



August 5, 2016

Re: JLL Pre-Qualification & Compliance Program

Dear Valued JLL Supplier:

Our relationship with suppliers is critical to our success and reputation with our clients. JLL is committed to building relationships with suppliers who embrace a culture focused on compliance, safety and sustainability, and who can demonstrate their commitment to our performance standards.

This includes ensuring that all appropriate documentation supporting JLL and client standards are in place and available for JLL to review.

To achieve this goal, JLL has partnered with Avetta ([www.avetta.com](http://www.avetta.com)). On JLL's behalf, Avetta will validate your organization's documentation and adherence to JLL and client standards and advise us of your organization's compliance 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.

As a special incentive, the one-time activation fee will be discounted for suppliers who register in the first 60 days of this program launch. Enter the coupon code **JLLNCR** during the checkout process to receive your discount.

#### **Membership Fee Overview for Suppliers New to Avetta**

- \$ 99 One Time Activation Fee (discounted from \$199 during this program launch)
- \$100 Program Management Fee
- \$199 DocuGuard Program
- \$99 InsureGuard Program

If your organization is already an Avetta member, JLL will recognize the data you have already submitted. You will need to link your organization to JLL-NCR account and complete our specific requirements where applicable.

Registration with Avetta is a mandatory requirement for JLL service contractors, and suppliers who do not register in the Avetta system will be unable to provide services to JLL in the future.

Please review the enclosed details for more information on the registration process.

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 client.

Albert Wang  
Strategic Sourcing Manager

## Registration / Pre-qualification Requirements

### **PHASE I: Registration (Required by: August 19th)**

**Register online**– Suppliers may access the Avetta website at <http://pages.avetta.com/JLL-NCR-US.html> .

The JLL program consists of the DocuGuard and InsureGuard offerings.

- If you have questions regarding the Avetta process, Avetta is happy to provide registration assistance by phone at **877-725-3022**.

### **PHASE II: Pre-qualification (Required by: August 19th)**

- **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: September 1st)**

- **“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).

Please join us at one of the dates/times below for an overview of the Avetta compliance program.

URL	Conference Line	Date	Time (EST)
<a href="https://jll.webex.com/jll/j.php?MTID=mb251ad67e6d399aba2583ba27387b905">https://jll.webex.com/jll/j.php?MTID=mb251ad67e6d399aba2583ba27387b905</a>	Dial 866-259-9955 Passcode 216 226 2034	Thursday, August 11th	2-3 PM EST
<a href="https://jll.webex.com/jll/j.php?MTID=m40e5f14ada4ab4366466a69c3dc8724e">https://jll.webex.com/jll/j.php?MTID=m40e5f14ada4ab4366466a69c3dc8724e</a>	Dial 866-259-9955 Passcode 216 226 2034	Friday, August 19th	3-4 PM EST

Thank you in advance for your participation. We look forward to both maintaining and enhancing our relationship with you. If you have any questions please contact the Avetta team 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.

### **What is a supplier required to do if already a member of Avetta?**

Log into your existing account, connect with JLL to review specific requirements and ensure your company information is updated. This will be highlighted on your homepage as Open Tasks, and your Avetta CSR will support you through the process.

### **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