

## **Documentation Guidelines for Suppliers**

This document defines the minimum document requirements for suppliers of products and services engaged by or on behalf of Murdoch University, to set up the new vendor account in Murdoch Finance system.

Mandatory documents	Description	Format		
Proof of bank details	To ensure payments are made to correct accounts	<ul> <li>Bank statement header with the bank logo, the account name and BSB &amp; account numbers; OR</li> <li>Letter from the bank; OR</li> <li>Voided cheque with the bank details, the bank name, and the account name; OR</li> <li>Blank deposit slip with the bank details, the bank name, and the account name</li> </ul>		
Modern Slavery statement/ Questionnaire	To assist Murdoch University and its suppliers to:  identify and assess possible modern slavery risks in Murdoch University procurements,  identify mitigation efforts to combat the risk of modern slavery in Murdoch University procurements, and  foster collaboration between Murdoch University and its suppliers to address these risks	<ul> <li>A company modern slavery statement/ policy;     OR</li> <li>A completed questionnaire (please find in the attachment)</li> </ul>		
Products/ Public liability insurance	Public liability insurance This covers the insured's legal liability to the public in respect of bodily injury or property damage arising out of the operation of the insured's business.  Products liability insurance The purpose of a product liability policy is to provide protection against losses arising out of the defective nature of goods manufactured, distributed, sold, or leased by the insured. The protection usually extends to losses arising out of bodily injury or property damage sustained by third parties as a result of use of the insured's products	A copy of a public and product liability insurance certificate <sup>(1)</sup>		

There shall be additional documents required if the goods and services provided by Suppliers relate to the following cases:

Cases	Document	Description	Format
If suppliers will be on MU premises (or representing MU in public) while using a vehicle	Motor vehicle insurance	Comprehensive motor vehicle insurance provides cover in respect of claims by third parties in relation to property damage, for example to the third party's vehicle, as well as in respect of accidental loss or damage, including by theft and fire, to the insured's own vehicle. Third party property insurance only covers liability for damage to other people's property (thus the insured's own vehicle is not insured). In all cases indemnity will not be provided if the vehicle is being driven by a person who, or is being used for a purpose which, is excluded by the policy.	A copy of a comprehensive motor vehicle insurance certificate with a sum not less than \$AUD 10,000,000 per occurrence
If suppliers will provide professional advice/ service to MU	Professional indemnity insurance	Professional people in the business of giving advice and acting on behalf of others, for example lawyers, doctors, accountants, insurance brokers and stockbrokers, effect professional indemnity insurance to cover legal liability resulting from their negligence or a breach of their duty of care	A copy of Professional indemnity insurance (1)

<sup>(1)</sup> Insurance value requirement is specific to the particular engagement being undertaken

