



**ABSORB**

Filter Sand, Floors & Nozzles

Handbook *for*

# Absorb **Suppliers**

*New Zealand*

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November 2024

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## Supplier Information

Welcome to Absorb It Ltd!

Thank you for considering Absorb It Ltd as a Customer. This handbook provides key information to help you evaluate us as a prospective customer or update the records you maintain for us in your system now.

If you require any additional details or assistance, please don't hesitate to reach out to us at [accounts@absorb.nz](mailto:accounts@absorb.nz)

We look forward to working with you!

### Important

Please ensure that you carefully read the accompanying handbook.

Company Information	
Company Name	Absorb It Ltd
GST Number	135-825-454
Company Number	8337505
NZBN Number	9429050456598
Established	30 March 2022
Postal Address	46 Waiau Street, Torbay, Auckland 0630
Physical Address	452b Tauwhare Road, Matangi, Hamilton 3284
Contact Information	
Business Line	+64 7 829 5060
Managing Director (and Sales)	
	<b>Steve McIntosh</b>
Mob.	+64 27 2828032
Email.	sales@absorb.nz   steve@absorb.nz
Admin, Accounts and Logistics	
	<b>Amanda Corp</b>
Mob.	+64 27 2825032
Email.	accounts@absorb.nz   amanda@absorb.nz
Operations	
	<b>Robyn Ogden</b>
Mob.	+64 27 2824032
Email.	operations@absorb.nz
Web Address	www.absorb.nz
Bank Account Information	
Bank / Branch	Westpac, 515 Pollen Street, Thames

Thames  
515 Pollen Street, Thames, NZ

Paid in by (first and last name): \_\_\_\_\_

Phone number: \_\_\_\_\_

For the credit of:  
ABSORB IT LIMITED

Date: / /

Notes: \_\_\_\_\_

Cons: \_\_\_\_\_

\$ \_\_\_\_\_

⑈030458⑈ 0024020⑈00 ⑈ 50

## Referees

When applying for an account with you, we understand that you may require us to provide references. The individuals or organizations listed below have each consented to act as referees and have agreed to share their contact details for this purpose. They would prefer to be contacted via the method listed.

Their consent ensures compliance with the New Zealand Privacy Act 2020, which mandates that personal information is collected, used, and disclosed lawfully and transparently.

We acknowledge that the information provided will be used solely for the purpose of assessing our creditworthiness and establishing an account. Additionally, we request that any information collected during this process is handled securely and not disclosed to third parties without explicit consent, except as required by law.

Bulk Bag Co. Ltd	Jake	E. office@bulkbagco.co.nz
Waipa Plumbing & Gas Ltd	Tania	E. tania@waipaplumbingandgas.co.nz
Highgrade Coatings Ltd	Jeremy	M. 021 959 069

## Ordering

### Purchase Order Requirement

To ensure we process your invoice quickly and accurately, we require a valid purchase order (PO) submitted with every invoice. Absorb Purchase Order numbers are 4 digits, beginning with a PO-0???. Names or any other form of order will not be accepted.

If you do not have a valid purchase order and you're ready to submit your invoice, please contact the person you have been dealing with directly or contact accounts.

## Payment Schedule

### Invoices and Statements

To ensure prompt processing and payment, we require all invoices to be submitted no later than the **5th working day of each month**. Additionally, please provide a monthly statement to confirm that all invoices have been accounted for.

Kindly email your invoices and statements to [accounts@absorb.nz](mailto:accounts@absorb.nz).

Please note, our payment run closes on the 5th of each month. Invoices received after this date will be scheduled for payment in the following month.

### Payment Date

Payment for invoices due will be made by Absorb on the **26th of the month following** the date of the invoice. For example, if your invoice is dated **January 15th, payment will be made on February 26th**.

## Acknowledgement of your Terms

We acknowledge your terms and conditions and agree to abide by them, with the following exclusions, *if they form part of your terms and conditions.*

Absorb **does not**:

1. Offer any personal guarantees.
2. Waive our right to receive a copy of the verification statement in the event you register a security interest in terms of section 148 of the PPSA.

and

3. Payments will be included in our standard payment run on the 26th of the month following.

## Privacy and Data Protection

We take our privacy seriously.

As part of your account application process, Absorb It Ltd may provide personal and business information to you. This information is shared with the understanding that it will be used solely for account evaluation and business relationship management.

We expect you to handle this data in compliance with the New Zealand Privacy Act 2020. Information must be stored securely and not shared with third parties without prior consent, except as required by law.

