



SUPPLIER PACK

VIC MIX CONCRETE Pty Ltd 2025



WELCOME TO THE VIC MIX CONCRETE SUPPLIER PACK

We would like to thank you for choosing to become a supplier to Vic Mix Concrete Pty Ltd (Vic Mix) and look forward to a mutually beneficial relationship. The purpose of this pack is to notify you of our procedures and the facilities made available for our use.

Should you have any questions or concerns please do not hesitate to contact your relevant Purchasing Officer.

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SUPPLIER CODE OF CONDUCT

Vic Mix Concrete Pty Ltd requires that all our suppliers fulfill certain standards on environment, health and safety and social responsibility, which are defined in our Code of Business Conduct for Suppliers.

All our suppliers are required to adhere to those standards, with compliance assessed via a pre-qualification process and monitored on an ongoing basis.

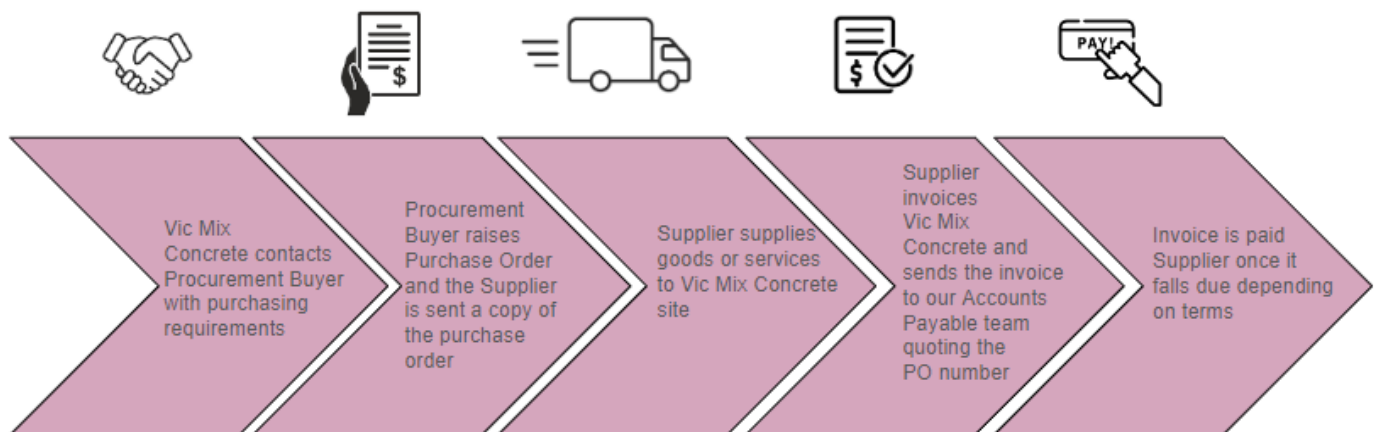
CONTRACTOR COMPLIANCE

At Vic Mix we pride ourselves on our safety record, which is the result of dedicated focus on safety over many years. We aim for zero Harm to our people and contractors at all our sites.

Contractors to sign-in/out of Vic Mix sites

All suppliers with employees working on Vic Mix sites need to register their companies and all individuals working on sites in the Visitor to Site books located at each site.

PURCHASING PROCESS



Goods or services should not be supplied without obtaining a valid Purchase Order.

All POs are subject to Vic Mix Standard Purchase Terms August, 2025.

PROOF OF DELIVERY / PROOF OF SERVICE

All suppliers are required to provide a proof of delivery of goods or services at point of delivery, even partial.

A **Delivery Docket** (packing slip) or **Service Docket** is critical and will assist Vic Mix Concrete sites and our Admin teams to confirm the receipt of goods and/or services in our system and avoid any delay in the payment of the invoice.

Delivery dockets and work dockets should include:

- The Purchase Order number.
- A Delivery Docket number (or job docket number).
- The Vic Mix Concrete delivery/ job site address.
- In addition, for provision of services:
 - o a description of the work performed and the number of hours.
 - o a Vic Mix Concrete representative signature, print name and date.

