



New Supplier Information

It is important to us that our suppliers meet or exceed our minimum standards and performance expectations, share our values, and understand our commitments.

TERMS AND CONDITIONS

Please select the Terms and Conditions that will apply to your supply.

[IOR's Purchase Order Terms & Conditions](#)

[IOR's Transport Terms & Conditions](#)

Negotiated Contract

Please note:

1. Applicable terms and conditions must be downloaded and signed by all new suppliers.
2. IOR's Purchase Order Terms and Conditions will apply to all other supplies, except those negotiated and agreed in writing by IOR.
3. Unless a contract has been negotiated and agreed in writing by IOR for your supply, IOR's Transport Terms and Conditions will apply to the supply of transport services.

BUSINESS INTEGRITY

IOR prohibits fraud, bribery, and corruption in all its forms. This includes undisclosed payments or gifts provided by suppliers to IOR employees, or undisclosed relationships with IOR employees (e.g., friends or relatives)

Any potential conflicts of interest must be disclosed and managed. Do you have any potential conflicts of interest to disclose?

Yes

No

If yes, please provide details:

BUSINESS STRUCTURE

Please verify your current organisational structure.

Is your business classified as a small business (less than \$10m aggregated turnover)?	Yes	No
How many full-time employees do you employ?		
How many Aboriginal or Torres Strait Islander peoples do you employ?		
Is your business a verified Indigenous business?	Yes	No
Is your business located in Regional Australia?	Yes	No

COMPANY REFERENCES

Please provide two (2) business references that we can contact to verify your current supply performance, if required.

<i>Reference 1 Company:</i>	<i>Reference 1 Contact Name:</i>
<i>Reference 1 Contact Number:</i>	<i>Reference 1 Contact Email:</i>
<i>Reference 2 Company:</i>	<i>Reference 2 Contact Name:</i>
<i>Reference 2 Contact Number:</i>	<i>Reference 2 Contact Email:</i>

NO PURCHASE ORDER, NO WORK

IOR has a strict policy that Suppliers must not commence work or supply goods without a purchase order; the result could be loss of compensation, unless designated as exempt under the IOR policy.

Supplier Application Form

Complete all the blank fields in this form and ensure it has been signed by an authorised representative of your company. Return electronically in an unchangeable format (pdf, jpg etc).

Date Requested

IOR Entity Requested Supply

IOR Requestor Full Name

COMPANY DETAILS

Registered Company Name:

Trading Name:

Entity Type

ACN:

ABN:

Registered Address:

Trading Address:

Postal Address (if different from above):

Website:

PURCHASING ENQUIRIES

Contact:

Telephone:

Mobile:

Email*:

ACCOUNT ENQUIRIES / REMITTANCE DETAILS

Contact:

Telephone:

Mobile:

Accounts Email:

Remittance Email*:

BANKING DETAILS

BSB:

Bank Account No.:

Account Name:

Service / Goods Details

ARE YOU SUPPLYING GOODS OR SERVICES TO IOR?

Goods Only (this includes supplying goods and not delivering to IOR sites)

Goods & Services (this includes supply, delivery and installation at IOR sites)

Services Only (this includes professional services and/or installation of equipment at IOR sites)

SECTION 1 - GENERAL SERVICES SUPPLIERS

Are you providing services only to IOR? If yes, please complete questions below?

Are the services being undertaken by you for IOR, completed solely by you and no other party? e.g., will the work be sub-contracted by you to another person employed by you or another party

Yes No

Will your services extend beyond 90 days in any given financial year?

Yes No

Why?

Will the services make up over 50% of the dollar value of the contract?

Yes No

To be completed only if working with a vehicle and delivering goods - are you providing a service to IOR using your own vehicle?

Yes No

SECTION 2 - ESTIMATED ANNUAL VALUE OF GOODS OR SERVICES SUPPLIED TO IOR

<\$50k <\$100k <\$1m <\$5m \$5m>

SECTION 3 - PLEASE INDICATE THE STATES YOU OPERATE IN

QLD NSW VIC TAS NT SA WA

* Should not be a personalised email account. Preference is to nominate a generic email ie sales@supplier.com.au

