

SUPPLIER COMPLIANCE PACKAGE
GOODS SUPPLIER

February 2018

Dear Supplier:

In order to promptly register your company as a supplier to BGIS O&M Solutions Inc. (“**O&M Solutions**”) and to ensure timely payment of your invoices, we require that the Supplier provide the requested information and agree to the various terms included in the enclosed Supplier Compliance Package (“SCP”) **PRIOR** to any purchase orders being issued or work commencing.

	All forms to be completed and submitted to your local O&M Solutions representative for processing.
PAGE 3	SUPPLIER CONTACT INFORMATION SHEET
PAGE 4	SUPPLIER AFFIRMATION
PAGE 5	SUPPLIER TERMS & CONDITIONS
PAGE 5	SUPPLIER UPDATES

Supplier Contact Information Sheet

Company Information:

Is this application for Head Office Branch Franchise
 Preferred language of correspondence English French

Company Name:
Full legal company name

Company Mailing Address
Street Address/Box No.

Unit or Suite No City:
 Province/State Postal Code:

Main Contact Title
First and Last Name

Phone number Fax
 Email Mobile

Emergency Contact Title:
First and Last Name

Phone number Fax
 Email Mobile

Preferred method of communication for Work Orders and Purchase Order Email Fax

Work Order to be sent to: Check if same as Main Contact

Phone number: Fax:
 Contact Email:

Purchase Order to be sent to: Check if same as Main Contact

Phone number: Fax:
 Contact Email:

Remittance Address Information (Complete if different from above Company Mailing address)

Street Address or Box No.:	<input type="text"/>	Unit or Suite No.:	<input type="text"/>
City:	<input type="text"/>	Province or State:	<input type="text"/>
Postal Code or Zip Code:	<input type="text"/>	Phone No.:	<input type="text"/>
Email:	<input type="text"/>	Fax No.:	<input type="text"/>

Tax Information

Currency: CAD USD Other Specify:

GST No.: HST No.: Payment Method: Cheque

PST No.: QST No.: [Electronic Funds Transfer](#)
(Please provide signed Wire Payment instructions on Company letterhead)

Exempt: Indicate reason for tax exemption:

Supplier Affirmation

By submitting this Supplier Compliance Package, I, the undersigned, agree and certify that:

- ✓ I am duly authorized to provide the information requested herein and declare that all of the information provided is true and correct in every respect.
- ✓ The Supplier is responsible for advising BGIS O&M Solutions Inc. of any update to the information submitted as changes occur.
- ✓ The Supplier has received and shall comply with the **Supplier Terms & Conditions**, which enclosed as Schedule 1
- ✓ Submission of the Supplier Compliance Package does not constitute an obligation on the part of BGIS O&M Solutions Inc. to purchase any goods.
- ✓ Any future work orders or purchase orders placed with the Supplier shall be governed by the terms of the enclosed Supplier Compliance Package unless an alternative written agreement has been executed between the Supplier and BGIS O&M Solutions Inc. or until BGIS O&M Solutions Inc. requests the completion of an updated Supplier Compliance Package.

SUPPLIER'S LEGAL COMPANY NAME
PRINT NAME
TITLE / POSITION
AUTHORIZED SIGNATURE
DATE

SUPPLIER TERMS & CONDITIONS

1. SCOPE AND TERMS & CONDITIONS PRECEDENCE

Goods and/or services (“**Deliverables**”) ordered by BGIS Global Integrated Solutions Canada LP or any subsidiary or affiliate thereof including but not limited to BGIS Workplace Solutions Inc. on its own behalf or as agent for a third party (collectively, “**BGIS**”) in a purchase order or work order (“**P/O**”) issued to you (“**Supplier**”) shall be timely furnished and invoiced in strict conformity with the P/O (description, quantity, price, location, billing instructions, etc.), these terms and conditions, applicable law and applicable Policies (meaning policies of BGIS and/or its customer (“**Client**”) which may include policies relating to Supplier Code of Conduct, health and workplace safety which have been shared with the Supplier in advance or otherwise made available on BGIS’s website at [Hyperlink Supplier terms & conditions \(Click here\)](#) and, at all times, in a professional and competent manner by persons qualified and skilled in their occupations

ACKNOWLEDGEMENT

By signing below, the Contractor agrees that if and when it supplies Deliverables to or on behalf of BGIS pursuant to a P/O, such transaction(s) shall at all times be subject to these Supplier T&Cs.

SUPPLIER’S LEGAL COMPANY NAME
PRINT NAME
TITLE / POSITION
AUTHORIZED SIGNATURE
DATE

Supplier Updates

Supplier Information Changes

Please note that you must communicate directly with your local BGIS O&M Solutions Inc. representative with respect to any changes to your business. The representative will advise you directly on the required documents to be completed and submitted. Change notifications transmitted orally will not be processed.