

LGP Customer Procurement Instruction

The purpose of this document is to provide an authorised instruction by the LGP Customer to Contractors engaged under the **Trucks, Buses, Specialised Trucks, Truck Bodies and Trailers NPN123**. If endorsed, it ensures that all new truck cab-chassis purchases made from the Contractor by the named LGP Customer are, from the date of this instruction until further notice in writing, to be processed under the LGP NPN123 panel contract.

The outcome of this instruction is to eliminate Contractor uncertainty with respect to the procurement process the LGP Customer is following and to provide the LGP Customer with a clear audit trail.

Upon receipt of the executed instruction, LGP will inform the relevant Contractors that all orders raised by the LGP Customer are to be processed under Trucks, Buses, Specialised Trucks, Truck Bodies and Trailers NPN123 contract.

A corresponding email will be sent to you. This will be a copy for your records and may be used for audit purposes.

This authorisation below must be completed and signed by a relevant LGP Customer staff member holding a delegated authority for this category of procurement.

AUTHORITY INSTRUCTION FOR PROCUREMENT UNDER Trucks, Buses, Specialised Trucks, Truck Bodies and Trailers NPN123

Name of LGP Customer	
Delegated Officer	
Position/Title	
Email	
Contact Phone number	

The _____ (*insert name of LGP Customer*) agrees that all RFQs issued and orders placed by the LGP Customer from the Date of Commencement shall be governed by the Terms and Conditions of the LGP panel contract "*Trucks, Buses, Specialised Trucks, Truck Bodies and Trailers NPN123*" as set out in Part 5 Purchaser Conditions of Contract (*see following pages*).

The LGP Customer confirms that its staff, officers and agents are required to act in accordance with a code of conduct established by the LGP Customer, which requires them not to disclose or use any confidential information (being information that is by its nature confidential; is designated by the party that provided it as confidential; or that the person knows or ought to know is confidential) related to LGP or its panel contractors for use when procuring under this contract

To be completed by Delegated Officer

Name:

Signature:

Date:

Instructions:

1. Print out this form (**first page only**).
2. Complete and sign.
3. Scan and return by email to suppliers@lgp.org.au

For further information regarding this contract, contact your [LGP Business Manager](#)