

Completing Prequalification Tab in ZORMD (Guide for Supplier)

This is a guide to assist in completing the Prequalification Tab as part of Z's Supplier Management Module in ZORMD.

Why is Z asking their suppliers to provide information into its ZORMD Supplier Management Module? Legally Z has an obligation to ensure certain risks are minimised and that the Public and Z staff remain safe when they are at any of Z's operating locations. Thus, Z needs to assure that any suppliers undertaking work for Z have the required qualifications, processes, and procedures to complete this work safely. The pre-qualification process gives all of Z's suppliers the opportunity to share relevant information that provides Z with the assurances required in order that Z is confident to engage with each supplier. The process also gives the opportunity for Z's suppliers to upskill and improve their business which will aid them in future business activities.

Z currently accepts a Health and Safety Management System (HSMS) prequalification assessment by either of the following two industry recognised prequalification schemes, Tōtika or ISN. The assessment must meet a performance standard acceptable to Z for the type of works to be conducted.

A summary of the process for obtaining prequalification is provided on the web page, [Working safely at Z stations | Z Energy](#).

Note that the HSMS assessment is normally valid for a specified period, after which the assessment must be revalidated.

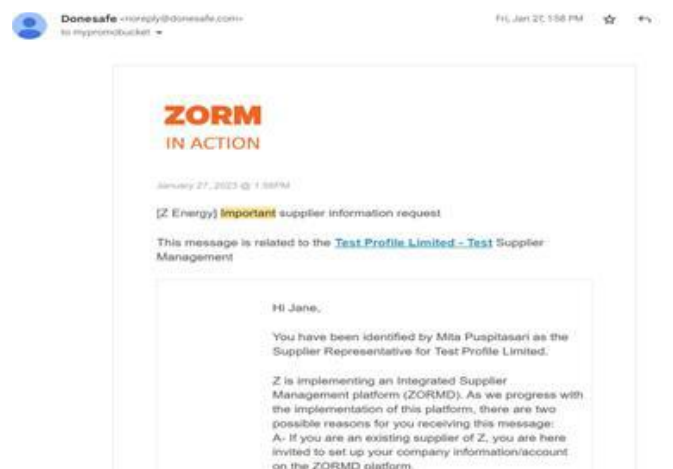
Prerequisite: Getting into ZORMD – Supplier Management Module

Option 1.

By clicking the link from the email sent by Donesafe.

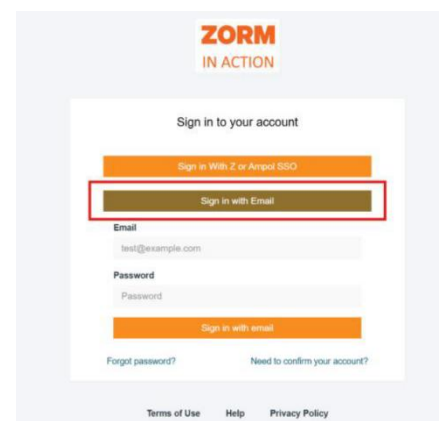
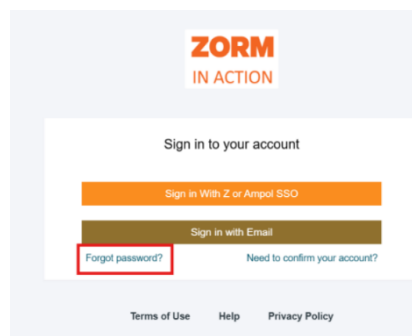
Option 2.

By logging in to ZORMD
<https://zormd.donesafe.com>



Click on forgot password and create a new password

Click on the 'Sign in with email' button and enter your email address and password



Welcome to ZORMD

The dashboard features a top navigation bar with a search bar and a sidebar with icons for Dashboard, My ZORMD Worker Record Status, and My Company Supplier Accreditation Status. The main content area is divided into two sections. The first section, 'MY ZORMD WORKER RECORD STATUS', displays a table with columns for Title, Worker Status, and General Induction Status. The second section, 'MY COMPANY SUPPLIER ACCREDITATION STATUS AT Z', displays a table with columns for Title, Workflow Stage, Prequalification Status, Contract Status, Onboarding Status, Monitoring Status, Supplier Performance, and Supplier Representative.

