



## Supplier Management Program

Dear Valued Sabre/MUTI-SII Supplier:

As a Sabre/MUTI-SII Supplier, you have been selected to participate in Sabre/MUTI-SII's Supplier Management Program. This program is vital to ensure a safe and healthy workplace for Sabre/MUTI-SII employees, suppliers and customers. Participation in this program is required to continue working with Sabre/MUTI-SII, failure to be qualified in Avetta will result in disqualification of any work with Sabre/MUTI-SII in the future. Participation does not guarantee that you will be awarded work at Sabre/MUTI-SII. However, it does ensure that you are qualified to work on Sabre/MUTI-SII projects in the future.

Avetta has been selected by Sabre/MUTI-SII to assist in our contractor prequalification process. As you prequalify or maintain your qualification at Sabre/MUTI-SII, Avetta will help to make this transition as seamless as possible while providing invaluable services and benefits to all of Sabre/MUTI-SII's contractors. The enclosed communication will guide you through the Avetta registration process. It will also direct you to helpful resources should you have any questions.



### Registration / Pre-qualification Requirements

#### PHASE I: Registration (Required by: 8/4/17)

- **Register Online** Each contractor and subcontractor must register on the Avetta website at <http://pages.avetta.com/MUTI-Sabre.html> and select Sabre/MUTI-SII. If you are already a member with Avetta, simply log into your account and link your company with Sabre/MUTI-SII. Avetta representatives will be available to provide registration assistance by phone, at **(877) 725-3022**.

#### PHASE II: Pre-qualification (Required by: 9/1/17)

- **Complete the Prequalification Form (PQF).** Once you have registered and aligned your company with Sabre/MUTI-SII you may begin the qualification process by completing and submitting the PQF and Annual Update information online.
- **Upload Your Documentation.** Even if you have already provided Sabre/MUTI-SII with a copy of your W-9, Certificate of Insurance, and OSHA logs, etc., please upload your current documentation on the Avetta website.
- **Respond to any Audit questions.** After submitting your PQF and required documentation 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 Sabre/MUTI-SII.

#### PHASE III: Qualification Deadline (Required by: 9/29/17)

- **"Complete" status.** Once you have achieved Complete status, your company will be rated as compliant in Avetta Organizer and available for contract work with Sabre/MUTI-SII and other clients within the exclusive Avetta network.

### Membership Fee

For partners that are not already active in the Avetta contractor ecosystem, there is a one-time registration fee of \$299. 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 contractors only associated with Sabre/MUTI-SII, the average Avetta membership is \$817. The complete fee structure is available on the Avetta website and can be reviewed during the registration phase.



#### **Benefits of Avetta Membership**

- **Exposure** – Once registered in the Avetta system, contractors can search for additional business opportunities in the system. Your company and *all* of your services will be readily available to large organizations that are a part of the Avetta network.
- **Assistance** – Avetta provides contractors with individualized customer service to help complete the prequalification form, offers guidance on safety programs and answers questions and concerns.
- **Consistency** – Avetta will apply the same qualification standards to all partners. This reduces the chance of you being underbid by an unqualified contractor.

#### **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 prequalification process, provided by Avetta, improve supplier performance, safety requirements and increase operational efficiencies. Most important, Avetta reduces risk to everyone—you, your employees, your subcontractors and the companies you do business with.

#### **What does Avetta provide to the contractor?**

Avetta will provide a customer service representative to help contractors through the prequalification 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 contractor 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 ensure your company information is up to date by **9/29/17**. Then select Sabre/MUTI-SII as the client/facility where you work. There may be an additional fee to select Sabre/MUTI-SII as a client depending upon the number of sites where you provide products or services.

#### **How do I contact Avetta?**

Phone: (877) 725-3022  
Email address: [registrations@avetta.com](mailto:registrations@avetta.com)

#### **How do I contact Sabre/MUTI-SII?**

Email address: [subrequest@mutionline.com](mailto:subrequest@mutionline.com)

#### **Questions?**

Sabre/MUTI-SII and Avetta will conduct two training webinars to discuss their new partnership, answer questions, and assist with the registration process. We encourage all suppliers to join. The training webinars are scheduled for Thursday July 20<sup>th</sup>, at 10am CT and Tuesday July 25<sup>th</sup>, at 1pm CT. Please refer to the following link for further detail: <http://pages.avetta.com/MUTI-Sabre.html>

A handwritten signature in purple ink, appearing to read "Anthony Reed".

**Anthony Reed**

Vice President