

Welcome to Magellan Projects

Please complete and submit this form via email to accounts@magellanprojects.com.au

Suppliers: Please submit all invoices quoting the job number and Purchase Order number to accounts@magellanprojects.com.au

Sub-contractors: All claims must be submitted via **PayApps**

SUPPLIER APPROVAL FORM				
COMPANY DETAILS				
Supplier Trading Name:			ABN:	
Supplier Legal Name:			GST Registered:	
Premises Address:			Post Code:	
Postal Address:			Post Code:	
Phone No:		Email:		
Generic Business Conducted at Premises:	Sub-contractor:		Supplier:	Labour:
	Other:			
Core Business, products and services your company provides:				
Major Customers:				
Estimated Sales Turnover:				
KEY STAFF CONTACT DETAILS				
Sales				
Contact Person:		Position:		
Phone Number:		Email:		
Quality				
Contact Person:		Position:		
Phone Number:		Email:		
Accounts				
Contact Person:		Position:		
Phone Number:		Email:		
Bank:				
BSB No:		Account No:		
MANAGEMENT SYSTEMS DETAILS –CERTIFICATIONS				
Standard:	Yes	No	Certificate No:	Expiry:
ISO 45001:2018 Safety				
ISO 9001:2015 Quality				
ISO 14001:2015 Environmental				
If none are held, are there plans to proceed to ISO certification, or do you hold alternative certification?				
Comments:				
QUALITY PROCESS DETAILS				
	Yes	No	Comments:	
1. Work Instructions: Are there documented work instructions for:				
• Process Control – operator and machine instructions				
• Inspection and Testing				
• Incoming goods				
• Work in progress				
• Final inspection				
• Nonconforming products and services				
• Corrective action for nonconformance recurrence				
• Calibration of equipment				
• Reject / rework remediation				
2. Are inspections recorded and traceable?				
3. Do you have a Quality Manual?				
4. Do you conduct periodic internal audits?				

OH&S MANAGEMENT PROCESSES		Yes	No	Comments:
1. Do you have a documented OH&S System & Policy				
2. Do you have documented procedures to identify potential emergency situations and accidents and how to respond to the for OH&S?				
3. Do you have a documented procedure for consultation with employee for OH&S?				
4. Has there been an OH&S incident that required reporting to a regulatory body within your organization? If yes please provide details.				
5. Has the organization been issued with any notices from a government regulatory body for an OH&S incident? If yes please provide details.				
6. How many Lost Time injuries have occurred in the last 12 months?				
7. Do you provide OH&S training to all new and existing employees				
8. How does your organization determine applicable legal and other requirements that apply to your organization for OH&S?				
ENVIRONMENTAL MANGEMENT PROCESSES		Yes	No	Comments:
1. Do you have a documented Environmental System & Policy?				
2. Do you have documented procedures to identify potential emergency situations and accidents and how to respond to them for Environment?				
3. Do you have a documented procedure for consultation with new and existing employees for Environment?				
4. Has there been an Environment incident that required reporting to a regulatory body within your organisation? If yes please provide details.				
5. Has the organisation been issued with any notices from a government regulatory body for an Environment incident? If yes please provide details.				
6. Do you provide Environment training to all new and existing employees				
7. How does your organisation determine applicable legal and other requirements that apply to your organisation for Environmental issues?				
TERMS AND CONDITIONS				
Please provide a copy of your Standard Terms & Conditions with the return of this Supplier Approval Form. Where those Terms & Conditions do not contain specific reference to Warranty Conditions, please provide those conditions in the space provided.				
INSURANCE DETAILS				
Our organisation requires validation of relevant supplier insurance details prior to any order placement. Please complete the following applicable insurance information and return together with copies of your current certificates.				
	Policy Number	Coverage	Expiry Date	
Workers Compensation Insurance:		\$		
Public / Product Liability Insurance:		\$		
Professional Indemnity Insurance:		\$		
APPROVAL OF FORM BY SUPPLIER				
Name:	Position:	Signature:	Date:	
I/we agree to the trading terms of Magellan Projects as set out in this application.				
APPROVAL OF SUPPLIER (Magellan Projects Office Use Only)				
Name:	Position:	Signature:	Date:	
Supplier Status	Preferred	Approved	NOT approved	
	Restricted	Comments:		
Set Up Completed				