Title	Worker Status	General Induction Status
Subsidiary The Supplier Admin	Active	Completed
Subsidiary The Supplier Admin	Active	N/A

Showing 1 to 2 of 2 results

Title	Workflow Stage	Prequalification Status	Contract Status	Onboarding Status	Monitoring Status	Supplier Performance	Supplier Representative
KL Testing company - Testing only - ignore any system generated notifications/actions	Monitor - Contract Manager	Completed	Completed	Completed	Completed	Not yet assessed	John Smith

Showing 1 to 1 of 1 results

Setting up the Filter

From the drop-down filter, please select:

1. All Accessible Supplier Management
 2. Created Anytime 3
- . Then click **Save**

The screenshot shows the 'Supplier Management' page with a search bar and a dropdown menu. The dropdown menu is open, showing options: 'All Accessible Supplier Management', 'Created Anytime', and 'Search Title'. Red boxes with numbers 1, 2, and 3 are placed over the first three options respectively.

Your company record should now be visible to you. Click the Record ID to start completing the details.

The screenshot shows the 'Supplier Management' page with a search bar and a dropdown menu. The dropdown menu is open, showing options: 'All Accessible Supplier Management', 'Created Anytime', and 'Search Title'. A red circle highlights the 'Record ID' column in the table, which contains the value 'SUN47000'.

Record ID	Supplier name	Product/Service	PCBU relationship	Stage	Contract monitoring frequency	Contract expiry date	Supplier Representative	Contract Manager	Supplier Representative
SUN47000	Test Profile Limited	Test	We are connected	Prequalification - Supplier Representative	Ad hoc	03/06/2023	Jane Doe	Mita Puspitasari	Mita Puspitasari

Showing 1 to 1 of 1 results



Supplier Details Form

- Reviewer: Z Procurement Team Update frequency: as required.
-
- The information provided in this section by our Suppliers helps us understand more about who we are working with, what services can be provided and provides
- Suppliers a key contact from Z.

Information required:

- General Information and Contact Details
- Your Z contract managers details – this is prepopulated for you.
- Scope of Supply

Insurance (If applicable)

Reviewer: Z Procurement Team
Update frequency: as required.

It's important to Z to make sure when working with our Suppliers, that we are not bringing any extra financial risk to our business.

Information required:

- Public Liability Insurance - General Liability policy provides cover for legal liability arising in respect to third party personal injury or property damage, resulting from business activities and/or product supply.
- Professional Liability Insurance - Professional Indemnity policy is required to provide indemnity for third party financial loss arising from professional services provided by the Supplier. *(Only applicable if Supplier is providing professional services such as design, engineering, consulting services).*
- Motor Vehicle Third Party Liability Insurance - Motor vehicle third party liability provides cover for damage caused to third party property by the motor vehicle driver.

We ask a policy certificate is provided for each of the relevant insurances. This is to make sure the policies are in place, cover the Supplier & relevant subsidiaries, are valid & for the correct amount of cover required.

Note:

**Insurance details need to be uploaded directly into the Totika Portal (excl. Safe365, ImpacPrequal etc) and/or ISN Portal for We're Connected suppliers*

Supplier Details

SUPPLIER MANAGEMENT DETAILS

What are you after? Product → **We are connected**; N/A Contract Manager: Mita Puspitasari
Supplier Manager: Mita Puspitasari

Once completed, this form will be reviewed for acceptance by a Procurement Specialist, in consultation with your Supplier Manager. You will be notified of the outcome of this review.
It is your responsibility, as the Supplier Representative, to maintain the information contained in this form up to date.

GENERAL INFORMATION & CONTACT DETAILS

Organisation registered name*
Please note this name must match the name on your organisation provided banking proof.

Does your organisation currently operate under any other name?*

Yes No

Mailing address*

City*

Zip/Postal Code*
Don't know the Post Code? Check NZ Post's Post Code Finder.

