



FOR A BETTER WORLD



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VENDORS PURCHASE ORDER REQUIREMENTS - GOODS AND PRODUCTS (NON SERVICE PURCHASES)

DATED 10TH JANUARY 2014 - EFFECTIVE DATE 3RD MARCH 2014

NOTE: The contents of this notification apply to all purchases for Goods and Product of a tangible nature. Supplies that are of service in nature can continue with current arrangements. Furthermore this notification does not apply to any RCTI, weighbridge or ERS type vendors.

To all Visy Suppliers of Goods and Products, this is an important notification on changes to Visy Purchasing Procedures, and Vendors responsibilities.

Effective 3rd March 2014 all orders placed on Vendors for the procurement of tangible Goods or Product will be done so via Purchase Orders. Vendors are advised that they are **NOT** to supply goods without first receiving an official order from Visy which must include a Purchase Order Number, reasonable line description of **EACH** of the goods being ordered, unit Qty and **CORRECT** Price.

Vendors can only be satisfied that the order has been approved by an authorised Visy employee upon receipt of the official Visy Purchase Order document.

Visy will refuse to accept liability for any goods supplied where no Purchase Order has been distributed to the Vendor.

Purchase Order Requirements Goods or Product Purchases:

1. **VERBAL** - Purchase order number's are not to be taken as an official order or accepted by Vendors until such time that the Purchase Order has been issued to the Vendor. **A verbal Purchase Order has not been authorised.** The Visy release process is authorization that the expenditure can occur, and only then can a Purchase Order be created and distributed to the Vendor. A Vendor quoting a Purchase Order Number that has yet to be authorised and distributed by Visy will have the invoice rejected and not paid.
2. **PURCHASE ORDER VERIFICATION BY VENDORS PRIOR TO SUPPLY** - Upon receiving a Purchase Order the Vendor **MUST** only supply the Goods described on the Purchase Order. All PO's must reflect exactly what are being ordered; correct Qty, description, and price. Summarised PO's are not permitted. EG: Multiple Stationery items, on one line of a PO, are **NOT** permitted. Each different item ordered needs to be transparent and displayed on a separate line. Where there are any anomalies the Vendor must advise the respective Visy site and request a corrected Purchase Order to be issued prior to supply. Manual corrections are **NOT** to be accepted. A new system generated order showing correct details must be received prior to supply.
3. **DISPATCH OF GOODS** – No Correct Purchase order = **NO SUPPLY**.
4. **RE-USE OF EXISTING PURCHASE ORDERS** – On going re-use of an existing purchase order is not permitted. Once a Purchase Order has been provided to the Vendor any additional items ordered or changes to the order will require a new Purchase Order to be raised and issued to the Vendor.
5. **NO BLANKET PURCHASE ORDERS** – Blanket orders for Goods and Product are not to be accepted. Any Vendors supplying Goods or Product that currently have a blanket order in place are to ensure that as of the 3rd March it is no longer used. Any orders from Visy quoting a blanket order number **MUST** be rejected and a request for a new order, meeting the requirements contained in this notification must be received prior to supply.

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No separate agreements that deviate from this instruction with the respective Visy sites are to be entered into.

Visy trusts that you appreciate the requirement to ensure we have a stringent and robust order process to not only protect ourselves but also our suppliers. The changes being made will ensure fewer delays in your invoices being processed as well as reduced effort in managing disputes.

All questions regarding this matter can be directed to the undersigned.

Richard Xuereb

Group General Manager AR/AP

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