

# New Vendor Request

AGR - Agreement



New Vendor to Complete SRG Global Business Unit: (Tick applicable SRG Global entities)			
SRG Global (NZ) Ltd	NZBN	9429039615817	GST 036-548-073
SRG Global Asset Services (NZ) Ltd	NZBN	9429039462831	GST 050-094-588
SRG Global Asset Services (Taranaki) Ltd	NZBN	9429036358458	GST 083-117-354
SRG Global Refractory Services (NZ) Ltd	NZBN	9429036892723	GST 079-271-667
SRG Global Remediation Services (NZ) Ltd	NZBN	9429030201163	GST 111-635-919
SRG Global Products (NZ) Ltd	NZBN	9429050837694	GST 136-940-287
SRG Global Facades (NZ) Ltd	NZBN	9429050837892	GST 136-940-214
SRG Global Asset Care (NZ) Ltd	NZBN	9429051967413	GST 050-094-588
<b>SRG Global Contact Name:</b>		<b>Email:</b>	

### Business Details

<b>Legal Entity Name:</b>					
<b>Trading Name:</b>					
<b>NZBN:</b>					
<b>GST Number:</b>			<b>Registered for GST?</b> Yes      No		
<b>Entity Type:</b>	Company	Trust	Partnership	Sole Trader	Other:
<b>Business Address:</b>					
<b>Postal Address:</b>					
<b>Vendor Type:</b> select all that apply <i>Include brief description</i>	Goods / Materials Supplier:				
	Services:				
	Sub-Contractor:				
	Labour Hire:				
<b>Sales Contact</b>			<b>Accounts Receivable Contact</b>		
<b>Name</b>			<b>Name</b>		
<b>Position</b>			<b>Position</b>		
<b>Phone</b>			<b>Phone</b>		
<b>Email</b>			<b>Email</b>		

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Bank Details			
<i>Bank Statement, Deposit Slip or letter from your bank confirming Account Number must be supplied to verify bank details</i>			
<b>Bank Account Name:</b>			
<b>Acc No (16- digits) 00 0000 00000000 000:</b>			
<b>IBAN:</b>		<b>SWIFT Code:</b>	

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

Compliance with Modern Slavery Legislation	Yes	No	N/A
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 an audit of your modern slavery and human trafficking procedures?			

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
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
<b>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</b>		
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 <b>Yes</b> , SRG Global will send through the relevant Credit Application documentation as notification of another Business Unit requiring an account to be created. <b>Will the same credit terms apply?</b> If <b>No</b> , a new application must be submitted to become a New Vendor for that Business Unit.		

Payment Terms	Yes	No
<b>SRG Global standard payment terms are 30 days from the end of the month in which a valid tax invoice was received.</b>		
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"> <li>• taranakiaccounts@srgglobal.co.nz – SRG Global Asset Services (Taranaki) Ltd only.</li> <li>• invoices@srgglobal.com.au – SRG Global Products (NZ) Ltd only.</li> <li>• accounts@srgglobal.co.nz – all other NZ entities.</li> </ul> 2. Invoices are deemed to be received on the date on which they are received by SRG Global Accounts Payable.			
<b>As the authorised representative (being a Manager or above) of the above detailed Vendor, I confirm that:</b>			
1. The above details are true and correct; and 2. The Vendor agrees to be strictly bound by <b>SRG Global's Terms and Conditions for Purchase of Works, Goods and/or Services (New Zealand)</b> (found at <a href="http://www.srgglobal.com.au/tc/">http://www.srgglobal.com.au/tc/</a> ) 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					
<b>Authorised Signature</b> 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?					
<b>Authorised Signature (Mandatory)</b> I confirm that the vendor is required and request that the vendor be set up. Any amendments to <b>SRG Global's Terms and Conditions for Purchase of Works, Goods and/or Services</b> must be approved by the Authorised Manager.					
Approved By	Name	Signature	Date		
Manager:					
Manager:					