



Tesco Stores Limited  
Plus  
Shire Park  
Welwyn Garden City  
Hertfordshire  
AL7 1GB

Dear Supplier,

As you are aware Tesco prides itself in maintaining an industry leading safety record across all business units. We are always looking for new ways to work together to reduce risk and maintain compliance throughout our operations, and work with a fully transparent and traceable supply chain. To that end we partner with Avetta ([www.Avetta.com](http://www.Avetta.com)) to support our supplier relationship management.

Tesco are committed to building relationships with suppliers who embrace a culture focussed on ethics, safety and regulatory compliance, and can demonstrate a shared desire to eliminate risk in all areas of our business. **As part of the Tesco group of companies, we ask all Booker Retail Group suppliers to complete our compliance process and become accredited with Avetta before the end of October 2020.**

By partnering with Avetta, pre-qualification for Booker and Tesco work will be streamlined and your business skill sets will be on show to all procurement areas. If you are not already an Avetta member, by submitting your information you will be listed on the Avetta database and will be visible to all.

We appreciate your support in working with us to achieve these goals and would ask that if you are not already registered with Avetta you do so as soon as possible.

Membership of Avetta will be a mandatory requirement for all new contracts in the future and will be the basic level of accreditation required to provide services to Booker and Tesco in all areas including Distribution, Property and Maintenance.

Thank you for your ongoing support and we look forward to continuing building our relationship together.

Yours Faithfully

A handwritten signature in blue ink, appearing to read "Kevin Conroy". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kevin Conroy  
UK Maintenance & UK/Group Engineering  
Director

Nick Johnson  
UK Property Development Director

## FREQUENTLY ASKED QUESTIONS

### **Why is Tesco 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 Tesco to ensure those obligations are being met with documented proof.

### **What are the benefits to me as a Tesco supplier?**

Suppliers who successfully register through the portal will increase their visibility within Tesco. Registering is essential to qualifying for additional work. Your organization and its capabilities will be viewable by all of the Tesco client accounts that participate in the platform.

### **What are the additional benefits to me for joining Avetta beyond Tesco?**

In addition to maintaining and developing your relationship with Tesco, 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.

### **How does a supplier make the payment?**

Payments to Avetta can be made 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?**

Log into your existing account, connect with Tesco 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.

### **What other existing Tesco programs does this replace?**

Tesco 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 contractor and subcontractor compliance needs.

However, there may be instances where the needs of a 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 Tesco account contact prior to renewing in any alternate compliance tools sponsored by the Supply Chain.

### **How can I contact Avetta for further information?**

**Phone:** +44 0808 234 0862

**Email:** [emearegistrations@avetta.com](mailto:emearegistrations@avetta.com)

**Address:** Avetta Ltd.

Concorde Park, Maidenhead, Berkshire, SL6  
4BY

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

**PHASE I: Registration (Required by August 31st 2020)**

- **Register Online.** Register on the Avetta website at <http://pages.avetta.com/tesco> and select the appropriate Tesco client site. We are also happy to provide registration assistance by phone, at +44 0808 234 0862.

**PHASE II: Pre-qualification (Required by: 30<sup>th</sup> September 2020)**

- **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 Tesco on the corporate level. As you link to additional Tesco 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 Tesco 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 Tesco Client Specific Questions.** Each Tesco client may have unique pre-qualification criteria in addition to the Tesco corporate standard. As you link to additional Tesco 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 Tesco client account before uploading. A copy of the requirements will appear on the Avetta portal for each client you link to your account.
- **Respond to any Audit questions.** After your paperwork is submitted, Avetta 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: 30<sup>th</sup> October 2020)**

- **“Complete” status.** Once you have achieved complete status, your company is compliant in Avetta Connect, and available for work with Tesco. 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 has a team dedicated to help you complete your registration and maintain your membership. If you have any questions, please contact them at +44 0808 234 0862 [emearegistrations@avetta.com](mailto:emearegistrations@avetta.com).**