TERMS & CONDITIONS

1. General

- 1.1. These Terms & Conditions apply to all subcontractors & suppliers engaged by Magellan Projects Pty Ltd (“Magellan”) and form part of the subcontract agreement.
- 1.2. By accepting a subcontract package or commencing work, the Subcontractor or Supplier agrees to comply with all requirements outlined in this document.
- 1.3. Our standard terms are **30 days EOM** (30 days from the end of the month that the invoice is received by accounts). Invoices are due by the 25th of each month for payment at the end of the following month. Our standard terms are 30 days End of Month with all subcontractor claims submitted via PayApps no later than 30th of the claim month and supplier invoices received no later than 1st of the following month
- 1.4. We must have copies of your current insurance Certificates of Currency on file to ensure payment of your invoice.
- 1.5. All invoices must include a valid Purchase Order number, to be obtained via the Project Management team.

2. OH&S Compliance – 1Breadcrumb

- 2.1. It is **mandatory** for all safety documentation to be **prepared and submitted prior to commencing/arrival** for work on site:
 - Company & Site Inductions
 - Safe Work Method Statements (SWMS) for all High-Risk Construction Work (HRCW)
 - Plant & Equipment & Operator Registrations, including applicable licenses/qualifications/training records
 - Hot Works Permit (if applicable)
 - Safety Data Sheets (SDS) for all Hazardous Chemicals and Materials.
 - Calibration Records
- 2.2. Subcontractor employees/workers are not permitted on site until all company and site inductions are completed and all relevant licenses have been uploaded.
- 2.3. A current **Construction Induction White Card** and a valid **Victorian Working with Children Check (Employee)** are **MANDATORY** requirements for all personnel working on any Magellan Projects construction site. Workers will not be permitted onsite if they cannot provide these. Employees completing inductions onsite may be delayed until approved by the Site Manager.
- 2.4. The Subcontractor must always ensure workforce compliance.

3. Document Management – Procore

- 3.1. Magellan will provide the Subcontractor with Procore access for project documentation.
- 3.2. All current construction documents, consultant correspondence, and updates will be available in Procore.
- 3.3. The Subcontractor must check Procore regularly to ensure work is completed using the latest documentation.
- 3.4. The construction program will be updated fortnightly; subcontractors must monitor changes.
- 3.5. Defects must be rectified and signed off in Procore prior to final claim approval.

4. Progress Claims – Payapps

- 4.1. **Payapps** is used for all subcontractor progress claims (You will receive an onboarding email).
- 4.2. The Subcontractor must login to Payapps and confirm that the Schedule of Values (SOV) matches the executed contract.
- 4.3. Claims must be submitted on or **before the 30th of each month**.
- 4.4. Late claims may be deferred to the next accounting period.
- 4.5. All supporting documentation must be included to avoid delays.
- 4.6. For access issues, contact Magellan’s accounts team: accounts@magellanprojects.com.au

5. Defect Management

- 5.1. Defects will be logged and tracked through Procore.
- 5.2. The Subcontractor must rectify defects promptly.
- 5.3. Final payment requires completion and sign-off of all defects.

6. Communication & Responsibility

- 6.1. The Subcontractor is responsible for ensuring its team complies with all Terms & Conditions.
- 6.2. Non-compliance may result in delayed payment, restricted access, suspension, or termination.

7. Variations & Updates

- 7.1. Magellan may update these Terms & Conditions as required.
- 7.2. Subcontractors will be notified and must comply with updated requirements.

8. Partnership & Conduct

- 8.1. Subcontractors must maintain high standards of safety, workmanship, communication, and professionalism.
- 8.2. Magellan strives for a safe and successful partnership with all subcontractors.