Insurance

SUPPLIER MANAGEMENT DETAILS

What are you after? Product → **We are connected**; N/A Contract Manager: Mita Puspitasari
Supplier Manager: Mita Puspitasari

PUBLIC LIABILITY INSURANCE

Public Liability Insurance protects your business in the event of an unforeseen incident that happens in connection with your business's day to day activities.
Public Liability Insurance covers unintended and unexpected personal injury and property damage arising from your products or services.

Does the Public Liability Certificate of Insurance provided meet the following conditions?*

- The Insured Name listed on the Certificate of Insurance matches the name of the company registered with Z.
- The amount insured for Public Liability Insurance is equal or superior to NZ\$10,000,000 or the amount specified in your contract if existing and different.
- If the insurance policy was issued outside of New Zealand, the document evidence that the territorial limits have been extended to provide coverage in New Zealand.
- All policies listed on the Certificate of Insurance provide a valid policy number.

Yes No

Please provide evidence (i.e. Certificate of Insurance) of your company's insurance coverage for Public Liability.*

Drop files here or click to upload

Expiry date of Public Liability Insurance policy as per provided Certificate of Insurance:*

Contractor H&S Prequal and Insurance Details

API established Prequal: Totika **Complete** - Insurance: Approved

Health and Safety Prequal Details

Totika Certification Expiry Date
11/10/2026
Totika Contractor Status
Performing
Totika Score
100.0%

Insurance Details

Public Liability Insurance Cover (\$)
\$5000000.00
Public Liability Insurance Expiry Date
01/12/2026
Professional Liability Insurance Cover (\$)
\$2000000.00
Professional Liability Insurance Expiry Date
26/12/2026
Motor Vehicle Third-Party Insurance Cover (\$)
\$10000000.00
Motor Vehicle Third-Party Insurance Expiry Date
31/03/2026

Supplier Code of Conduct

Reviewer: Z Procurement Team

Update frequency: Annually

The objective of Z's Supplier Code of Conduct (SCOC) is to set clear expectations of all our suppliers regarding ethical, social and environmental business practices. At Z, we are committed to community and environmental sustainability. We want to work with suppliers who share these commitments and develop outcomes that benefit not only Z, but our suppliers, customers, communities, and the environment.

Information required:

Acknowledgement that Z Energy Supplier Code of Conduct and Privacy policy is understood and will be adhered to.

Modern Slavery (if applicable)

Reviewer: Z Procurement Team Update frequency: Annually.

Z is now a part of the Ampol Group. As per the Modern Slavery Act 2018, the Ampol Group has a Modern Slavery Statement. The Statement is a continued focus on dealing with modern slavery risk in our supply chains, workplace and the communities in which we operate.

This due diligence is not designed to "pass or fail" suppliers. Rather, the purpose of the due diligence is to identify modern slavery risks within your and your supplier's supply chains as well as to identify any remediation efforts to address these issues in a sustainable manner.

Information required (yes/no response):

- General Modern Slavery Response
- Supply Chain Management
- Child Labour
- Forced Labour, Bonded Labour, Human Trafficking
- Employment Conditions
- Grievance and Redress Mechanism

Supplier Code of Conduct

SUPPLIER MANAGEMENT DETAILS

What are you after? Product → "We are connected": N/A Contract Manager: Mita Puspitasari
Supplier Manager: Mita Puspitasari

Once completed, this form will be reviewed for acceptance by a Procurement Specialist. You will be notified of the outcome of this review.
It is your responsibility, as the Supplier Representative, to maintain the information contained in this form up to date. The information submitted in this form need to be revised at least every year. Should this information not be revised within such a period, the form will be marked as expired and you will be invited to revise it.

Z's SUPPLIER CODE OF CONDUCT

At Z, we reckon sustainability matters and we're committed to acting in a way that benefits the future of the communities we operate in and the planet that carries us all, while at the same time sustaining a long term future for our business. We want to engage with suppliers who share these commitments.

The objective of Z's Supplier Code of Conduct (SCOC) is to set clear expectations of all our suppliers regarding ethical, social and environmental business practices. The Code provides a framework for meaningful and collaborative partnerships that ultimately work to enhance our communities, increase efficiency and reduce our environmental impact together.

