

# Supplier Pack

Holcim (Australia) Pty Ltd  
2018



## Welcome to the Holcim Supplier Pack

Thank you for becoming a supplier to Holcim (Australia) Pty Ltd. We look forward to a mutually beneficial relationship. The purpose of this pack is to introduce our procedures and the facilities made available to our suppliers.

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

## DUNS number requirement

Holcim (Australia) Pty Ltd requires all suppliers to have a Dun & Bradstreet DUNS number (Data Universal Numbering System) in order to uniquely identify our suppliers and ensure accuracy in our systems. This number is mandatory to do business with us.

To register for a DUNS number (**free of charge**):

- 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

## Supplier Code of Conduct

Holcim (Australia) Pty Ltd requires that all our suppliers fulfill certain standards on environment, health and safety and social responsibility, which are defined in our [Supplier Code of Conduct](#). All our suppliers are required to adhere to those standards, with compliance assessed via a pre-qualification process and monitored on an ongoing basis.

## Contractor compliance

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.

### Damstra

To improve safety for our contractors, we have engaged Damstra to manage our contractor compliance. The Damstra system keeps contractors safe by ensuring they:

- have completed the safety, health and environment inductions and they are up-to-date
- hold the right qualifications, licenses, training for the work assigned to them
- haven't worked excessive hours
- are remotely visible to management at all times when on our sites

### Company registration

All suppliers with employees working on Holcim sites need to register their companies and all individuals working on sites. There is an annual compliance management fee of \$99.95 (ex GST) charged for each registered contractor (individual), which is tax deductible.

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

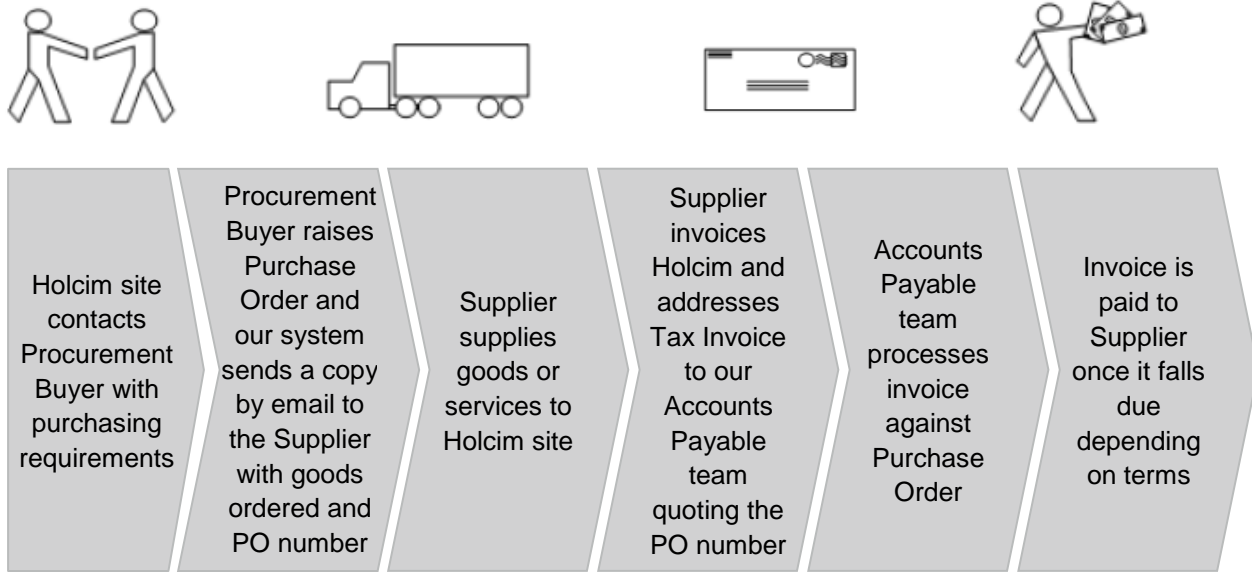
Damstra terminals are installed at all our sites nationally. Only contractors who are registered with Damstra are able to enter our sites and perform duties. Contractors are issued with Damstra ID cards to sign-in/out of Holcim sites at Damstra terminals.

