

General Supplier Requirements - Newsec

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General Supplier Requirements

Suppliers to Newsec and whom Newsec has contracted for Newsecs clients need to both be and act sustainable. Newsec General Supplier Requirements includes the basic requirements a Supplier needs to accept and fulfill. Newsec holds the right to change and update these requirements.

Suppliers are defined as business partners, service providers, consultants, agents, and subcontractors.

Basic Requirements

- The Supplier is responsible for subcontractor work as for its own and ensures subcontractors meet all Newsec demands. Subcontractors can be used only with written approval from Newsec. Newsec allows a maximum of 1-level of subcontractors. Special circumstances may warrant exceptions to be granted.
- The Supplier is to be registered in relevant national branch registries
- The Supplier is responsible for paying taxes and social contributions on compensation for any work carried out
- The Supplier pays value-added tax and has no outstanding tax debts
- The Supplier has a good credit score
- The Supplier has obtained the necessary liability insurance
- The Supplier must comply to national legislations and collective agreement related to minimum wages, working hours and overtime pay.
- The Supplier is authorized according to applicable industry regulations

Quality, Environment, and Work environment

The Supplier must have a certified quality management system according to ISO standards or an equivalent system that covers ongoing systematic work on quality, environment, and occupational health. In the absence of certification, the Supplier must have the following in place:

- Quality policy, quality goals, routines for quality work follow-up, routines for purchasing, and handling improvement proposals, deviations, and customer feedback
- Environmental policy, environmental goals, routines for environmental work follow-up, routines for handling environmental requirements and laws, and routines for emergency preparedness
- Occupational health policy, occupational health goals, routines for occupational health work follow-up, and routines for handling occupational health requirements and laws

Materials

- The principles of substitution are applied, which means that the substitution rule in the environmental code regarding chemical products, harmful chemicals, and other products is replaced with less harmful products or methods whenever possible

- The Supplier shall propose and document sustainable materials and solutions, such as materials with a low carbon footprint, recycled materials, or materials with recycled content.
- The Suppliers shall, when necessary, provide necessary building material data (Environmental Product Declaration EPDs) and information on climate emissions from the supplier's services and products.
- If building materials is used it should be sustainable and safe for both humans and the environment. This means:
 - Follow relevant product specific approval scheme for all life phases (production, use and end-of-life) related to health, environment, recyclability, consumption of water and energy during use, lifetime and other relevant matters. Documentation must follow the delivery
 - Wood materials should be from FSC or PEFC certified forests
 - Swan Ecolabelled (or similar assessment systems) products are preferred when available
 - The Supplier must offer training for use of chemicals with restrictions (e.g. di-isocyanat or herbicides or cleaning chemicals) and must notify Newsec if products with restrictions are ordered or used

Waste and Recycling

- The Supplier must source-separate according to the respective municipality's waste management ordinance
- The Supplier must handle and transport hazardous waste according to the regulations in the waste ordinance and the municipality's waste management ordinance including special permission for the transport of hazardous waste

Transportation

- The Supplier's vehicles must be chosen based on the best sustainability choice
- Cars should preferably be EURO 6 rated, and the supplier is encouraged to have a plan for a fleet consisting of 100% vehicles with renewable fuel
- The Supplier's transports must be planned and carried out to minimize environmental impact.
- Motorized equipment and hand tools must use environmentally friendly fuels and be environmentally friendly in design, e.g., equipped with a catalyst, if possible.

Sanctions

The Supplier must ensure that neither the Supplier, its representatives, nor its owners have been on any sanctions list during the two years before the agreement with Newsec and during the agreement period:

- is listed on any sanctions list
- has its domicile or operations in a country or territory that is or becomes subject to country or territory-wide sanctions
- is or becomes a person that Newsec is prevented from cooperating with due to sanctions.
- is or becomes subject to sanctions in any other way.

The Supplier must further ensure that the Supplier does not sell goods or services to Newsec in violation of sanctions or acquired in violation of sanctions.

Invoicing Procedures

Newsec only accepts electronic invoices (PDF invoices via email do not count as e-invoices).

The Supplier does not have the right to charge fees such as invoicing, expedition, reminder, or administration fees, etc. For administrative reasons, the supplier does not have the right to send a payment reminder until at least (10) days after a due invoice. Incorrect invoices are not accepted and will be returned.

Ordering

Only authorized individuals at Newsec can place orders. It is up to the supplier to verify the authorized requester; if the order is placed by a non-authorized person, the order is not valid.

Orders must always be made in writing (electronic, letter, or email). Newsec must always be given the opportunity to order electronically.

Each order must be confirmed within 2 business days, containing:

- Ordered goods/services and prices
- Delivery date and address
- Our and your references
- Billing address

Order confirmation is sent to the person placing the order. Any changes must be communicated to the Supplier contact at Newsec in writing as soon as possible.

Questions

If there are questions about these requirements, you can contact the national purchasing department.