

VENDOR APPLICATION

The Bright Print Group operates within the framework of an integrated Management System externally accredited to ISO 9001 (Quality), ISO14001 (Environment) and ISO4801 (OH&S). The Bright Print Group is also FSC Certified. BPG seeks to select suppliers who have appropriate systems in place to ensure a high quality product or service, supported by environmentally sustainable policies underpinned by a commitment to employee health and safety.

Company: _____

Trading Address: _____

Registered Address: _____

Phone: _____ Fax: _____

Email: _____ Web: _____

Supplier Contact: _____ Direct Line: _____

Type of Goods/Services to Supply: _____

Date of Commencement of Company: _____

Name of Managing Director: _____

Name of General Manager: _____

QUALITY COMMITMENT

1. Does your organisation have Quality Accreditation? YES NO

2. If so, to what standard? _____

3. If yes, complete Certification details:

Certifying Body: _____ Certificate No: _____

4. How long has your organisation been certified? _____

5. Name of Quality Manager: _____

6. If no to Question 1, do you intend implementing and certifying a system?



7. If no, what policies or procedures are in place to ensure your client's requirements are met in full and on time?

8. What procedures are in place to guarantee a quality product? *(Please attach separate sheet if necessary)*

ENVIRONMENTAL & SUSTAINABILITY COMMITMENT

The Bright Print Group is a member of the Department of Environment and Climate Change's Sustainability Advantage Program. The Group's preference is to select suppliers who are able to demonstrate a commitment to sound environmental and sustainable practices.

1. Does your organisation have an Environmental Management System in place to ISO 14001? YES NO

2. If yes, is it certified? YES NO

3. If yes, complete Certification details:

Certifying Body: _____ Certificate No: _____

4. If no to Question 1, 2, 3 do you intend implementing and certifying a system?

Details: _____

5. Are you prepared to allow our organisation to conduct onsite product life cycle environmental assessments if necessary? YES NO

6. Does your organisation have FSC certification? YES NO

7. If yes, complete Certification details:

Certifying Body: _____ Certificate No: _____

Product Group: _____ Product Type: _____ Material Category: _____

8. Does your organisation have a sustainability policy? YES NO



9. BPG has a policy in place which looks to purchase from suppliers who are committed to reducing packaging waste. What policies, if any, do you have in place to reduce packaging waste? *(Please attach separate sheet if necessary)*

OH&S COMMITMENT

The Bright Print Group is committed to ensuring all employees are offered a safe and secure working environment at all times, including above award wages and conditions.

1. Does your organisation have written OH&S procedures? YES NO
2. Does your organisation have an OH&S Committee? YES NO
3. Under which award are your employees employed? _____

TO ENABLE A SUPPLY AGREEMENT TO BE MAINTAINED, OR PROCEED, BPG REQUIRE THE SUPPLIER CONSENT TO THE FOLLOWING REQUIRED TERMS OF TRADE WITH THE BRIGHT PRINT GROUP.

General

- BPG's purchase order or job no. is to be quoted on all invoices. The failure to quote such number may delay payment processing.
- All invoices are to be sent to BPG within 5 days of delivery of goods.
- BPG reserves the right to reject part orders unless agreed prior to delivery.
- Delays to agreed delivery date must be advised to the Production Manager of BPG, or his/her delegate as soon as the supplier is aware that the agreed delivery date will not be met, or at least 24 hours prior to the expected delivery date.
- Where a job outsourced to the supplier is to be FSC certified, the supplier agrees to abide by the explicit procedures of BPG in relation to the FSC certified job.
- The said procedures will be provided at the time of placement of the job and must be endorsed by an authorised representative of the supplier and followed at all times.
- BPG will retain legal ownership of all input material to be included in outsourced process.
- BPG does not relinquish legal ownership of the materials during outsourced processes.
- The contractor guarantees not to outsource any service or product the subject of this agreement. If the contractor is unable to meet the terms of this agreement it is to cease all work and notify BPG immediately.



- The supplier is to advise the Production Manager of BPG, or his/her delegate by phone or email should an order be under or over supplied prior to delivery.
- The supplier should keep BPG informed of any new technology investments or innovative system improvements, to ensure BPG is able to offer its clients, more efficient methods of production, or improved products.

_____ (Suppliers Name) hereby agrees to the aforementioned conditions and understands that such supply agreement may be terminated if these conditions are not met.

Dated: _____ Signed by: _____ Position: _____

Should you have any questions with regard to the information requested on this form please phone Debbie Burgess on 02 9757 3000

OFFICE USE ONLY

APPLICATION RECEIVED BY: _____

VENDOR APPROVED FOR USE: YES NO

VENDOR APPROVED BY: _____

FURTHER INFORMATION REQUIRED: _____

Date: ____ / ____ / ____

