

New Vendor Request

AGR - Agreement



New Vendor to Complete SRG Global Business Unit: (Tick applicable SRG Global entities)	
Corporate	
SRG Global Limited	ABN 81 104 662 259
SRG Global (Australia) Limited	ABN 57 006 413 574
Construction and Engineering	
SRG Global Building (Northern) Pty Ltd	ABN 87 104 662 259
SRG Global Building (Southern) Pty Ltd	ABN 48 087 344 349
SRG Global Civil Pty Ltd	ABN 31 083 214 439
SRG Global Infrastructure Pty Ltd	ABN 78 089 434 220
SRG Global Products Pty Ltd	ABN 80 120 405 334
SRG Global Services (Australia) Pty Ltd	ABN 40 111 102 240
Maintenance and Mining Services	
SRG Global Integrated Services Pty Ltd	ABN 86 604 010 639
SRG Global Mining (Australia) Pty Ltd	ABN 45 006 132 823
SRG Global Services (Western) Pty Ltd	ABN 71 145 854 360
SRG Global Asset Care Pty Ltd	ABN 21 006 353 046
Global Specialist Building	
SRG Global CASC Pty Ltd	ABN 98 140 773 388
SRG Global Facades Pty Ltd	ABN 29 602 257 581
SRG Global Facades (QLD) Pty Ltd	ABN 87 602 258 257
SRG Global Facades (VIC) Pty Ltd	ABN 47 606 869 014
SRG Global Contact Name:	Email:

Business Details

Registered Entity Name:						
Trading Name:						
ABN:	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;"></td> <td style="text-align: center;">Registered for GST?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>		Registered for GST?	Yes	No	
	Registered for GST?	Yes	No			
Entity Type:	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Company</td> <td style="width: 20%;">Trust</td> <td style="width: 20%;">Partnership</td> <td style="width: 20%;">Sole Trader</td> <td style="width: 20%;">Other:</td> </tr> </table>	Company	Trust	Partnership	Sole Trader	Other:
Company	Trust	Partnership	Sole Trader	Other:		
Business Address:						
Postal Address:						
Vendor Type: select all that apply <i>Include brief description</i>	<table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Goods / Materials Supplier:</td> </tr> <tr> <td style="padding: 5px;">Services:</td> </tr> <tr> <td style="padding: 5px;">Sub-Contractor:</td> </tr> <tr> <td style="padding: 5px;">Labour Hire:</td> </tr> </table>	Goods / Materials Supplier:	Services:	Sub-Contractor:	Labour Hire:	
Goods / Materials Supplier:						
Services:						
Sub-Contractor:						
Labour Hire:						

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Sales Contact		Accounts Receivable Contact	
Name		Name	
Position		Position	
Phone		Phone	
Email		Email	

Bank Details			
<i>Bank Statement, Deposit Slip or letter from your bank confirming BSB and Account Number must be supplied to verify bank details</i>			
Bank Account Name:			
BSB:		Acc No:	
IBAN:		SWIFT Code:	

Insurance Details			
<i>Certificates of currencies must be supplied</i>			
	Provider	Policy no.	Expiry
Workers Compensation			
Public Liability (Min. \$5,000,000)			
Professional (Min. \$2,000,000)			
Other (contract works etc)			

Locations of Operations:					
<i>List all locations where you operate or can operate</i>					
State	Capital and Surrounds	Regional	State	Capital and Surrounds	Regional
Western Australia			Northern Territory		
New South Wales			South Australia		
Queensland			Australian Capital City		
Victoria			Tasmania		

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Indigenous Participation	Yes	No	N/A
Does your company identify as an Indigenous business that is majority owned (greater than 51%) by Aboriginal / Torres Strait Islander or Maori, "First Nations People"?			
Is your company a non-Indigenous business that employs Aboriginal, Torres Strait Islanders or Maori, "First Nations Peoples"?			
If yes, how many employees identify as a member of a First Nations Group?			
Will your company be willing to report on First Nations Peoples monthly by type of work, hours of work and by involvement in training?			