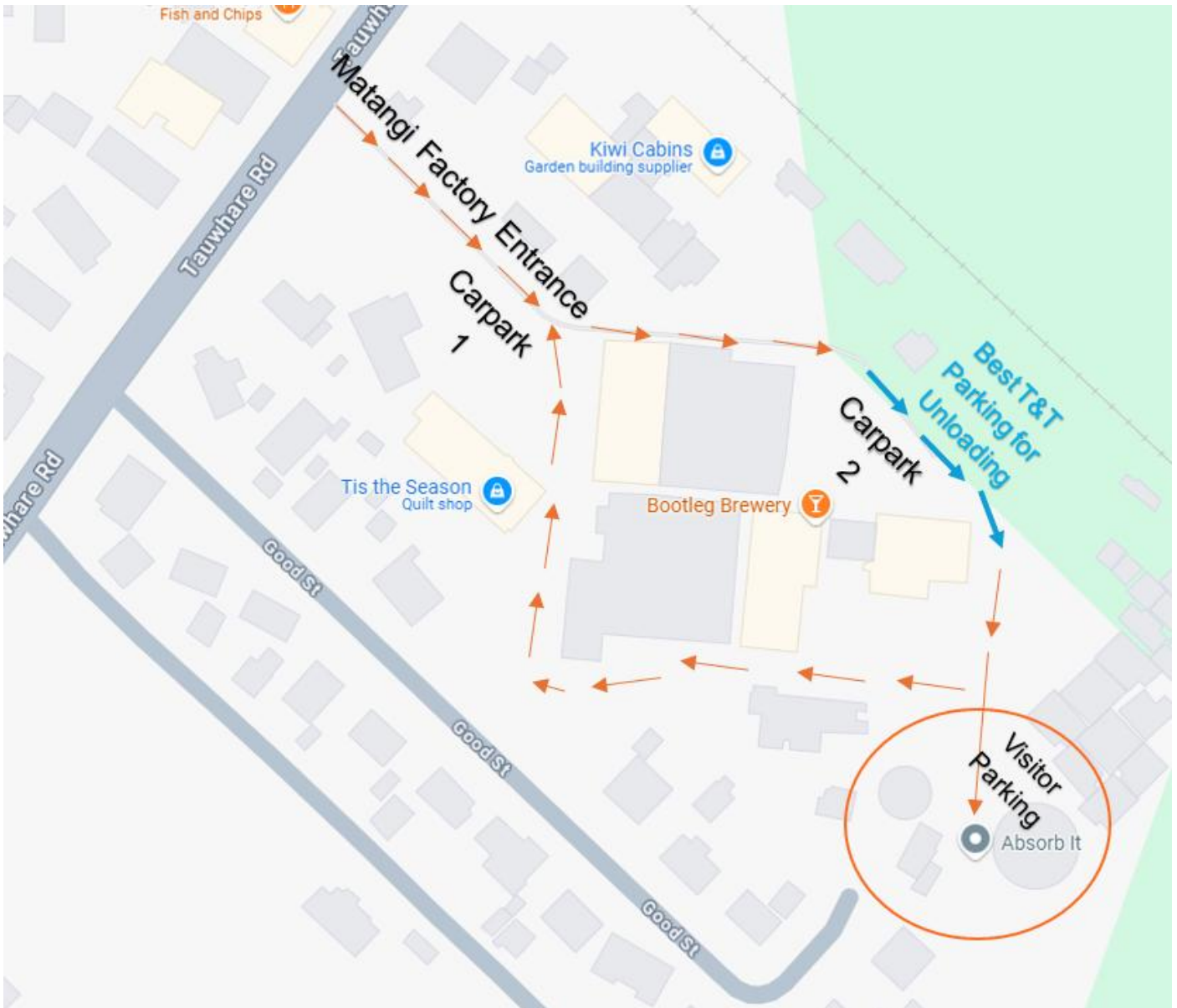
## Handbook Version

We will send you the most current version of this handbook at the time of sending our application to you for processing. Absorb It Ltd reserves the right to update and modify the contents of this handbook at any time. A copy of the latest version is always available on our website at [www.absorb.nz/company-and-admin-info](http://www.absorb.nz/company-and-admin-info). If you have any questions or need clarification, please contact us.

## Conclusion

Thank you for considering Absorb for an account. If accepted, we look forward to a mutually beneficial business relationship going forward. If you have any further questions or need assistance, please don't hesitate to contact [accounts@absorb.nz](mailto:accounts@absorb.nz) We appreciate your partnership and look forward to working with you.

## Delivery Map – Inside the Matangi Factory



We may request that our order be delivered.

We are a working site with heavy machinery in operation. If your staff are delivering our order, please phone us in advance to let us know you are coming. Upon arrival, please follow these instructions:

1. For a passenger vehicle, and / or a truck only, park in the driveway entrance.
2. For a truck and trailer unit, please park in the second car park.
3. Drivers and/or passengers who must get out of the vehicle are to go immediately to the Office to make themselves known. **DO NOT wander around to find someone.** Any passengers must either stay in the vehicle or also move to the Office.
4. All drivers are required to sign in at the Office.
5. Drivers will be directed where to move their vehicle for unloading.
6. Drivers and/or passengers who are out of the vehicle are to wear Hi-Viz.
7. Drivers (if used as a spotter for the forklift operator) are to stand well-clear of any moving machinery during unloading. Passengers are to stand in the safe zone (the office deck).
8. Drivers are not to wander during unloading.
9. Visitors are required to sign out in the office.