



## Supplier Registration & Preliminary Evaluation

Thank you for your interest in becoming a valued part of ASC's Supply Chain.

This Supplier Registration & Preliminary Evaluation form, forms part of the initial review ASC undertakes in order to evaluate each suppliers suitability to become a part of the ASC supply chain.

In some cases, the information requested in this form, is all that ASC will require to evaluate your company's potential as a supplier. In cases of more complex procurement, ASC will need additional data to complete an evaluation. If so, this data will be requested at a later stage.

This Supplier Registration & Preliminary Evaluation form is divided into three sections:

- Section 1 ascertains: Contact details.
- Section 2 ascertains: Quality certification and policy,  
Organisational status,  
Ownership structure.
- Section 3 ascertains: The goods or services your company can provide to ASC. These codes are based upon the ANZSIC (Australian and New Zealand Standard Industrial Classification) codes. Tick a box for each product group or service that your company can provide.

Please take the time to provide accurate responses to all questions asked, and return your completed form to:

**For South Australia:**

Procurement Manager  
ASC Pty Ltd  
GPO Box 2472  
Adelaide,  
South Australia 5001

or

**For Western Australia:**

Commercial Manager  
ASC Pty Ltd  
PO Box 599  
Rockingham,  
Western Australia 6968

**PRIVACY STATEMENT**

ASC treats the privacy of an individual's personal information seriously. Personal information is any information that would identify a natural person.

Any personal information provided by you in the Supplier Registration & Preliminary Evaluation will only be used or disclosed for the purposes of enabling ASC to evaluate your potential supplier suitability and to provide feedback upon completion of evaluation.



# Supplier Registration & Preliminary Evaluation Supporting Notes

## Section 1 – Contact Details

Registered Name

Trading Name

Australian Business Number (ABN)

### Website Address

http://

### Street Address

Street Address

Suburb

Post Code  State  Country

### Postal Address (if the same as above, please write 'As Above')

Post Office Box

Suburb

Post Code  State  Country



# Supplier Registration & Preliminary Evaluation

## Supporting Notes

### Account Manager Details

(Note: Your Account Manager is the main point of contact from whom ASC will receive quotation responses, order confirmations, delivery dates etc.)

Contact Name

Position Title

Telephone #

Mobile #

Fax #

E-mail Address

### Accounts Receivable Details

Contact Name

Telephone #

Fax #

E-mail Address

### Bank Account Details

Bank

Branch

Account Name

BSB Number

Account Number



# Supplier Registration & Preliminary Evaluation

## Supporting Notes

### Section 2 – Quality, Status & Ownership

#### Accreditation & Policy

Is this company ISO9001 certified?      Yes       No

Is this company ISO14001 certified?      Yes       No

Is this company AS4801 certified?      Yes       No

Is this company NATA Accredited?      Yes       No

**Note:** For any certifications listed here that your company has achieved, please attach a copy of the certificate to this submission.

Does this company have a Diversity & Equity policy?      Yes       No

Does this company ensure equal opportunities for women in the workplace?      Yes       No

Does this company maximise employment opportunities for Aboriginal and Torres Strait Islanders?      Yes       No

Does this company have a policy regarding the control and handling of hazardous substances?      Yes       No

Does this company have a policy regarding the control of Ozone depleting substances?      Yes       No

#### Organisational Status

How many full time employees does this company have?     

In what year was this company established?     

The primary activity of this company is :      Agent       Manufacturer       Service Provider

#### Ownership Structure

Is this company publicly or privately owned?      Publicly owned       Privately owned

Is this company registered under the Corporations Law, the Companies Act 1955 (New Zealand), or incorporated under any other law of the Commonwealth, or a State or Territory of Australia or a law of New Zealand?      Yes       No

Is this company a division or a subsidiary of another company?      Yes       No

If yes, what is the name of the parent company?

If yes, in what country is the parent company located?