Compliance with Modern Slavery Legislation	Yes	No	N/A
Is your company required to report under the Australian Modern Slavery Act 2018 (Cth) (MS Act)?			
Does your company have a policy on modern slavery and human trafficking? This may form part of your companies wider Code of Conduct or similar policies			
Do you carry out documented risk assessments of your company's business and supply chain to ensure continuous compliance with relevant statutory requirements?			
Would you consent to SRG conducting audits of your compliance with the MS Act?			

Anti-Corruption and Bribery	Yes	No	N/A
Does your company have Anti-Bribery and Corruption policies and procedures in place?			
If yes, are these policies and procedures published internally and externally?			
Are your employees made aware of your Anti-Bribery and Corruption policies and procedures?			
Do you conduct any risk assessments and audits of your potential exposure to bribery and corruption?			
If yes, who is responsible for conducting risk assessments and audits?			

Greenhouse Emissions	Yes	No	N/A
Are you a National Greenhouse Energy Reporting Entity (NGERS)?			
If you are not an NGERS reporting entity, do you track your own carbon emissions?			
Do you track the carbon emissions of your vendors or suppliers?			

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Credit Account	Yes	No
SRG Global has multiple business units, and credit trading accounts will need to be created for each SRG Global entity that wishes to engage your services		
Has a credit account been opened for the selected SRG Global Business Unit(s)?		
If Yes, what is the account number:	Credit Limit:	
If a credit application is required, SRG Global can provide our standard Credit Application documentation. Do you require this documentation?		
If another SRG Global Business Unit wished to engage your company, will this New Vendor Request form extend to that Business Unit?		
If Yes , SRG Global will send through the relevant Credit Application documentation as notification of another Business Unit requiring an account to be created. Will the same credit terms apply? If No , a new application must be submitted to become a New Vendor for that Business Unit.		

Payment Terms	Yes	No
SRG Global standard payment terms are 45 days from the end of the month in which a valid tax invoice was received.		
Do you agree to the above payment terms?		
If No, please propose your payment terms with reasoning as to why our terms are not accepted		
Proposed Payment Terms:		Reasoning:

Applicant Acknowledgement and Sign Off			
1. No Purchase Order No Payment. Payment will only be made where the Supply is covered by a Purchase Order issued by us and invoices are sent directly to the Accounts Payable invoices inbox. <ul style="list-style-type: none"> • Invoices for ABN 86 604 010 639 - invoices.integrated@srgglobal.com.au • Invoices for ABN 78 089 434 220 – invoices.infrastructure@srgglobal.com.au • For all other invoices – invoices@srgglobal.com.au 2. All statements and queries are to be sent to: <ul style="list-style-type: none"> • For ABN 86 604 010 639 – ap.integrated@srgglobal.com.au • For ABN 78 089 434 220 – ap.infrastructure@srgglobal.com.au • For all other – ap@srgglobal.com.au 3. Invoices are deemed to be received on the date on which they are received by SRG Global Accounts Payable.			
As the authorised representative (being a Manager or above) of the above detailed Vendor, I confirm that:			
1. The above details are true and correct; and 2. The Vendor agrees to be strictly bound by SRG Global's Terms and Conditions for Purchase of Works, Goods and/or Services (Australia) (found at http://www.srgglobal.com.au/tc/) for the supply of any and all works, goods and/or services to SRG Global.			
Name:	Position:	Signature:	Date:

Checklist of Documents to be provided	Yes	No
Bank confirmation – must be a bank deposit slip, bank statement or letter from your bank confirming BSB and Account Number		
Insurance Certificates		

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SRG Global Internal use only			
Authorised Signature			
I am satisfied that the Vendor has adequate systems in place and all relevant information has been provided.			
Approved By	Name	Signature	Date
Vendor Manager:			

To be completed by the Responsible Manager	Yes	No	N/A
Is the vendor supplying critical products that cause a disruption to SRG Global business if not supplied?			
Is the vendor performing any Critical Risk Activities?			

Authorised Signature (Mandatory)			
I confirm that the vendor is required and request that the vendor be set up. Any amendments to SRG Global's Terms and Conditions for Purchase of Works, Goods and/or Services must be approved by the Authorised Manager.			
Approved By	Name	Signature	Date
Manager:			
Manager:			
Manager:			
Manager:			
Manager:			