Vendor Application Form, USA



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.

SECTION 1a: Company information details

Company name

Physical address Floor

City ZIP code

Country State

SECTION 1b: Company registration numbers

(Tax identification

number)

SSN number

(Social security number)

EIN number (Employer ID number)

SECTION 1c: Contact information

Contact

Phone no. information (For general information) 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 ABA Routing, account number, 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.

The vendor must have the transfer as: ACH Wire

The vendor must be paid by cheque: Yes No

In which currency do you want to invoice us

Other currency

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

SECTION 3: Tax information details¹

A) The vendor is a government entity: Yes If yes, the vendor does not need to provide W9 form)

No If the vendor is NOT a government entity, then please attach the W9 form (for more information click here)

B) What is the vendor selling?

Goods: Other - Please specify:

Service:

Goods + Service:

Rental:

Important information:

SECTION 4: Invoice category

What kind of goods or services does your company provide?

¹Remember to attached bank account details for each currency you choose above

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



SECTION 5: Requirements for Vendor Invoices

The following requirements must be observed for all invoices issued to Ørsted. If the invoice does not comply with the requirements mentioned below, 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 Orsted 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 (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 receiptof paper invoices to an absolute minimum. Please use one of our above mentioned electronic ways to send us your invoices.

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

As stated in Ørsted's Code of Conduct (see document here), 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.

SECTION 7: Vendor representative

Name.	
Position:	
Department:	
Date:	