

## Supplier Approval Program (Materials/Heavy Equipment Rental)

Dear Valued MasTec Supplier:

Avetta has been selected by MasTec to assist with its supplier approval process. As a MasTec Supplier, you are required to participate in MasTec's Supplier Approval Program. Participation in this program is required to remain approved to continue as a supplier to MasTec, and failure to be qualified in Avetta will result in disqualification as a supplier.

This program applies to suppliers that are already approved for MasTec, as well as new suppliers that are going through the approval process. New suppliers that have already started the process of being approved with MasTec's Vendor Management team will also need to switch over and complete their qualification through Avetta. We apologize for any inconvenience this may cause and will work with Avetta to minimize the disruption where possible.

As you prequalify or maintain your qualification at MasTec, Avetta will help to make this transition as seamless as possible while providing invaluable services and benefits to all of MasTec' suppliers. 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: *March 14th*)

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

**PHASE II: Pre-qualification** (Required by: *March 31st*)

- **Complete the Prequalification Form (PQF).** Once you have registered and aligned your company with MasTec 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 MasTec with a copy of your W-9, and Certificate of Insurance, etc., please upload your current documentation on the Avetta website.
- **Sign the Supplier Terms and Conditions.**

**PHASE III: Qualification Deadline** (Required by: *April 14th*)

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

## Membership Fee

For partners that are not already active in the Avetta ecosystem, there is a one-time registration fee of \$249. 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 suppliers only associated with MasTec, 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, suppliers 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 suppliers with individualized customer service to help complete the prequalification form, 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 supplier.

## 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 suppliers and the companies you do business with.

## What does Avetta provide to the supplier?

Avetta will provide a customer service representative to help suppliers 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 products or services.

## What is a supplier 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 **March 14th**. Then select MasTec as the client/facility where you work. There may be an additional fee to select MasTec as a client depending upon the number of sites where you provide products or services.

## How do I contact Avetta?

Phone: (877) 725-3022

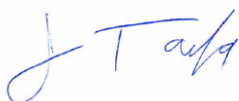
Email address: [registrations@avetta.com](mailto:registrations@avetta.com)

## How do I contact MasTec?

Email address: [Vendor.Management@MasTec.com](mailto:Vendor.Management@MasTec.com)

## Questions?

MasTec and Avetta will conduct three 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 February 28th at 1:00 PM EDT, March 2 at 11:00 AM EDT, March 8 at 3:00 PM EDT.** Please refer to the following link for further detail: <http://pages.avetta.com/MasTec>



**Jose Tarafa**

Assistant Vice-President – Corporate Operations