INSTRUCTIONS FOR INVOICING

Vic Mix Concrete is committed to paying its suppliers seamlessly. Please make sure that you follow the instructions below to help the invoicing process.

Invoices are to be emailed in PDF format to:

payable@vicmix.com.au

Invoices sent to this address must:

- be a legitimate Tax Invoice according to Australian Tax Office, unless you are an overseas company.
- have a valid Purchase Order number displayed on the invoice
- be in **PDF format**, one invoice per PDF (no multiple invoice in one PDF), be an attachment to the email (not a hyperlink)
- be an **invoice only** with no other supporting documents attached (including no signature image or electronic signature in the email as this appears as an attachment and the whole email will be rejected)

To ensure a timely processing, please ensure that your invoices:

- Include a detailed description of materials/services purchased by line item, and include any freight charges and other applicable fees that **match the Purchase Order** exactly.
- Provide invoice total value after all line items.

If an invoice does not meet the above criteria, it will be rejected and will require resubmission.

All statements/payment enquiries are to be addressed to:

payable@vicmix.com.au

Include your vendor name and number in the subject header. You will receive an immediate response with an incident number, which you should quote in any future correspondence with our Accounts Payable Team. Please allow up to five working days for your query to be addressed.



CREDIT APPLICATIONS

A copy of our Credit Application is included below should this be required by your company. All credit applications **must comply with our terms and conditions**.

Application for Credit Account



This is Vic Mix Concrete Pty Ltd standard information sheet for applications for credit accounts.

Business Name:	Vic Mix Concrete Pty Ltd, trading as VIC MIX
Registered Office:	161-171 Ordish Road, Dandenong South VIC 3175
ABN:	56 669 886 720
ACN:	669 866 720
Accounts Contact:	Laurel Stevens
Email Contact:	payable@vicmix.com.au
Banking Details:	ANZ BSB 014 002, ACCOUNT: 838545063
Preferred Trading Terms:	Vic Mix Concrete Pty Ltd's standard trading terms are 30 days from the end of month based on the date of the invoice, as set out in our Standard Purchase Terms found at https://www.vicmix.com.au/integrity-line .
Ownership:	Vic Mix Concrete Pty Limited is a wholly owned subsidiary and their parent company is: Name: HOLCIM (AUSTRALIA) PTY LTD ABN: 87 099 732 297 Address: Level 40, 100 Miller Street, North Sydney NSW 2060 Phone: +61 2 9412 6600
Guarantees:	We operate under a well defined corporate structure and adhere to a set of financial guidelines and regulations set forth by our parent company. Our parent company is a strong and financially stable entity with a proven track record, which enables us to conduct business efficiently and responsibly. In alignment with our corporate structure and best business practices, we do not engage in signing personal guarantees for our financial obligations. Our parent company supports us in fulfilling our financial commitments, and we manage our financial affairs in a manner consistent with our corporate governance policies. We understand that personal guarantees are a common practice in various business transactions, however, it is our policy to abstain from such agreements. For further governance and financial information, please visit the following website https://www.holcim.com/investors and https://www.holcim.com.au/.

Trade references:

Lanxess Pty Ltd - Ph: 02 8868 7234

Email: Adrietta Munro - adrietta.munro@lanxess.com

Master Builders Solutions & Bluey Technologies – Ph: 03 9549 0375

Email: Kaylene Miller - kaylene.miller@masterbuilders.com

Riordan Fuels - Ph: 03 5247 5700

Email: Brendan Bilogrevic -
brendan@riordangrains.com.au

Payment Method:

Vic Mix Concrete Pty Ltd's payment method is by Electronic Funds Transfer (EFT) directly into the Company's nominated account.





CONTACTS

Send invoices to:

payable@vicmix.com.au

Purchase Order Queries:

- Transport
- Raw Materials

ross@vicmix.com.au

tom@vicmix.com.au

All payment enquiries:

payable@vicmix.com.au

To update your details in
our records (e.g. change of bank
account #, address, etc.)

payable@vicmix.com.au

If you cannot email your invoices,
post to:

Vic Mix Concrete Pty Ltd
161-171 Ordish Road
Dandenong South VIC 3195

To call us:

03 8792 3111



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<https://www.vicmix.com.au/>