



# New Supplier From

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](mailto:commercial@ior.com.au) and [contractor.renewals@ior.com.au](mailto: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\*:

## Account Enquiries / Remittance Details

Contact:

Telephone:

Mobile:

Accounts Email:

Remittance Email\*:

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

## 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>

## What states do you operate in?

- QLD  ACT  NSW  VIC  TAS  NT  SA  WA

This form continues on the next page.

# 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 <i>(copies of Certificates of Currency are mandatory)</i>					
		\$20m Public Liability	Workers Compensation/ Income Protection	Motor Vehicle Comprehensive	DG Extension	\$2m Professional Indemnity	\$20m Aviation 3rd Party Liability
<b>Trades</b>							
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				
<b>Quality and Technical</b>							
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				
<b>Transport</b>							
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		
<b>Construction</b>							
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 <i>*if applicable</i>	X <i>*if applicable</i>	X <i>*if applicable</i>	X <i>*if applicable</i>
<b>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.</b>							

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](mailto:contractor.renewals@ior.com.au).

## Pre-submission Checklist

I have completed the new supplier form in full (mandatory).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I agree to the applicable IOR Terms and Conditions as per this form (mandatory).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I have signed the Supplier Declaration and Undertaking to IOR (mandatory).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I have attached copies of applicable Licenses, Certifications, and Insurances (mandatory).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>For Mechanics:</b> I have attached a signed copy of <a href="#">IOR's External Mechanic Statement</a> .	<input type="checkbox"/>	Yes	<input type="checkbox"/>	NA