

# Supplier Pack

Holcim (Australia) Pty Ltd  
2017



## Welcome to the Holcim Supplier Pack

We would like to thank you for choosing to become a supplier to Holcim (Australia) Pty Ltd and look forward to a mutually beneficial relationship. The purpose of this pack is to notify you of our procedures and the facilities we have made available for your use.

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Should you have any questions or concerns please do not hesitate to contact your relevant Purchasing Officer.

## DUNS number requirement

LafargeHolcim, our global group company, require that all Holcim (Australia) Pty Ltd suppliers have a Dun & Bradstreet DUNS number (Data Universal Numbering System). This number is required to uniquely identify all of our suppliers and to ensure accuracy in our systems.

From August 2017 this number is mandatory to do business with LafargeHolcim.

To register for a DUNS number:

- Complete the [application form](#) available on the Dun & Bradstreet website
- Return your completed form by email to: [clientservices@dnb.com.au](mailto:clientservices@dnb.com.au) to receive your DUNS number

The registration for a DUNS number is free of charge.

## Supplier Code of Conduct

Holcim (Australia) Pty Ltd wants to help transform the way our industry works and to encourage the whole construction sector to play its full part in addressing our planet's biggest issues.

LafargeHolcim, our global group company, recently launched our [2030 Plan](#) to help us achieve our sustainability ambitions by setting our vision with clear targets and an agenda for action that goes beyond our business activities.

Within this context, we have issued a [Supplier Code of Conduct](#) defining the standards required for suppliers with regard to sustainability.

The Code of Conduct embraces the United Nation Global Compact Principles and the OECD Guidelines.

Holcim (Australia) Pty Ltd requires that all suppliers fulfill certain standards on environment, health and safety and social responsibility with compliance assessed via a pre-qualification process.

All our suppliers are required to adhere to the standards stipulated in the Supplier Code of Conduct. Please take the time to read and understand them.

We value our relationship with you and rely on your continued participation and support to ensure we deliver on our Sustainability Ambitions and Targets committed in our 2030 Plan. We strongly believe that supplier's sustainability compliance will enhance our business relationship and help us build a more sustainable work environment.

## Safety, Health and Environment Requirements

Suppliers shall ensure that relevant safety, health and environment information is supplied to Holcim. This shall include but not be limited to the following: safety data sheets for chemicals, information on product recalls (where they occur), instructions for the safe installation, commissioning, operation and maintenance of plant and equipment.

Suppliers must be compliant with local and national laws and regulations on Occupational Health and Safety (OH&S), and have the required permits, licenses and permissions granted by local and national authorities. Suppliers must have documented health and safety policies and/or procedures in place together with appropriate safety infrastructure and equipment. Suppliers identified as being moderate to high risk for OH&S shall have a recognised OH&S management system in place. When on Holcim sites, Suppliers must comply fully with applicable Holcim policies and directives.

All items supplied to Holcim shall comply with relevant Australian Standards and Legislation.

## Contractor compliance

This relates to suppliers that provide contract or casual labour to Holcim.

### Background

To improve safety for our contractors, Holcim has engaged Damstra to manage our contractor compliance. We know that our contractors are three times more likely than our own people to be injured on our sites, so this is an important step in our ongoing safety journey.

The Damstra solution streamlines contractor management, lifts considerable administrative burden and gives us 100 per cent confidence that every contractor who enters our sites is compliant and safe.

### **Contractors to sign-in/out of Holcim sites**

Damstra terminals are installed at all our sites nationally. Only contractors who are registered with Damstra are able to enter our sites and perform duties. Contractors are issued with Damstra ID cards to sign-in/out of Holcim sites at Damstra terminals.

All Contracting Suppliers with employees working on Holcim sites need to register their companies and all individuals working on sites. Companies that don't perform duties on our sites such as couriers and delivery persons do not have to register.

There is an annual compliance management fee of \$99.95 (ex GST) charged for each registered contractor (individual). As a legitimate business expense the fee is tax deductible and Damstra will issue tax invoices.

### **Safety benefits of the Damstra system**

At Holcim we pride ourselves on our safety record, which is the result of dedicated focus on safety over many years. We aim for *zeroHarm* to our people and contractors at all our sites.

