

# Vendor Application Form, Asia

Last updated 14.09.2023



This form provides us with essential information about your company such as company details, tax identification number, and banking information - Please fill in all sections, typing "N/A" where not applicable and please sign and date the last page of the form.

Your information will be treated confidentially.

## Section 1a: Company information details

Company name

Bank account name in native version  
TW (Traditional Chinese)<sup>1+2</sup>  
(繁體中文銀行帳戶名稱)  
JP (Half-width Katakana)<sup>1+2</sup>  
(半角カタカナの銀行口座名)  
KR (Hangul)<sup>1+2+3</sup>  
( )

Street

Floor

Additional Street

Company Street in native version  
TW (Traditional Chinese)  
(繁體中文街道)  
JP (Half-width Katakana)  
(半角カタカナの通り)  
KR (Hangul)  
( )

District

City

Postal Code / ZIP Code

Country

Region/State

Important information:

- 1 The company name must be identical with the company name on the bank book. This is to avoid any payment rejects
- 2 The beneficiary's name must be the same as the bank account name regarding domestic payment
- 3 If you are a small individual company the company name must be the company's representative name

## Section 1b: Company registration numbers

Fill in the fields that apply to your country

VAT ID

Other tax number information 1  
Please write tax type & the tax number

Other tax number information 2  
Please write tax type & the tax number

TAX ID

Private Person

## Section 1c: Contact information

Contact information  
(General information) Phone no.  
E-mail

Contact information  
(Purchase orders) Contact name Phone no.  
E-mail

Contact information  
(Accounting) Contact name Phone no.  
E-mail

## SECTION 2: Bank account details

Bank account details are information that identifies your bank account. Bank account details may include bank code, Branch code, account number, IBAN, SWIFT code, account name and it tells the currency of the account.

Bank proof documentation **MUST** be included along with this application form, otherwise it can cause delay on processing your vendor account at Ørsted

Bank documentation that we **ACCEPT**: Bank statement, bank letter, bank slip, account statement, voided check, copy of bank card, copy of bankbook, bank details on your company's letterhead.

Why is this documentation important? It minimize the risk of invoice fraud, it streamline your account set-up process and avoid costly payment errors.

In which currency<sup>1</sup> do you want to invoice us:                      and                      and                      and

<sup>1</sup>Remember to attached bank documentation for each currency above

Bank Country Code	Bank key (eg. bank code + Branch code)	SWIFT Code	
<b>Only for Japan</b> Please specify your type of account	01 FUTSU (普通)	02 TOUZA (当座)	04 HOCHIKU (貯蓄)

Who can we contact if we need further information?      E-mail

## SECTION 3: Tax information<sup>1</sup>

– Trade with one of our US companies

A) Do you need to trade with one of our US companies?	Yes	If yes, go to question B
	No	(If no, please ignore question B)
B) Will your service always be performed outside of US? OR/AND will you purely sell goods to Ørsted, not involved any service?	Yes	If yes, please complete page 1 of the file called <a href="#">Exempt from W8 form</a>
	No	If no, please please fill out correct W-8 form <sup>2</sup> (see page 2 for <a href="#">guidance</a> )

### Important information:

- 1 Please note that the tax information will be documented for future audit purpose if needed
- 2 Please consult with your tax advisors about which type of W8 form to provide and how to fill it out

## SECTION 4: Tax information Asia

Are you withholding tax related in....

Please mark relevant country and specify the withholding tax type

Japan, JP

South Korea, KR

Taiwan, TW

Singapore, SG

Malaysia, MY

Not subject to Withholding tax

## SECTION 5: Product/Service Category

What kind of goods or service does your company provide?

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## SECTION 6: Terms of payment

Invoices are payable 30 days from date of invoice, or as provided in any contract. Ørsted cannot process invoices in less than 30 days.

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## SECTION 7: Requirements for Vendor Invoices

The following requirements must be met for all invoices issued to Ørsted. If the invoice does not do so, Ørsted reserves the right to reject the invoice:

- Ørsted purchase order number must be stated on the first page of the invoice
- The invoicing address must be in accordance to the information on the purchase order
- The invoice must comply with any country mandatory legislation and general invoice requirements
- Any proforma invoices must be followed up with an original invoice

The invoice must be sent as an electronic invoice. Find the GLN/EAN number on the purchase order or via the below link

(Find correct Ørsted GLN (Global Location Number [here](#))

If not possible to send an electronic invoice, please send the invoice as a PDF format to [invoices@orsted.com](mailto:invoices@orsted.com)  
(Only one invoice per PDF file with paper size A4 in maximum 300 dpi)

Ørsted wants to reduce the carbon footprint wherever it is possible. As a consequence, we want to reduce the receipt of paper invoices to an absolute minimum. Please use one of our above mentioned electronic ways to send us your invoices.

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## SECTION 8: Code of conduct for Ørsted's business partners

As stated in Ørsted's Code of Conduct (see document her in [EN](#), [JP](#), [KR](#), [VN](#) and [CN](#)), our business partners are committed to conducting its business with honesty and integrity, and in full compliance with applicable antibribery and anti-corruption laws.

The code of Conduct reflects the standards to which any person or entity should adhere when action on the Company's behalf, including partners, agents and contractor's third parties. To support this commitment, the Company requires that appropriate due diligence be conducted with respect to its third parties.

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## SECTION 9: Vendor representative

Name:

Position:

Department:

Date: