

**Schindler Ltd.  
Procurement**

Schindler Ltd, St Georges Business Park, 205 Brooklands Road,  
Weybridge, KT13 0BG



**Schindler**

28<sup>th</sup> April 2017

Dear Sirs

**Vendor Accreditation for Schindler UK Group – Registration with Avetta required**

At Schindler UK Group we are always striving to improve relationships with our vendors who are critical partners in maintaining our position as the UK's leading lift provider. Safety across our supply chain is one of our core values - we set ourselves high standards and are committed to building relationships with those of you who can demonstrate commitment to our performance standards.

We have partnered with Avetta, [www.avetta.com](http://www.avetta.com) who will manage our new online process to identify and engage only accredited vendors.

This letter is notification that we require your company to complete the Schindler UK Group Vendor Management Programme by registering with Avetta

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 Schindler UK Group. If you are not already an Avetta member, by submitting your information you will be listed in the Avetta database, which includes other major clients in the UK. These clients will also be able to search for your company and invite you to join their list of qualified vendors.

During 2017, we will also be asking you to manage the training and certification documentation required of your employees working with Schindler UK Group through the Schindler UK Group card system, previously known as 'Safe to Start', via the Avetta EmployeeGUARD module. Further details including online training will be made available to you nearer the time.

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 Schindler UK Group, Avetta will escalate accordingly.

**Noting your company may not currently possess all the required documents and policies, we recommend that you register and start the process at your earliest convenience in order to achieve compliant status before the Pre-Qualification Deadline**

**Registration with Avetta will be a mandatory requirement and by the Pre-Qualification Deadline we will only invite registered and approved companies to bid for business.**

Thank you in advance for your participation. We look forward to both maintaining and enhancing our relationship with you at this exciting time for our business

Yours faithfully,

Iain Simmonds  
Head of Procurement

## Registration / Pre-qualification Requirements

### **STEP I: Registration (Required by: 26<sup>th</sup> May 2017)**

- **Register Online.** Each vendor must register on the Avetta website at <http://pages.avetta.com/Schindler.UK.Group.html> and select Schindler UK Group. If you are already a member with Avetta, simply log into your account and link your company with Schindler UK Group. Avetta representatives will be available to provide registration assistance by phone on +44 (0)808 234 0862 (select option 2)

### **STEP II: Pre-qualification (Required by: 30<sup>th</sup> June 2017)**

- **Complete the Prequalification Form (PQF).** Once you have registered and aligned your company with Schindler UK Group 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 Schindler UK Limited 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 Schindler UK Group
- **Provide your Insurance.** Upload a copy of your Certificates of Insurance meeting Schindler UK Group's insurance requirements.

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### QUESTIONS & ANSWERS

#### **Why did Schindler UK Group choose Avetta?**

We are constantly seeking to strengthen our culture around safety and ethical business through the adoption of best practice, and Avetta provides us with a flexible, efficient and transparent system for achieving this. In addition, Schindler UK Group wished to engage a proven system in our sector, with commercial and operational benefits for both us and our suppliers. Avetta is cost-effective and will give your company greater visibility across our business and with other companies.

#### **What are the benefits to you of joining Avetta?**

In addition to maintaining and developing your relationship with Schindler UK Group, you can search for other clients that need your skills and experience. Avetta will give your company visibility in all locations where you are able to work. Avetta will also support each vendor by providing technical guidance around any shortfalls against the Schindler'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.

Fees are dependent on the safety risk of your organisation

The full 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 (select option 2)

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

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

If after contacting Avetta, you still have questions or queries for Schindler UK Group, please contact Schindler at [vendor@gb.schindler.com](mailto:vendor@gb.schindler.com)

## **AVETTA SUPPLIER BENEFITS**

<b>Online signup:</b>	Easily register and submit documents via the Avetta web portal
<b>Discoverability:</b>	Exposure to new employment opportunities with other clients such as Tesco, JLL, Cummins, GEA, and Solvay.
<b>Access:</b>	Listing in the global Avetta Connect directory and access to subject matter experts in every field of compliance
<b>Guidance:</b>	Avetta representatives are committed to answering your questions to get you prequalified, compliant, and working;
<b>Compliance:</b>	Qualified for Schindler UK Group and third-party validation of regulatory compliance;
<b>Support:</b>	Dedicated compliance support, safety management system advice on program deficiencies—templates and advice from HSE professionals.