

Supplier Pack

Holcim (New Zealand) Ltd
2017



Welcome to the Holcim Supplier Pack

We would like to thank you for choosing to become a supplier to Holcim (New Zealand) 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.

The Pack Contains:

• DUNS number requirement	Page 2
• Supplier Code of Conduct	Page 3
• Safety, Health and Environment Requirements	Page 3
• Contractor Compliance	Page 3
• Purchase Order Terms and Conditions	Page 4
• Purchasing Process	Page 5
• Proof of delivery / Proof of service	Page 5
• Instructions for Invoicing	Page 6
• Credit Applications	Page 7
• Supplier Extranet	Page 8
• Contact Listing	Page 9

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 (New Zealand) 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 to receive your DUNS number

The registration for a DUNS number is free of charge.

Supplier Code of Conduct

Holcim (New Zealand) 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 (New Zealand) 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 New Zealand Standards and Legislation.

Contractor compliance

A Service Agreement needs to be executed prior to any contractor commencing provision of Services to Holcim (New Zealand) Ltd.

Part of this process is a Pre-Selection Assessment which requires the contractor to complete a Contractor Management Questionnaire which covers off all our Health & Safety requirements for contractors coming on to our sites.

All Contracting Suppliers of Services with employees working on Holcim sites will need to be fully inducted, and ensure that their employees are fully inducted, prior to entering our sites and performing Services.

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

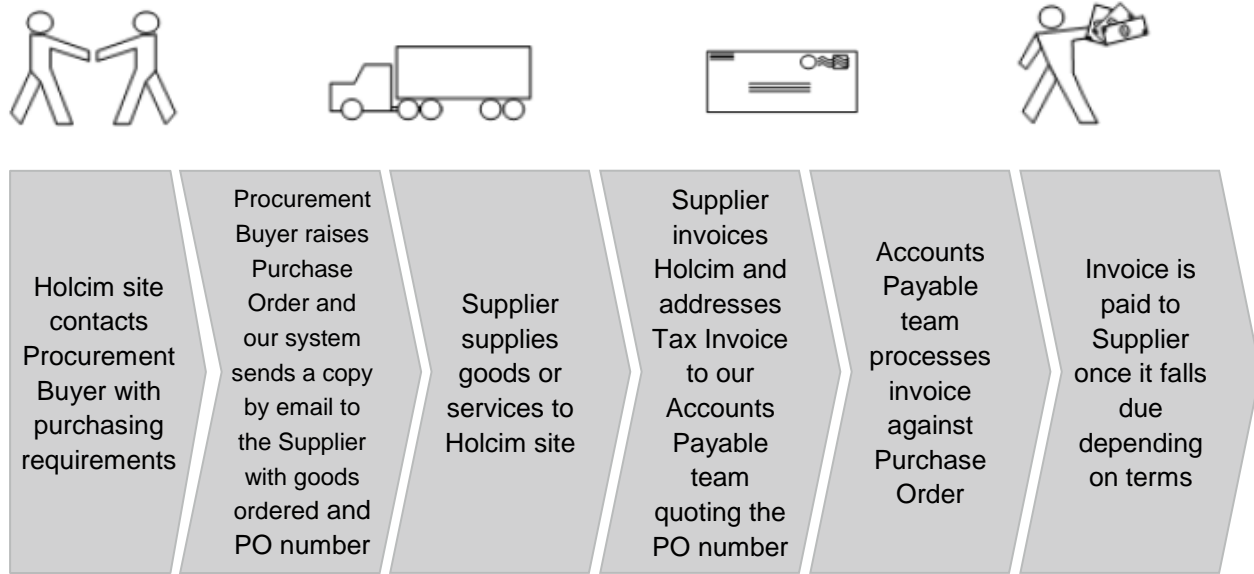


Purchase Order Terms and Conditions

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 (New Zealand) Limited Service Agreement** or **Purchase Order Terms and Conditions**, a copy of which may be found at www.holcim.com/nz.

Your acceptance of any Purchase Order is deemed to be acceptance of the Service Agreement and the Purchase Order Terms and Conditions.

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-nz@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: apqueries-nz@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.

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 the Holcim (New Zealand) Ltd standard information sheet for applications for credit accounts.

Business Name: Holcim (New Zealand) Ltd NZ Company Number: 142904

Registered Office: 1/1 Show Place, Addington
Christchurch 8024
New Zealand

Ownership: The parent company of Holcim (New Zealand) 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 (New Zealand) Ltd do not provide personal guarantees.

Trade references: Primeport Timaru
Fulton Hogan

Payment Method: Holcim (New Zealand) Ltd's preferred method is EFT direct to the Company's nominated account.

Purchase Terms: Holcim (New Zealand) 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 Purchase Order Terms and Conditions found at www.holcim.com/nz.

All invoices must quote a Holcim (New Zealand) Ltd Purchase Order number, the name of the Holcim (New Zealand) Ltd representative ordering the goods/services, and site.


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/nz

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

Online Service - MyHolcim

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

-  **Register**
-  **Password reset**

Select 'Supplier' from the Holcim 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 contact your Purchasing Officer at Holcim.

If you experience any difficulty using the extranet please contact the Holcim (New Zealand) Ltd Help desk at apqueries-nz@holcim.com.

Contacts

Send invoices to: apinvoices-nz@holcim.com

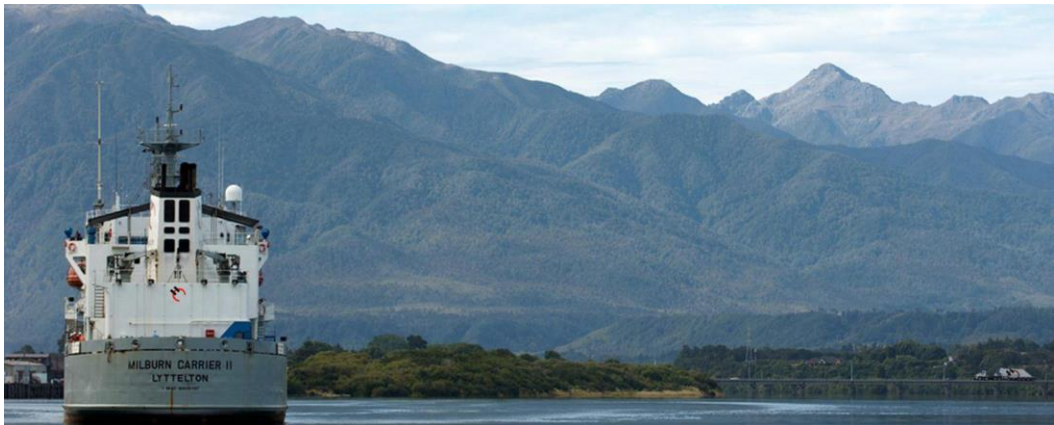
For Purchase Order queries: operationalprocurement-aush@holcim.com

For payment and Holcim
Supplier Extranet queries: apqueries-nz@holcim.com

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

If you cannot email your
invoices, post to: PO Box 6040, Upper Riccarton
Christchurch, 8024

To call us: **0800 HOLCIM (0800 465 246)**





Holcim (New Zealand) Ltd
1/1 Show Place, Addington
8024 Christchurch
New Zealand
info-nz@holcim.com
www.holcim.co.nz/
Phone 0800 Holcim (465 246)