



December 4, 2009

Dear Sunoco Chemicals Vendor:

We are pleased to announce Sunoco Chemicals has recently established a business relationship with ISNetwork (www.isnetwork.com). Effective immediately, ISNetwork will begin serving as Sunoco Chemicals' primary vendor information management system. As a result of this action, contractors and their subcontractors performing services for Sunoco Chemicals are required to become subscribers to ISNetwork. If your company is a current subscriber to ISNetwork, there is no additional fee; however, please ensure your company has completed the items below.

There is a nominal fee for this service. Sunoco Chemicals believes the benefits to both parties will far exceed any associated costs. A more comprehensive list of vendor benefits is attached from ISNetwork.

Your company's ISNetwork subscription will provide Sunoco Chemicals access to the following required information:

1. **Company Profile** – Populate your company's Dashboard in ISNetwork to include company contact information, office locations, types of work types/industry classifications, geography served, etc. This will provide Sunoco Chemicals and other Owner Clients with your company's most current contact information at any time.
2. **HES Questionnaire Management** – ISNetwork contains the Management System Questionnaire (MSQ) which will be utilized to gather your company's HES data. The MSQ will replace all previous Sunoco Chemicals questionnaires sent to your company.
3. **Document Submittal** – Sunoco Chemicals will use ISNetwork to track and verify your company's *OSHA Forms and EMR Letters*. During your company's subscription set up, ISNetwork will explain how to submit these documents within your company's subscription and make them available online to Sunoco Chemicals.
4. **Insurance Certificates** – Sunoco Chemicals will use ISNetwork to track and verify your company's Insurance Certificates.
5. **Review and Verification** – ISNetwork RAVS will review your company's written health and safety program for conformance with regulatory and/or Sunoco Chemicals' standards. Your company will be required to submit to ISNetwork RAVS copies of your company's written health and safety program. Detailed instructions will be communicated during your company's subscription set up. ISNetwork RAVS will also verify your company's OSHA and EMR statistics.

In order to be considered by Sunoco Chemicals during the contractor services selection process, your company's subscription must be in place and all required data must be posted **by January 29, 2010**. For further details about ISNetwork, **please contact the ISNetwork Customer Service Team at (214) 303-4900 or (800) 976-1303 or visit their website at www.isnetwork.com**.

Your company's cooperation and participation in bringing this cost effective technology solution to our business relationship is appreciated. Sunoco Chemicals and ISNetwork representatives will schedule Contractor User Group Meetings and Helpdesks throughout the year. All vendors who have met the above requirements for Sunoco Chemicals will receive details of dates/locations of these meetings which will be held throughout the year.

Sincerely,

Chris Bland
Sunoco Chemicals
VP of Manufacturing

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