



June 30, 2016

Re: JLL Supplier On boarding and Screening Portal

Dear Valued JLL Supplier,

JLL is pleased to announce the expansion of our Supplier on boarding and Screening Portal as the new standard for managing supplier compliance throughout North America Integrated Facilities Management (IFM) accounts.

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). On JLL's behalf, Avetta (PICS) 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 a country as you service for the same flat fee.

Membership Fee Overview for Suppliers New to Avetta (PICS)

- \$199 One Time Activation Fee
- \$199 Annual DocuGuard Program
- \$99 Annual InsureGuard Program
- \$499 AuditGuard Program (dependant on JLL Risk review following supplier submission)

The program is already active with JLL in over 27 countries. We are now expanding the program's coverage in a phased approach. If you service multiple JLL accounts, we recognize that you may receive multiple registration requests.

The registration process is designed so you will document your compliance to JLL's corporate standards a single time, and thereafter only respond to additional requests for information that are client specific.

We appreciate your support with this important initiative and request that you complete the registration process by the requested deadline outlined on the following pages. Please see the enclosed for more specific details regarding the registration process, the program benefits, and opportunities for you to speak directly with JLL and Avetta (PICS) regarding any questions you may have.

Thank you in advance for your participation. We look forward to a long and healthy relationship with you.

Sincerely,

Martin Armstrong
EMEA Sourcing Platform Manager
JLL

FREQUENTLY ASKED QUESTIONS

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 (PICS) beyond JLL?

In addition to maintaining and developing your relationship with JLL, you can search for other Avetta (PICS) 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 (PICS) will give your organization visibility in all locations where you're able to work. Avetta (PICS) will also support each contractor by providing technical guidance around any shortfalls against the client's requirements.

How does a supplier make the payment?

Payments to Avetta (PICS) can be made by online via credit card or mail in payment to the address listed below.

What is a supplier required to do if already a member of Avetta (PICS)?

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 (PICS) CSR will support you through the process.

What other existing JLL programs does this replace?

JLL will begin to phase out the use of other tools wherever possible that are repetitive with the capabilities of our on boarding and compliance portal. Our goal is to create a single platform to address all of our subcontractor compliance needs.

However, there may be instances where the needs of specific client account still require the use of an alternate tool, or the account has not yet migrated to the new portal. Please check with your JLL account contact prior to renewing in any alternate compliance tools sponsored by Supply Chain.

How can I contact Avetta (PICS) for further information?

Phone: 1-877-725-3022

Email: registrations@avetta.com

Address: Avetta

P.O. Box 51387, Irvine, CA 92614

Avetta (PICS) will help to make this transition as seamless as possible, while providing invaluable services and benefits to all JLL partners. The qualification procedure is outlined below.

PHASE I: Registration (Required by July 31, 2016)

- **Register Online.** Register on the Avetta (PICS) website at <http://pages.avetta.com/HSBC-Language.html> and select the appropriate JLL client site. We are also happy to provide registration assistance by phone, at **1-877-725-3022**.

PHASE II: Pre-qualification (Required by: August 31, 2016)

- **Complete the Pre-Qualification Form (PQF).** The first part of the review process requires contractors and suppliers to complete and submit a prequalification form. The questions and answers in this section will help you qualify for JLL on the corporate level. As you link to additional JLL client specific sites within the network, the answers you have provided will be made available and you will not have to complete this section of the questionnaire again.
- **Upload Your EHS Program Documentation.** You will be asked to provide details and documentation regarding the past three years of safety records. As you link to additional JLL client specific sites within the network, this information will be made available and you will not have to complete this section of the questionnaire again.
- **Respond to the JLL Client Specific Questions.** Each JLL client may have unique pre-qualification criteria in addition to the JLL corporate standard. As you link to additional JLL client sites, you will need to complete each client specific section in order to qualify for work on that specific account.
- **Upload your Certificates of Insurance.** Be sure to verify that your insurance certificates meet the set requirements of each JLL client account before uploading. A copy of the requirements will appear on the Avetta (PICS) portal for each JLL client you link to your account.
- **Respond to any Audit questions.** After your paperwork is submitted, Avetta (PICS) representatives will reach out and ask for any clarification or additional information after the EHS Program Audit or review of the PQF. We are here to help provide guidance and support.

PHASE III: Qualification Deadline (Required by: September 30, 2016)

- **“Complete” status.** Once you have achieved complete status, your company is could be as compliant in the Avetta (PICS) Organizer, and available for work with JLL. Please keep in mind that each client has their own set of criteria, and achieving a “Complete” status with one client does not necessarily mean that you have a “Complete” status with all clients.

Avetta (PICS) has a team dedicated to help you complete your registration and maintain your membership. If you have any questions, please contact them at 1-877-725-3022 or registrations@avetta.com.