

# Vendor Application Form, Europe

Last updated 25.03.2024

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 data will be treated confidentially.

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## SECTION 1a: Company information details

Company name

Address

Floor

District

City

Postal Code / ZIP Cod

Country

Region/State

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## SECTION 1b: Company registration numbers

Fill in the fields that apply to your country

TAX ID

Company Reg. No.

VAT ID

Organization No.

Other No.

Please choose type & write number

Private Person

Number not on the list

Please write type & number

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## SECTION 1c: Contact information

Contact information

(For general information)

Phone no.

E-mail

Contact information

(For Purchase orders)

Contact name

Phone no.

E-mail

Contact information

(For 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 key, account number, IBAN, SWIFT code, account name and it tells which currency account it is.

We accept: Bank statement, bank letter, bank slip, account statement, voided check, copy of bank card, copy of bankbook, bank on vendors letterhead.

This documentation must be included along with this application form, otherwise it can cause delay processing your vendor account at Ørsted.

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

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

Other currency

<sup>1</sup>Remember to attached bank account details for each currency you choose above

Who can we contact if we need further information?

E-mail

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

- Trade with one of Ørsted's 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 U.S.? OR/AND will you purely sell goods to Ørsted, not involved any service?

Yes

If yes, please complete page 1 of the file called **Exempt from W8 form**

No

If no, please fill out correct W-8 form<sup>2</sup> (See page 2 for **guidance**)

**Important information:**

<sup>1</sup> Please note that the tax information will be documented for future audit purpose if needed

<sup>2</sup> Please consult with your tax advisors about which type of W8 form to provide and how to fill it out

## SECTION 4: Product/Service Category

What kind of goods or service does your company provide?

## SECTION 5: 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 6: Code of conduct for Ørsted's business partners

As stated in Ørsted's [Code of Conduct](#), our business partners are committed to conducting its business with honesty and integrity, and in full compliance with applicable anti-bribery 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 7: Vendor representative

Name

Position

Department

Date