The Damstra system keeps contractors safe by ensuring they:

- have completed the site specific safety inductions and they are up-to-date
- hold the right qualifications for the work assigned to them
- haven't worked excessive hours (fatigue management)
- are visible to management at all times when on our sites

### **Getting registered and compliant**

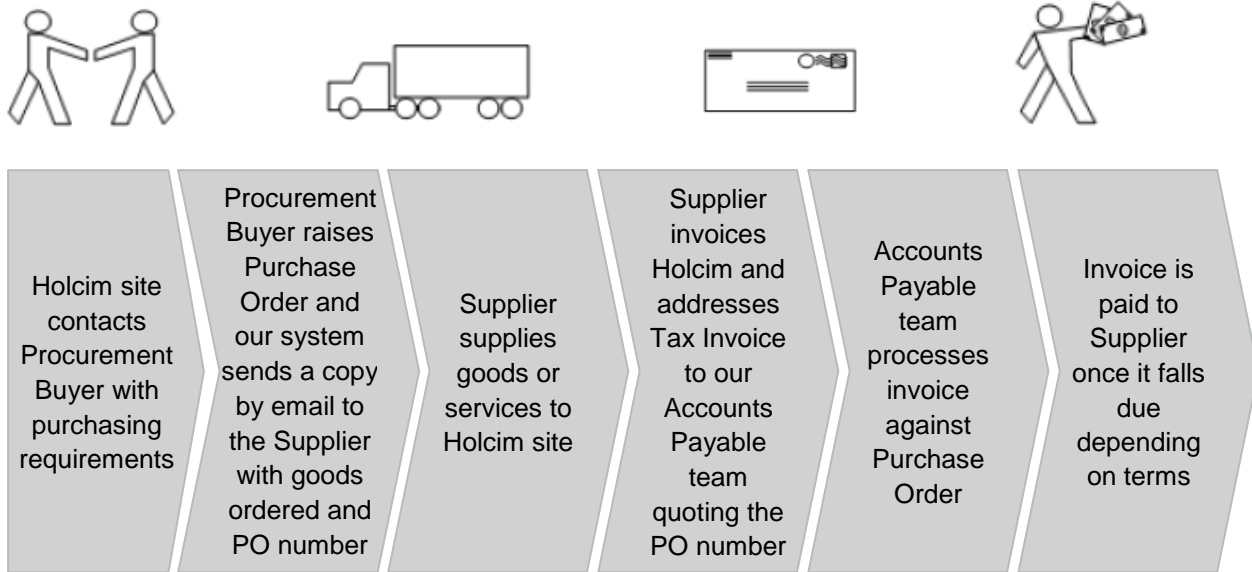
1. To register go to Damstra's website [www.damstra.com.au](http://www.damstra.com.au).
2. Holcim registration page is available on Damstra website. To register your company and employees:
  - Click on **Our Client Sites**
  - Scroll down and click on Holcim then **Nation Wide** [www.damstra.com.au](http://www.damstra.com.au)
  - If your company is not registered with Damstra click on **Create Company Portal Account**
  - On the Document & Information Tab read the **Registration Checklist**
3. You will then need to start a new online booking/registration through your company portal.
4. For each employee required onsite you must provide:
  - Copies of relevant skills and qualifications
  - Photographic Identification
  - Letter of Competency
  - Electronic Colour Photo
5. Once you have completed all the above information online, Damstra will process the online registration. Once this is complete you will receive an email confirming your registration and Damstra will email you with a link and code to complete the relevant Online Induction Courses.

If you have any questions or concerns email Holcim Procurement Team at [procurement-aush@holcim.com](mailto:procurement-aush@holcim.com) or contact Damstra directly at: [inductions@damstra.com.au](mailto:inductions@damstra.com.au).

## Purchase Order Terms and Conditions

Purchase Order (PO) numbers **must** be referenced on all invoices, packing slips and correspondence. Failure to do so will prevent us from processing and paying your invoices. All Purchase Orders are subject to **Holcim (Australia's) Standard Purchase Terms** which may be found at [www.holcim.com.au](http://www.holcim.com.au). Invoices must quote the Purchase Order number or they will not be paid and returned to sender.

## Purchasing Process



## Proof of delivery / Proof of service

It is the supplier's responsibility to provide a proof of delivery of goods or services at point of delivery, even partial.

A **Delivery docket** (packing slip) or **Service docket** is critical and assist Holcim sites and our Admin teams to confirm the receipt of goods and/or services in our system, match and generate the payment of the invoice.

Delivery dockets and work dockets should include:

- The PO number
- A Delivery docket number (or job docket number)
- The Holcim delivery/ job site address
- In addition, for provision of services:
  - a description of the work performed and the number of hours
  - a signature, print name and date

## Instructions for Invoicing

Holcim is committed to paying its suppliers seamlessly. Please make sure that you follow the instructions below to help the invoicing process.

**Invoices and statements** are to be addressed to: [apinvoices@holcim.com](mailto:apinvoices@holcim.com)

Invoices sent to this address **must**:

- have a valid Purchase Order number printed on the invoice (10-digits commencing with 45-)
- be in PDF format, one invoice per PDF (no multiple invoice in one PDF)
- be an **invoice only** with no other supporting documents attached (including no signature image or electronic signature in the email as this appears as an attachment and the whole email will be rejected)

Holcim uses optical character recognition (OCR) technology to scan and convert your invoice into an electronic format. To improve recognition results, please ensure that your invoices:

- Include a detailed description of materials/services purchased by line item, and include any freight charges and other applicable fees that **match the Purchase Order** exactly
- Provide invoice total value after all line items
- Are not stamped or marked and do not contain any manual signatures
- Are of a **good print quality**

If an invoice does not meet the above criteria, it will be rejected and will require resubmission.