Z Energy will conduct regular internal assessments to assure compliance with this SCOC and may request documentation that demonstrates compliance. Likewise, we are committed the SCOC values and will provide examples and assistance to suppliers who require further information on any of the key areas.

I confirm that I have read and understood the Z Energy Supplier Code of Conduct *

☐ Yes

Can your organisation provide Z Energy with relevant documentation demonstrating compliance with Z Energy's Supplier Code of Conduct if requested?

Modern Slavery

SUPPLIER MANAGEMENT DETAILS

What are you after? Product → "We are connected": N/A Contract Manager: Mita Puspitasari
Supplier Manager: Mita Puspitasari

Once completed, this form will be reviewed for acceptance by a Procurement Specialist. You will be notified of the outcome of this review.
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Modern Slavery

Modern slavery refers to situations where one person has taken away another person's freedom, so they can be exploited.

There are an estimated 40 million victims of modern slavery globally. Civil society estimates that modern slavery affects every country, region, business and for many businesses – their supply chains. The introduction of the UK Modern Slavery Act (2015) and the Australian Modern Slavery Act 2018 (CMS) require that businesses do more to address risks of modern slavery within their own organisations and supply chains. These laws are intended to increase business awareness and improve transparency of modern slavery risks across domestic and international supply chains.

We expect for most suppliers, it will take 10 to 15 minutes to complete, as many questions require a simple "yes/no" response, and only selected questions require detailed descriptions. It may take longer for suppliers completing the SAQ for the first time.

This due diligence is not designed to "pass or fail" suppliers. Rather, the purpose of the due diligence is to identify modern slavery risks within your and your supplier's supply chains as well as to identify any remediation efforts to address these issues in a sustainable manner.

General Modern Slavery Response:

Does your organisation have policies and processes to identify, investigate and remedy the risk and any instances of modern slavery within your organisation?

*



Safety & Wellbeing (if applicable)

Reviewer: Z Safety & Wellbeing Business Partner

Update frequency: every 2 years or as and when a Tōtika or ISN assessment of your health and safety management system needs to be updated.

Information required:

- **Z's Life Savers**
- Acknowledgement that Z's Life Savers are always applied when working for Z or at Z's locations.
- **Z Permit to Work System**
- Acknowledgement that you will develop your organisation and workers' knowledge and practices to meet Z's Permit to Work System requirements when working at Z locations.
- **Baseline HSSE Prequalification (Tōtika or ISN)**
- **Additional Risk-Based Due Diligences**



Safety & Wellbeing

SUPPLIER MANAGEMENT DETAILS
What are you after? Product → **"We are connected"**: N/A Contract Manager: Mita Puspitasari
Supplier Manager: Mita Puspitasari

Once completed, this form will be reviewed for acceptance by a Safety & Wellbeing Business Partner. You will be notified of the outcome of this review.
It is your responsibility, as the Supplier Representative, to maintain the information contained in this form up to date. The information submitted in this form needs to be revised at least every 2 years. Should this information not be revised within such a period, the form will be marked as expired. This form will also be marked as expired if your Baseline HSSE Prequalification becomes out of date. Should that occur, you will be invited to revise this form.

Z's LIFE SAVERS

Too many people are killed in New Zealand workplaces just like ours and we are committed to be actors of the solution. Every person working for Z or at a Z location, deserves to go home safely at the end of their shift. From experience in our industry and from our heritage, we know that if we behave in life with our Life Savers we can do just that - save lives.

Z's Life Savers are how we expect you and your workers to behave when working for Z or at a Z location. They are simple actions that workers must take to protect themselves and others. The risks relating to Z's operations are very diverse so you may not encounter situations where Life Savers apply everyday. However you and your workers need to be ready and able to apply them as the situation arises.

Z's Life Savers are designed to keep me, my workers and others safe. I acknowledge that I will apply the Life Savers at all times when working for Z or at a Z location. I will equip my workers so they understand, know and apply the Life Savers at all times when working for Z or at a Z location.

