

Frequently Asked Questions

What is the procedure for registration? How long does it take to complete the on-line registration process?

To begin the registration process, you can access the supplier registration portal at shearman.cvmsolutions.com. After submitting basic company information, you will receive an email with a username and password. Requested information on the portal includes the business, financial, diversity, and certification information. The online questionnaire completion time may vary depending on your business description, but is estimated to take 15 to 30 minutes.

Do I need to be certified as a diverse business to register?

Yes, certification as a diverse business by a qualified third party is required to complete your profile. Shearman & Sterling is not tracking self-classified diverse businesses at this time. The diversity categories include: Minority-owned (MBE); Women-owned (WBE); Lesbian/gay/bisexual/transgender-owned (LGBT); Disability-owned (DOBE); and Veteran-owned (VBE).

Is there a fee to register?

No, there are no fees required in connection with your supplier profile registration or participation in this program. You will be contacted if an opportunity becomes available that matches your company's business goods/services.

What can I expect after registration?

You will receive a confirmation email that your profile has been received and will be included in the supplier diversity registry. A representative of the firm will contact you if an opportunity becomes available that matches your company's business goods/services.

Once registered, how often do I need to update my information?

Once registration is complete, Shearman & Sterling requests that you update your profile annually and as you receive updated certificates.

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*Abdulaziz Allassaf & Partners in association with Shearman & Sterling LLP

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SHEARMAN & STERLING^{LLP}

supplier
diversity

Shearman & Sterling values diversity and understands that an inclusive work environment capitalizes on the strengths that each employee brings to the workplace and enhances innovation, quality and client service. To promote this core value, we are committed to increasing diversity throughout all aspects of our firm — from our talented lawyers and staff to the suppliers we work with to deliver the products and services our clients expect from us.

An important part of advancing these goals is our supplier diversity initiative, which ensures that diverse businesses are represented and have an opportunity to be chosen in our competitive selection process. We actively seek to establish relationships with these businesses, strengthen our supplier pool and expand our outreach to a broad range of suppliers/providers with which we do business. By actively pursuing and developing partnerships with qualified diverse businesses, we enhance our ability to deliver exceptional client service. We depend on the contributions of diverse suppliers/providers to succeed in today's competitive marketplace, believing that excellence in supplier diversity contributes to excellence in business and client service.

Eligible businesses include those that are qualified and certified in one or more of the following categories:

- Minority-owned (MBE)
- Women-owned (WBE)
- Lesbian/gay/bisexual/transgender-owned (LGBT)
- Disability-owned (DOBE)
- Veteran-owned (VBE)

Shearman & Sterling is committed to promoting supplier diversity in a broad range of areas in which the firm operates, including but not limited to the following functions:

Administration and Operations Vendors

- Food and Beverage Services
- Janitorial Services
- Moving and Storage Facilities
- Office Equipment
- Office Equipment Repair and Maintenance
- Office Furniture and Decor
- Office Supplies and Stationery
- Security Equipment

Construction Vendors

- Architectural Services
- Art Services
- Building/Appliance Repair and Maintenance
- Construction Equipment Rental
- Construction Management Services
- Construction Services
- Engineering Services

Library and Print Vendors

- Book Printing and Binding
- Book Publishing
- Book Stores
- Commercial Printing Services
- Periodicals, Newspapers, Magazines
- Records Retrieval Services

Professional Services Vendors/Providers

- Consulting Services
- Contract Services
- Courier and Delivery Services
- Secretarial and Court Reporting Services
- Translation Services

Marketing and Event Vendors

- Entertainment
- Food and Catering Services
- Party Supply Rental Services
- Promotional Products
- Public Relations Services
- Signs and Advertising Services
- Transportation Services

Technology Vendors

- Computer Hardware and Software
- Computer Supplies
- Computer Systems Design and Programming

Technology Services

- Data Processing Services
- Network Hardware and Software
- Telephone Equipment

Recognition & Awards

Ranked as one of the "2015 Top Firms for Diversity"
by *The American Lawyer*

Received the 2015 Thomas L. Sager Award
for the Northeast Region

Recognized by the *New York Law Journal's* Diversity Initiative
Project 2015 for the firm's commitment to creating
an atmosphere of empowerment for women lawyers

Received a 100% rating from the Human Rights
Campaign Corporate Equality Index Report

Received "Gold Standard" Certification from
Women in Law Empowerment Forum

For Consideration...

If you are an eligible diverse business interested in working with Shearman & Sterling, please register with us at shearman.cvmsolutions.com and take an important step towards establishing a relationship with the firm.