

Dear Sir / Madam,

CBRE has selected Avetta as its partner to manage its Vendor Compliance and align with CBRE's Supplier On-boarding and Maintenance policies and procedures. Your immediate attention to register for the CBRE Supplier Qualification Program is requested.

Avetta is an independent third party using a cloud-based platform where vendor information will be kept with full confidentiality. Vendor qualification evaluations will be conducted with impartiality and reported to CBRE Management in the market the vendors are operating.

You have been identified as a vendor who is currently providing or has provided services recently to CBRE and we are therefore reaching out regarding registration in the Avetta system.

The Registration and pre-qualification is a simple 3 step process for vendors. To begin your Avetta registration:

1. Visit the below CBRE Vendor Management website: <http://pages.avetta.com/CBRE-APAC>
2. Click the “**Get Qualified**” link
3. When completing the registration process, please ensure you link with CBRE relative to your country of operations. e.g. if you are located in Singapore, you will link with “**CBRE Singapore**”.

If you have commenced the registration process previously, you will not need to start again. Please visit <https://app.avetta.com> and click the 'Login' button to continue from where you left last time and complete the registration with the credentials you setup.

The CBRE Supplier Qualification Program is a key element of our ongoing commitment to providing best in class Facilities Management to our valued clients. This initiative represents a significant progression in how we engage and evaluate the performance of our partners and we are highly confident in both its short and long-term benefits.

To maintain an ongoing relationship with CBRE it is **mandatory** that your company **register with CBRE Avetta Prequalification by 2<sup>nd</sup> September 2021** and have **completed your prequalification by 1<sup>st</sup> October 2021** to avoid impacting your working relationship with CBRE.

You can contact the Avetta APAC Supplier Support team:

- For Registration assistance: [apacregistrations@avetta.com](mailto:apacregistrations@avetta.com)
- For any other queries once registration has been completed: [apacsupport@avetta.com](mailto:apacsupport@avetta.com)

Please see [www.avetta.com/contact](http://www.avetta.com/contact) for your local support number.

We value your support and commitment and look forward to working with you.

Best regards,

Avetta APAC Support Team