# Supplier Registration & Preliminary Evaluation

## Supporting Notes

### Section 3 – Industry type

#### Manufacturing

- 1312 Natural Textile Manufacturing
- 1313 Synthetic Textile Manufacturing
- 1331 Textile Floor Covering Manufacturing
- 1332 Rope, Cordage and Twine Manufacturing
- 1333 Cut and Sewn Textile Product Manufacturing
- 1334 Textile Finishing and Other Textile Product Manufacturing
- 1351 Clothing Manufacturing
- 1352 Footwear Manufacturing
- 1491 Prefabricated Wooden Building Manufacturing
- 1492 Wooden Structural Fitting and Component Manufacturing
- 1493 Veneer and Plywood Manufacturing
- 1494 Reconstituted Wood Product Manufacturing
- 1499 Other Wood Product Manufacturing
- 1521 Corrugated Paperboard and Paperboard Container Manufacturing
- 1522 Paper Bag Manufacturing
- 1523 Paper Stationery Manufacturing
- 1524 Sanitary Paper Product Manufacturing
- 1529 Other Converted Paper Product Manufacturing
- 1611 Printing
- 1612 Printing Support Services
- 1701 Petroleum Refining and Petroleum Fuel Manufacturing
- 1709 Other Petroleum and Coal Product Manufacturing
- 1811 Industrial Gas Manufacturing
- 1812 Basic Organic Chemical Manufacturing
- 1813 Basic Inorganic Chemical Manufacturing
- 1821 Synthetic Resin and Synthetic Rubber Manufacturing
- 1829 Other Basic Polymer Manufacturing
- 1851 Cleaning Compound Manufacturing
- 1911 Polymer Film and Sheet Packaging Material Manufacturing
- 1912 Rigid and Semi-Rigid Polymer Product Manufacturing
- 1913 Polymer Foam Product Manufacturing
- 1915 Adhesive Manufacturing
- 1916 Paint and Coatings Manufacturing
- 1919 Other Polymer Product Manufacturing
- 1920 Natural Rubber Product Manufacturing
- 2010 Glass and Glass Product Manufacturing
- 2090 Other Non-Metallic Mineral Product Manufacturing



# Supplier Registration & Preliminary Evaluation

## Supporting Notes

- 2110 Iron Smelting and Steel Manufacturing
- 2121 Iron and Steel Casting
- 2122 Steel Pipe and Tube Manufacturing
- Manufacturing (Continued)
- 2131 Alumina Production
- 2132 Aluminium Smelting
- 2133 Copper, Silver, Lead and Zinc Smelting and Refining
- 2139 Other Basic Non-Ferrous Metal Manufacturing
- 2141 Non-Ferrous Metal Casting
- 2142 Aluminium Rolling, Drawing, Extruding
- 2149 Other Basic Non-Ferrous Metal Product Manufacturing
- 2210 Iron and Steel Forging
- 2221 Structural Steel Fabricating
- 2222 Prefabricated Metal Building Manufacturing
- 2223 Architectural Aluminium Product Manufacturing
- 2224 Metal Roof and Guttering Manufacturing (except Aluminium)
- 2229 Other Structural Metal Product Manufacturing
- 2231 Boiler, Tank and Other Heavy Gauge Metal Container Manufacturing
- 2239 Other Metal Container Manufacturing
- 2240 Sheet Metal Product Manufacturing (except Metal Structural and Container Products)
- 2291 Spring and Wire Product Manufacturing
- 2292 Nut, Bolt, Screw and Rivet Manufacturing
- 2293 Metal Coating and Finishing
- 2299 Other Fabricated Metal Product Manufacturing
- 2391 Shipbuilding and Repair Services
- 2392 Boatbuilding and Repair Services
- 2399 Other Transport Equipment Manufacturing
- 2422 Communication Equipment Manufacturing
- 2429 Other Electronic Equipment Manufacturing
- 2431 Electric Cable and Wire Manufacturing
- 2432 Electric Lighting Equipment Manufacturing
- 2439 Other Electrical Equipment Manufacturing
- 2441 Whiteware Appliance Manufacturing
- 2449 Other Domestic Appliance Manufacturing
- 2451 Pump and Compressor Manufacturing
- 2452 Fixed Space Heating, Cooling and Ventilation Equipment Manufacturing
- 2462 Mining and Construction Machinery Manufacturing
- 2463 Machine Tool and Parts Manufacturing
- 2469 Other Specialised Machinery and Equipment Manufacturing
- 2491 Lifting and Material Handling Equipment Manufacturing
- 2499 Other Machinery and Equipment Manufacturing



## Supplier Registration & Preliminary Evaluation Supporting Notes

- 2511 Wooden Furniture and Upholstered Seat Manufacturing
- 2512 Metal Furniture Manufacturing
- 2513 Mattress Manufacturing
- 2519 Other Furniture Manufacturing



# Supplier Registration & Preliminary Evaluation

## Supporting Notes

### Electricity, Gas, Water and Waste Services

- 2700 Gas Supply
- 2811 Water Supply
- 2812 Sewerage and Drainage Services
- 2911 Solid Waste Collection Services
- 2919 Other Waste Collection Services
- 2921 Waste Treatment and Disposal Services
- 2922 Waste Remediation and Materials Recovery Services

### Wholesale Trade

- 3321 Petroleum Product Wholesaling
- 3322 Metal and Mineral Wholesaling
- 3323 Industrial and Agricultural Chemical Product Wholesaling
- 3331 Timber Wholesaling
- 3332 Plumbing Goods Wholesaling
- 3339 Other Hardware Goods Wholesaling

### Retail Trade

- 4211 Furniture Retailing
- 4212 Floor Coverings Retailing
- 4213 House ware Retailing
- 4214 Manchester and Other Textile Goods Retailing
- 4222 Computer and Computer Peripheral Retailing
- 4229 Other Electrical and Electronic Goods Retailing
- 4231 Hardware and Building Supplies Retailing
- 4232 Garden Supplies Retailing
- 4241 Sport and Camping Equipment Retailing
- 4242 Entertainment Media Retailing
- 4244 Newspaper and Book Retailing
- 4245 Marine Equipment Retailing
- 4251 Clothing Retailing
- 4252 Footwear Retailing
- 4259 Other Personal Accessory Retailing
- 4260 Department Stores
- 4271 Pharmaceutical, Cosmetic and Toiletry Goods Retailing
- 4272 Stationery Goods Retailing
- 4274 Flower Retailing
- 4279 Other Store-Based Retailing



# Supplier Registration & Preliminary Evaluation

## Supporting Notes

### Transport, Postal and Warehousing

- 4610 Road Freight Transport
- 4710 Rail Freight Transport
- 4900 Air and Space Transport
- 5101 Postal Services
- 5102 Courier Pick-up and Delivery Services
- 5211 Stevedoring Services
- 5212 Port and Water Transport Terminal Operations
- 5219 Other Water Transport Support Services
- 5291 Customs Agency Services
- 5292 Freight Forwarding Services
- 5299 Other Transport Support Services
- 5309 Other Warehousing and Storage Services

### Rental, Hiring and Real Estate Services

- 6611 Passenger Car Rental and Hiring
- 6619 Other Motor Vehicle and Transport Equipment Rental and Hiring
- 6631 Heavy Machinery and Scaffolding Rental and Hiring

### Administrative and Support Services

- 7211 Employment Placement and Recruitment Services
- 7212 Labour Supply Services
- 7311 Building and Other Industrial Cleaning Services
- 7312 Building Pest Control Services
- 7313 Gardening Services

### Other Services

- 9421 Domestic Appliance Repair and Maintenance
- 9422 Electronic (except Domestic Appliance) and Precision Equipment Repair
- 9429 Other Machinery and Equipment Repair and Maintenance

Please include a brief summary of any goods or services that you supply, which are not outlined above:

---

---

---

---

---

---

---



# Supplier Registration & Preliminary Evaluation

## Supporting Notes

### ASC Office Use Only

Have all questions been answered? Yes  No

Is this supplier considered to be an SME? Yes  No

Does this supplier fall under the definition of Australian Industry? Yes  No

The following recommendation is made;

**Either**

Supplier is not recommended for use.

**OR**

Supplier is recommended for indirect contribution only, (Approval Level 2). Mitigation strategies for negative responses have been prepared and are attached.

**OR**

Further evaluation is required but as there is no current requirement for the service this supplier offers. Place on hold

**OR**

Further evaluation is required. Supplier is to complete the Detailed Supplier Evaluation form.

Comments:

---



---



---

ASC Review Team

<b>Supply Chain:</b>		_____:	
_____:		_____:	

This evaluation has been sighted by the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ who [approve / do not approve] the above recommendation.

Supply Chain Representative Name: \_\_\_\_\_

Supply Chain Representative Signature: \_\_\_\_\_