractors to absorb, please reach out to Avetta for further guidance.

We are a small contractor undertaking low value works. Why should we need to register with Avetta?

Employers have an obligation to have a safety management system in place to mitigate risk where reasonable and practicable in the workplace. Likewise, Metro Trains Melbourne have a duty of care working with contractors on our sites and require a due diligence process to ensure safe systems of work are in place. Despite the size and value of works a contractor may have, Metro Trains Melbourne understand that it may be a burden for you. Metro Trains Melbourne will look to work together with Avetta to support small contractors through customer support; coupon codes and assistance in helping contractors close out the open requirements.

What are the actual financial benefits of registering with Avetta?

Avetta provides the service of assisting contractors complete and close out open requirements from the desktop audit we conduct on Safety-Sensitive contractors. Leveraging off Avetta's expertise in Health and Safety, Avetta can help assist your company develop and maintain a safety management system for your company. The typical cost of an audit by a third party will cost \$1250-\$3000 a day and additional costs of consulting. Avetta conducts the audit and provides the documentation support as part of the service you subscribe to at no additional cost*.

*Additional cost may be incurred if you have changed within the Tiered pricing.

Who to contact if you require further information?

Phone: 1800 875 299
Office Location: Level 1, Suite 3A
437 Roberts Road,
Subiaco W.A. 6008
Email address: registrations@avetta.com