

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

TIN
(Tax identification
number)

SSN number
(Social security number)

- -

EIN number
(Employer ID number)

-

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 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 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

(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.

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: