



Vendor Master Data Supporting Documentation Specification

Commercial

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Approver Signature	Issue Date	Review Date	Page
2	CO-SPC-00004	Systems & Governance	Director, Commercial		10/12/2015	10/12/2016	1 of 8

Vendor Master Data Supporting Documentation Specification

Commercial

TABLE OF CONTENTS

1	Purpose and Scope	3
2	Specification Requirements	3
2.1	Creation of New Vendor Master Data - Company	3
2.2	Creation of New Vendor Master Data - Individuals / Payroll Vendors	4
2.3	Creation of New Vendor Master Data - Government	4
2.4	Change of Vendor bank information	5
2.5	Change of Vendor's ABN	6
2.6	Change of Vendor's name or ownership (no change in bank details or ABN)	6
2.7	Change of Vendor's address	6
2.8	Change of Vendor's email, phone or fax	7
3	Accountabilities	7
4	Abbreviations	7
5	Definitions	7
6	References	8
7	Review	8

TABLES

Table 1 – Accountabilities	7
Table 2 – Abbreviations	7
Table 3 – References	8

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
2	CO-SPC-00004	Systems & Governance	Director, Commercial	10/12/2015	10/12/2016	2 of 8

Vendor Master Data Supporting Documentation Specification

Commercial

1 Purpose and Scope

The purpose of the **Vendor Master Data Supporting Documentation** Specification is to specify the Roy Hill minimum mandatory information and supporting documentation requirements for the creation and change / update of new and/or existing Vendor's Master Data within SAP.

Vendor Master Data is the central repository of information of Suppliers to the Roy Hill business (including Supplier Name, Addresses, Contact Details, payment terms, bank details and allocation of cost centres.

This specifications ensures Roy Hill has collected the correct information about its vendors as it applies to all who use the Source to pay value stream.

This specification applied to the following activities:

- Creation of new Vendor Master data – Company, Individual and Government;
- Change of Vendor Bank Information;
- Change of Vendor's ABN;
- Change of Vendors Name or Ownership;
- Change of Vendors Address; and
- Change of Vendors Contact Information (i.e. Email, phone or fax)

2 Specification Requirements

For ALL Potential Suppliers and existing Suppliers a completed **Vendor Request Form** is required

AND

the relevant items from the table below depending on the change requested:

Documentation Requirements	Minimum Mandatory Information required
2.1 Creation of New Vendor Master Data - Company	
<u>Documentation Requirements:</u> Provide the required documentation, dated not greater than 6 months prior to the Vendor Master Data request in PDF only.	<ol style="list-style-type: none">1. Signed company letterhead by an authorised person that details the following Vendor Information:<ul style="list-style-type: none">• Vendor's name;• Vendor 's address;• Email address;• Phone number;• Fax number;• Email address required for Remittance advice details to be emailed to (if different to email in letterhead); and• Company Registration (ABN) details in PDF only.2. For Vendor Bank details a copy of an original or computer-generated:<ul style="list-style-type: none">• Voided cheque declaring the Vendor's name, bank account and bank branch details; or• Deposit slip declaring the Vendor's name, bank account and bank branch details authenticated (for example, stamped) by the bank; or• Bank certificate verifying the account details; or• Bank statement verifying the account.

ATHIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
2	CO-SPC-00004	Systems & Governance	Director, Commercial	10/12/2015	10/12/2016	3 of 8