**All payment enquiries** are to be addressed to: [2900-aush@holcim.com](mailto:2900-aush@holcim.com)

Include your vendor name and number in the subject header. You will receive an immediate response with an incident number, which you should quote in any future correspondence with our Accounts Payable Team. Please allow up to five working days for your query to be resolved.

## Evaluated Receipt Settlement (ERS)

Evaluated Receipt Settlement (ERS) is a means of processing supply transactions and provide payment to our Suppliers efficiently and accurately as well as removing non-value adding processes. The ERS process is Holcim's preferred way to deal with suppliers who supply same products on a continuing basis.

### What is Evaluated Receipt Settlement (ERS)?

ERS automatically generates invoices for payment of Goods Receipts. The value of the supply is calculated from the Goods Receipt Quantity and a known contract price. A Tax Invoice is generated by Holcim as a Recipient Created Tax Invoice (RCTI) and emailed to the supplier.

### What will Holcim Do?

On a monthly basis Holcim will:

- Supply a Recipient Created Tax Invoice to meet the GST requirement, and
- Supply a remittance at time of payment listing the details of transactions making up the payment.

For any question on the ERS process please contact your Procurement contact.



## Credit Applications

A copy of our Credit Application is included below should this be required by your company. All credit applications must comply with our terms and conditions.



### Application for Credit Account

This is Holcim (Australia) Pty Ltd standard information sheet for applications for credit accounts.

<b>Business Name:</b>	Holcim (Australia) Pty Ltd	A.B.N. 87 099 732 297
<b>Registered Office:</b>	Level 8, Tower B, 799 Pacific Highway, Chatswood, Sydney 2067	
<b>Ownership:</b>	The parent company of Holcim (Australia) Pty Ltd is LafargeHolcim Limited, a company listed on the SIX Swiss Exchange and Euronext Paris.  LafargeHolcim Limited does not provide parent company guarantees.  The directors of Holcim (Australia) Pty Ltd do not provide personal guarantees.	
<b>Trade references:</b>	LeasePlan Australia  Maxam Australia  Caltex Australia	
<b>Payment Method:</b>	Holcim (Australia) Pty Ltd's preferred method is EFT direct to the Company's nominated account.	
<b>Purchase Terms:</b>	Holcim (Australia) Pty Ltd's standard trading terms 60 days after the end of the month in which the Company's tax invoice is dated, as set out in Standard Purchase Terms found at <a href="http://www.holcim.com.au">www.holcim.com.au</a> .  All invoices must quote a Holcim (Australia) Pty Ltd Purchase Order number, the name of the Holcim (Australia) Pty Ltd representative ordering the goods/services, and site.  Holcim (Australia) Pty Ltd ACN 099 732 297	

## Supplier Extranet

To aid you in reconciling your account and view the payment status of your invoices we have created a supplier extranet service. This website mirrors our accounting software and allows you to instantly see what our payment officers can see. This service is available 24 hours 7 days a week; it's fast and convenient and requires no waiting on the phone.

Using the Supplier Extranet service you can:

- Obtain a copy of any remittance advice both current and historical
- View current account balances and details for your last payment
- View invoices due for payment and the expected payment date
- Search on open invoices and view any items blocked due to price or quantity discrepancy
- Search for your invoice numbers to determine their current status
- Reconcile our account to determine outstanding invoices



To create a new account simply log on to: [www.holcim.com.au](http://www.holcim.com.au)

Go to the bottom right hand side - 'Online Services – MyHolcim' then click

 Register

### Online Service - MyHolcim

User name   
Password

-  Register
-  Password reset

Select 'Supplier' from the drop down box and enter your account number with us along with your name and email address. Then select 'Submit Request'.

#### Account Registration Form



Customer / Vendor \*    
First Name:   
Last Name:   
Email:

Note: If you are unsure of your Holcim supplier number you will find it on your last remittance advice or contact your Purchasing Officer at Holcim.

If you experience any difficulty using the extranet please contact us at [2900-aush@holcim.com](mailto:2900-aush@holcim.com).



## Contacts

Send invoices to: [apinvoices@holcim.com](mailto:apinvoices@holcim.com)

For Purchase Order queries: [operationalprocurement-aush@holcim.com](mailto:operationalprocurement-aush@holcim.com)

For payment and Holcim Supplier Extranet queries: [2900-aush@holcim.com](mailto:2900-aush@holcim.com)

To update your details in our records (e.g. change of bank account #, address, etc.) [2880-aush@holcim.com](mailto:2880-aush@holcim.com)

If you cannot email your invoices, post to: Holcim Accounts Payable  
PO Box 1513  
Milton QLD 4064

To call us: **1300 725 612**





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