### Getting registered and compliant

1. To register your company and employees go to: [www.damstratechnology.com](http://www.damstratechnology.com)
  - Click on 'Client'
  - Scroll down and click on 'Holcim' then 'Nation Wide' to access Holcim registration page
  - If your company is not already registered with Damstra click on 'Create Company Portal Account' to register your company
2. Once Damstra has processed and approved your company registration, you will receive a link to complete a **Company Questionnaire**, assessing whether your company is meeting the social, environmental and health and safety standards established in our Supplier Code of Conduct
3. You can then start to register your employees through your company portal by clicking on '**Online Booking or Registration**'. For each employee required onsite you must provide:
  - Copies of relevant skills and qualifications
  - Photographic Identification
  - Letter of Competency
  - Electronic Colour Photo
4. Once your employee registration is processed by Damstra, you will receive a confirmation email including a link and code to complete the relevant Online Induction Courses.

If you have any questions on the registration process, contact Damstra at: [inductions@damstratechnology.com](mailto:inductions@damstratechnology.com).

## Purchasing Process



**Goods or services should not be supplied without first obtaining a valid Purchase Order (PO) number<sup>1</sup>**

All POs are subject to **Holcim (Australia's) Standard Purchase Terms** which may be found at [www.holcim.com.au/purchase-terms](http://www.holcim.com.au/purchase-terms).

## Proof of delivery / Proof of service

All suppliers are required 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 will assist Holcim sites and our Admin teams to confirm the receipt of goods and/or services in our system and avoid any delay in 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 Holcim representative signature, print name and date

<sup>1</sup> Or alternatively a Scheduling Agreement or Recurring Payment Number

## Instructions for Invoicing

Holcim is committed to paying its suppliers as per agreed terms and conditions. The following requirements are critical in order for us to process your invoice on time.

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

Invoices sent to this address **must**:

- be a [legitimate Tax Invoice](#) according to Australian Tax Office, unless you are an overseas company.
- have a valid Purchase Order number displayed on the invoice (10-digit number starting with 45-)<sup>1</sup>
- be in **PDF format**, one invoice per PDF (no multiple invoice in one PDF), be an attachment to the email (not a hyperlink)
- 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)

To ensure a timely processing, 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

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 addressed.

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<sup>1</sup> Or alternatively a Recurring Payment number (starting with 91-) or Scheduling Agreement number (starting with 61-)



## 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
<b>Registered Office:</b>	Level 8, Tower B, 799 Pacific Highway, Chatswood, Sydney 2067
<b>ABN:</b>	87 099 732 297
<b>ACN:</b>	099 732 297
<b>DUNS Number:</b>	75 061 5929
<b>Ownership:</b>	<p>The parent company of Holcim (Australia) Pty Ltd is LafargeHolcim Limited, a company listed on the SIX Swiss Exchange and Euronext Paris.</p> <p>LafargeHolcim Limited does not provide parent company guarantees.</p> <p>The directors of Holcim (Australia) Pty Ltd do not provide personal guarantees.</p>
<b>Trade references:</b>	<p>LeasePlan Australia</p> <p>Maxam Australia</p> <p>Caltex Australia</p>
<b>Payment Method:</b>	Holcim (Australia) Pty Ltd's payment method is by Electronic Funds Transfer (EFT) directly into the Company's nominated account.
<b>Payment Terms:</b>	Holcim (Australia) Pty Ltd's standard trading terms 60 days after the end of the month in which the tax invoice is dated, as set out in our Standard Purchase Terms found at <a href="http://www.holcim.com.au/purchase-terms">www.holcim.com.au/purchase-terms</a> .

## Holcim Extranet

Holcim extranet is a facility that enables you to fast view your account in our system and help with your account reconciliation. The service is available 24 hours 7 days a week; it is convenient and requires no waiting time on the phone.

Using Holcim Extranet 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

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User name	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>

-  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 *	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>

Note: If you are unsure of your Holcim supplier number you will find it on your last remittance advice or Purchase Order, otherwise 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 or any Procurement related 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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