☐ Yes

Food Safety Compliance (if applicable) Reviewer: Z Food Safety Specialist

Information required:

- Contact Details
- Food Safety Compliance Declaration
- Factories and Distribution Centres' Information
- Copy of Relevant Food Safety Certificates



Food Safety Compliance

SUPPLIER MANAGEMENT DETAILS
What are you after? Product → **"We are connected"**: N/A Contract Manager: Mita Puspitasari
Supplier Manager: Mita Puspitasari

CONTACTS DETAILS

To enable Z to deliver a world class service and products to our customers, we continuously engage with a large number of suppliers. Our suppliers are a reflection of us which is why it is important that as part of the supplier onboarding process, we carry out appropriate level of due diligence on the prospective suppliers in order to protect our customer, our people and Z.

The Food Safety due diligence questionnaire below has been triggered on the basis of an initial supplier risk assessment considering the nature of the products/services you are being considered for as a supplier and the criticality of these products/services to Z. We estimate it may take you up to 30 min to complete this prequalification questionnaire.

May you have any question in completing this form, do not hesitate to reach out to **Bonnie Smith, Z's Food Safety and New Product Development Manager**.

In a reciprocal way, we would like to be able to contact the person responsible for Food Safety in your organisation, may we have any question reviewing the information provided or for any Food Safety issues.

Name and Function of the person in charge for Food Safety in your organisation: *

Email address of the person in charge for Food Safety in your organisation: *

Mobile number of the person in charge for Food Safety in your organisation: *

Landline number of the person in charge for Food Safety in your organisation:



Information Security (If Applicable)

Reviewers: Ampol GRC (Governance, Risk & Compliance) Team & Z Information Security Team

Updated: once only for Medium risk suppliers, bi-annually for High risk suppliers and annually for Critical risk suppliers.

Why is Information Security Assessed?

To enable Z to deliver a world class service and products to our customers, we continuously engage with a large number of third-party suppliers. Our suppliers are a reflection of us, which is why it is important that as part of the supplier onboarding process (and through the contract lifetime with a supplier), we carry out appropriate levels of security due diligence on the prospective supplier in order to protect Z, our people, customers, systems and information.

The Information Security Supplier Assessment is designed to support us in third-party engagements and provides a guide to identify and treat any information security risk in the supplier relationship.

Information required:

- Contact Details for a Supplier Representatives
- Depending on how the Supplier Manager has answered the initial New Supplier form, they may be asked about the following in relation to Information Security:
 - Internal Security Policies/Programs
 - Security Controls
 - Business Continuity and Disaster Recovery (BCD/DR) Plans
 - Infrastructure Security
 - Endpoint Protection
 - Security Testing
 - Website Security

Note: For suppliers to complete prequalification in relation to Information Security, they will be directed to the BitSight platform which is what is used to conduct the Information Security assessment.

Process Steps:

- 1) If a supplier is identified to have Medium, High or Critical Information Security risk after the New Supplier form is filled out (by the Z Supplier Manager in ZORMD) – the following steps will apply:
- 2) The Supplier Representative (as identified by the Z Supplier Manager) will receive a heads-up email from the Ampol GRC team or the Z Information Security team informing them that they will undergo a security assessment in BitSight.
 - The Supplier Representative will also be provided BitSight's privacy policy and terms of service information in this heads-up email
- 3) The Supplier Representative will receive an email from BitSight asking them to register and make an account with the platform
- 4) Once the Supplier Representative has registered an account with BitSight they will be sent the Information Security Supplier Assessment Questionnaire in BitSight which they are required to complete
- 5) Once the BitSight questionnaire is completed the responses will be reviewed by the Ampol GRC team and if further clarification is needed on a response the Ampol GRC team will ask the Supplier Representative using the 'Messaging' feature in BitSight
- 6) Once the questionnaire has been answered and the responses are satisfactory the Supplier Representative will be notified of the assessment outcome (Accepted, Conditionally Accepted, Not Accepted) and the assessment outcome will be added into ZORMD
- 7) Once all steps above are completed, the Information Security process is finished (steps 4-8 will repeat on a biannual/annual basis as required for a supplier of High or Critical Information Security risk)

Once each of the forms is **completed**, Z Specialists will review your submission and proceed accordingly, and you will be notified of the outcome.

More information

For more information, contact your Z Contract Manager

