



New Supplier Form

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

Terms and Conditions

Please note, unless a contract has been negotiated, agreed in writing and signed by IOR, the following Terms and Conditions will apply to your supply, as applicable.

- A. [IOR's Purchase Order Terms & Conditions](#) and/or [IOR's Transport Terms & Conditions](#); or
- B. Negotiated Contract (please attach a copy of the contract to this form or email a copy to commercial@ior.com.au and contractor.renewals@ior.com.au).

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 actively 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.

Reference 1 Company:	Reference 1 Contact Name:
Reference 1 Contact Number:	Reference 1 Contact Email:
Reference 2 Company:	Reference 2 Contact Name:
Reference 2 Contact Number:	Reference 2 Contact Email:

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.

This form continues on the next page.

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*:	

* Should a generic email i.e. sales@supplier.com.au

Account Enquiries / Remittance Details

Contact:	
Telephone:	
Mobile:	
Accounts Email:	
Remittance Email*:	

Banking Details

BSB:		Bank Account No.:	
Account Name:			

Service / Goods Details

Section1 - What are you supplying to IOR?

- ☐ Goods Only (this includes supplying goods but *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 2 - General Services Suppliers

Will the services be completed solely by you (and no other party, employee, or sub-contractor)?	☐ Yes	☐ No
Will the services make up over 50% of the dollar value of the contract?	☐ Yes	☐ No
Will the services extend beyond 90 days?	☐ Yes	☐ No
Why?		
If you will use a vehicle to deliver goods – will you be using your own vehicle?	☐ Yes	☐ No

Estimated Annual Value of Goods or Services Supplied to IOR

☐ <\$50k	☐ <\$100k	☐ <\$1m	☐ <\$5m	☐ \$5m>
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What states do you operate in?

☐ QLD	☐ ACT	☐ NSW	☐ VIC	☐ TAS	☐ NT	☐ SA	☐ WA
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Service / Goods Details

Section 3 - Services Provided, Licences / Certifications, and Insurance Specification

Service Provided Tick those that apply		Licences / Certificates 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.	Minimum Supplier Insurances Required by IOR (copies of Certificates of Currency are mandatory)					
			\$20m Public Liability	Workers Compensation/ Income Protection	Motor Vehicle Comprehensive	DG Extension	\$2m Professional Indemnity	\$20m Aviation 3rd Party Liability
Trades								
	Mechanic		Mechanical Licence	X	X			
	Plumber		Plumbing Licence	X	X			
	Electrician		Electrical Licence	X	X			
	Hot Works		Trade Licence	X	X			
	Boiler Maker		Trade Licence	X	X			
Quality and Technical								
	Aviation Fuel Testing		N/A		X			X
	Ground Fuel Testing		N/A	X	X			
	Tank Cleaning		Relevant Licence	X	X			
	Equipment Testing / Inspections		Relevant Licence	X	X			
	Technical Services		Relevant Licence	X	X			
	Consulting:		N/A	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		Relevant Licence	X	X			
	Earthmoving		Relevant Licence	X	X			
	Other Services (select only if listed services above are not applicable to your supply of goods or services). Please state the service you will be providing:			X	X	X *if applicable	X *if applicable	X *if applicable
All suppliers of services and/or trades, including suppliers providing transport services, earthmoving machine- and crane operators, must hold valid licences to ensure compliance with industry standards and safety regulations as required by law. The contractor agrees to indemnify and hold harmless IOR for any claims, losses, damages, or liabilities arising from the contractor's failure to obtain or maintain the correct licences, or any non-compliance with licensing requirements.								

This form continues on the next page.

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 insurance 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 with the IOR Terms and Conditions.
10. The Supplier acknowledges that IOR is committed to operating and acting in an ethical manner, consistent with the principles of honesty, integrity, fairness and respect, and anti-corruption compliance is an important aspect of IOR's business operations, and IOR expects its vendors to operate and act accordingly; and IOR may require any supplier to complete, sign and return this warranty annually.

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.

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 agree to the applicable IOR Terms and Conditions as per this form (mandatory).	☐	Yes	☐	No
I have signed the Supplier Declaration and Undertaking to IOR (mandatory).	☐	Yes	☐	No
I have attached copies of applicable Licenses, Certifications, and Insurances (mandatory).	☐	Yes	☐	No
For Mechanics: I have attached a signed copy of IOR's External Mechanic Statement .	☐	Yes	☐	NA