Service / Goods Details

SECTION 4 - SERVICES PROVIDED, LICENSES / CERTIFICATIONS, AND INSURANCES

Service Provided Tick those that apply	Licences / Certificates		Minimum Supplier Insurances Required by IOR <i>(copies of Certificates of Currency are required)</i>				
	Does the service you are providing IOR require a Licence or Certification by law? (e.g., QBCC, ELB). Tick to confirm you hold and can produce these documents.		\$20m Public Liability	Workers Compensation or Income Protection	Motor Vehicle Comprehensive	DG Extension	\$2m Professional Indemnity
Trades							
Mechanic		Mechanical Licence	X	X			
Plumber		Plumbing Licence	X	X			
Electrician		Electrical Licence	X	X			
Hot Works		Trade Licence	X	X			
Boiler Maker		Trader Licence	X	X			
Quality & Technical							
Aviation Fuel Testing	<input type="checkbox"/>	NA		X			X
Ground Fuel Testing	<input type="checkbox"/>	NA	X	X			
Tank Cleaning		Relevant Licence	X	X			
Equipment Testing / Inspections		Relevant Licence	X	X			
Technical Services		Relevant Licence	X	X			
Consulting:	<input type="checkbox"/>	NA	X	X			
Transport							
Fuel Transport		NHVAS; if accreditation is held - Maint, Mass, Fatigue	X	X	X	X	
General Transport		NHVAS; if accreditation is held - Maint, Mass, Fatigue	X	X	X	X	
Bunkering		NHVAS; if accreditation is held - Maint, Mass, Fatigue	X	X	X	X	
Waste Management		EPA Registration	X	X	X	X	
Construction							
Engineer		Registration Certificate	X	X		X	
Builder		State Builders Licence / Trade Licence	X	X			
Crane Operator	<input type="checkbox"/>	NA	X	X			
Earthmoving	<input type="checkbox"/>	NA	X	X			
Other (select only if listed services above are not applicable to your supply of goods or services)							

Supplier Declaration and Undertaking to IOR

I, _____, hereby declare on behalf of _____ (Supplier) to the IOR Group as follows:

1. All information provided to IOR is true and correct and the Supplier acknowledges that IOR will rely on this information in seeking supply from the Supplier.
2. All goods and services have been and will be supplied in accordance with IOR's standard terms and conditions or the contract of appointment by IOR, as applicable (**the Contract**).
3. All goods and services under the Contract have been and will be supplied in accordance with all relevant and applicable legislative requirements, codes of practice and otherwise in keeping with good industry practice and any applicable Australian Standards.
4. The Supplier currently holds and maintains at the date of the declaration and for future works adequate insurances as detailed in the Contract and IOR's Supplier Information form.
5. All plant, equipment and machinery used or supplied by the Supplier are fit for purpose and have current certificates of inspection and safety as required.
6. All persons, deployed by the Supplier on IOR's work (including any sub-contractors) have the necessary training, qualifications and competency (and if applicable, the appropriate licence) to carry out all work safely, professionally and in accordance with Contract and applicable codes of practice at all times.
7. The Supplier has a workplace health and safety management system conforming to applicable legislation and the necessary safe operating procedures and/or systems in place to undertake the work safely.
8. All the Supplier's employees and all other persons under our control are made aware of the requirements noted above whilst working at IOR's premises.
9. The Supplier acknowledges that from time-to-time IOR, under its' Safety & Quality Assurance programme, may conduct audits of our operation and undertake ad hoc checks of the Supplier's staff and equipment to ensure compliance and conformity.
10. The Supplier acknowledges that IOR values the quality of its relationships with the organisations and people that it does business with. Anti-corruption compliance is an important aspect of IOR's business operations and IOR is committed to operating and acting in an ethical manner, consistent with the principles of honesty, integrity, fairness and respect.

In respect of all future goods and services to be supplied to IOR, the Supplier hereby acknowledges IOR's requirements as above and undertakes to meet those requirements whilst undertaking such future work.

The Supplier further acknowledges that IOR will require the Supplier to review and complete the *Supplier Declaration and Undertaking to IOR* annually.

Signed

Date

Position

Please send the completed form and required attachments to contractor.renewals@ior.com.au.

PRE-SUBMISSION CHECKLIST

I have completed the new supplier form in full (mandatory).	Yes	No
I have signed and attached the applicable IOR Terms and Conditions (mandatory).	Yes	No
I have signed and attached the <i>Supplier Declaration and Undertaking to IOR</i> (mandatory).	Yes	No
I have attached copies of applicable Licenses, Certifications, and Insurances.	Yes	No
For Mechanics: I have attached a signed copy of IOR's External Mechanic Statement .	Yes	NA
I have attached a copy of our applicable supplier credit application form for IOR to complete.	Yes	NA