Vendor Master Data Supporting Documentation Specification

Commercial

Documentation Requirements	Minimum Mandatory Information required
	<p>Alternatively:</p> <p>If any of the bank detail documents listed above are not supplied the following will be accepted:</p> <ul style="list-style-type: none"> Bank details on a company letterhead stamped and authenticated by the bank. <p>Additional Bank Details for Overseas Bank Accounts:</p> <ul style="list-style-type: none"> For bank documents where bank key/swift code or IBAN number is not shown, a signed company letterhead by an authorised person from the Vendor that details the bank key/swift code or IBAN number in addition to the above bank documents can be accepted.
<h2>2.2 Creation of New Vendor Master Data - Individuals / Payroll Vendors</h2>	
<p><u>Documentation Requirements:</u> Provide the required documentation, dated not greater than 6 months prior to the Vendor Master Data request in PDF only.</p>	<p>For Payroll Vendors garnishees (e.g. Centrelink or Superannuation Companies), due to data privacy concerns supporting documentation is verified and stored by the HR department. The Advisor Payroll/HR will take accountability of verifying the information prior to submission.</p> <p>For Individuals (natural persons) provide a copy of any of the following in PDF only:</p> <ul style="list-style-type: none"> Passport – with photo; or Driver’s license; and And a copy of proof of address document (utility bill or bank statement not more than two months old or driver’s license showing current address) in a secure document format.
<h2>2.3 Creation of New Vendor Master Data - Government</h2>	
<p><u>Documentation Requirements:</u> Provide the required documentation, dated not greater than 6 months prior to the Vendor Master Data request in PDF only.</p>	<p>For Government owned/related Vendors e.g. ATO, Department of Transport etc., an official internet page or Government issued letter in a secure document format showing the following Vendor information:</p> <ol style="list-style-type: none"> Signed company letterhead by an authorised person that details the following Vendor Information: <ul style="list-style-type: none"> Vendor’s name; Vendor ‘s address; Email address; Phone number; Fax number;

ATHIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
2	CO-SPC-00004	Systems & Governance	Director, Commercial	10/12/2015	10/12/2016	4 of 8

Vendor Master Data Supporting Documentation Specification

Commercial

Documentation Requirements	Minimum Mandatory Information required
	<ul style="list-style-type: none"> • Email address required for Remittance advice details to be emailed to (if different to email in letterhead); and • Company Registration (ABN) details in PDF only. <p>2. For Vendor Bank details a copy of an original or computer-generated:</p> <ul style="list-style-type: none"> • Voided cheque declaring the Vendor’s name, bank account and bank branch details; or • Deposit slip declaring the Vendor’s name, bank account and bank branch details authenticated (for example, stamped) by the bank; or • Bank certificate verifying the account details; or • Bank statement verifying the account. <p>Alternative documentation:</p> <ul style="list-style-type: none"> • For Company Registration (ABN) numbers only, a document from the issuing government body in PDF only. • For Government owned (fully or partially) Vendors, if none of the above documents can be provided then a signed company letterhead from the department manager of Vendor, confirming the bank details.
2.4 Change of Vendor bank information	
<p><u>Documentation Requirements:</u> Provide the required documentation, dated not greater than 6 months prior to the Vendor Master Data request in PDF only.</p>	<p>For Vendor Bank details a copy of an original or computer-generated:</p> <ul style="list-style-type: none"> • Voided cheque declaring the Vendor’s name, bank account and bank branch details; or • Deposit slip declaring the Vendor’s name, bank account and bank branch details authenticated (for example, stamped) by the bank; or • Bank certificate verifying the account details; or • Bank statement verifying the account. <p>Alternatively:</p> <p>If none of the bank detail documents listed above are supplied the following will be accepted:</p> <ul style="list-style-type: none"> • Bank details on a company letterhead stamped and authenticated by the bank. <p>Additional Bank Details for Overseas Bank Accounts:</p> <ul style="list-style-type: none"> • For bank documents where bank key/swift code or IBAN number is not shown, a signed company letterhead by an authorised person from the Vendor that details the bank key/swift code or IBAN number in addition to the above bank documents can be

ATHIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
2	CO-SPC-00004	Systems & Governance	Director, Commercial	10/12/2015	10/12/2016	5 of 8

Vendor Master Data Supporting Documentation Specification

Commercial

Documentation Requirements	Minimum Mandatory Information required
	<p>accepted.</p> <p>For Government owned (fully or partially) Vendors, if none of the above documents can be provided then a signed company letterhead from the department manager of the Vendor, confirming the bank details.</p>
2.5 Change of Vendor's ABN	
<u>Documentation Requirements:</u>	New documents are required as new Vendor must be created in SAP. Documents required as per Company - Creation of new external Vendor master data.
2.6 Change of Vendor's name or ownership (no change in bank details or ABN)	
<u>Documentation Requirements:</u> Provide the required documentation, dated not greater than 6 months prior to the Vendor Master Data request in PDF only.	<p>For Companies:</p> <ol style="list-style-type: none"> 1. Copy of an official regulatory certificate detailing change of name/ownership. 2. Signed company letterhead by an authorised person from Vendor stating the change in name/ownership. <p>For Individuals (natural persons):</p> <ul style="list-style-type: none"> • Copy of passport – with photo; or • Drivers' license in a secure document format. <p>For Government owned (fully or partially) Vendors an official internet page or Government issued letter in a secure document format showing the Vendor's name/ownership.</p>
2.7 Change of Vendor's address	
<u>Documentation Requirements:</u> Provide the required documentation, dated not greater than 6 months prior to the Vendor Master Data request in PDF only.	<p>For Companies:</p> <ul style="list-style-type: none"> • Signed company letterhead by an authorised person from the Vendor stating the change of address details. <p>For Individuals (natural persons):</p> <ul style="list-style-type: none"> • Proof of address document (utility bill; or • Bank statement not more than two months old; or • Driver's license showing current address in a secure document format. <p>For Government owned (fully or partially) Vendors an official internet page or Government issued letter in a secure document format showing the Vendor's name, address, email, phone, fax, remittance email details and Company</p>

ATHIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
2	CO-SPC-00004	Systems & Governance	Director, Commercial	10/12/2015	10/12/2016	6 of 8

Vendor Master Data Supporting Documentation Specification

Commercial

Documentation Requirements	Minimum Mandatory Information required
	Registration (ABN) details.
2.8 Change of Vendor's email, phone or fax	
<p><u>Documentation Requirements:</u> Provide the required documentation, dated not greater than 6 months prior to the Vendor Master Data request in PDF only.</p>	<p>For Companies:</p> <ul style="list-style-type: none"> Email notification from the Vendor or evidence of an email trail from the Vendor detailing the change in email, phone or fax information; or Copy of an invoice verifying the change in email, phone or fax details of a Vendor; or Signed company letterhead by an authorised person that details the change in email, phone or fax detail of a Vendor. <p>For Individuals (natural persons):</p> <ul style="list-style-type: none"> Email notification from the individual or evidence of an email trail from the individual detailing the change in email, phone or fax information. <p>For Government owned (fully or partially) Vendors an official internet page or Government issued letter showing the Vendor's email, phone or fax.</p>

3 Accountabilities

Role	Responsibility
Purchasing Officer	To ensure all new and/or changed vendor data meets requirements listed within Vendor Master Data and that they are checked, verified and uploaded to SAP correctly.

Table 1 – Accountabilities

4 Abbreviations

Abbreviation	Definition
ABN	Australian Business Number
FX	Foreign Currency
IBAN	International Bank Account Number
RH	Roy Hill
T&C	Terms and Conditions

Table 2 – Abbreviations

5 Definitions

Please refer to document **Commercial Procedures Definitions** for all definitions pertaining to this specification.

ATHIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
2	CO-SPC-00004	Systems & Governance	Director, Commercial	10/12/2015	10/12/2016	7 of 8

Vendor Master Data Supporting Documentation Specification

Commercial

6 References

Document number	Title
CO-FRM-00007	Vendor Request Form
CO-LST-00001	Commercial Procedures Definitions
CO-PRO-00003	Vendor Master Data Management Procedure

Table 3 – References

7 Review

Reviews are to examine the appropriateness of this Specification, taking into consideration corporate, system and compliance requirement changes since the last review was undertaken.

ATHIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
2	CO-SPC-00004	Systems & Governance	Director, Commercial	10/12/2015	10/12/2016	8 of 8