

Vendor Application Form

Last updated 26.01.2023



Please complete all sections, typing "N/A" where not applicable. Sign and date the last page of the form.

A copy of a bank statement, a voided check or a copy of your bank book showing the bank information on a company letterhead must be included along with the completed form. Otherwise, it can cause delay processing the vendor application.

SECTION 1: Company information details

Company name

Company name in native version: TW (Traditional Chinese) ^{1) + 2)}

JP (Katakana)

KR (Hangul)

Registered address:

Registered address in native version: TW (Traditional Chinese)

JP (Katakana)

KR (Hangul)

Town/ City:

Country:

Postal code:

Region/State:

Company registration numbers

VAT ID:

GUID:

Company Reg. no.:

Other:

Contact information (Purchase orders)

Name of contact:

E-mail:

Phone no.:

Contact information (Accounts Payable)

Name of contact:

E-mail:

Phone no.:

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

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SECTION 2: Banking details

Name of Bank:

Address:

Town/City:

Country:

Postal code:

Region:

Bank key

Account number

IBAN:

Swift Code / BIC Code:

Invoice Currency:

Control key:
(Only for Japan)

01 FUTSU (普通)

02 TOUZA (当座)

04 HOCHIKU (貯蓄)

Invoice Currency:

SECTION 3: Tax information details¹ – Trade with one of our US companies

- | | | |
|--|-----|--|
| A) Does your company trade with one of our US companies? | Yes | If yes, Go to question B |
| | No | (If no, please ignore question B) |
| B) Does your company trade with our US companies for Goods only or Service always performed location outside US? | Yes | If yes, please complete page 1 of Exempt from W8 form.docx file |
| | No | If no, please attach ONE correct W8 form ²⁾ (see page 2 of Exempt from W8 form.docx file for reference) |

Important information:

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

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SECTION 4: Tax information details in Asia

Are you withholding tax related in...

Please mark relevant countries and specify the withholding tax type:

Japan, JP

Taiwan, TW

Malaysia, MY

South Korea, KR

Singapore, SG

SECTION 5: Invoice category

What kind of goods or services does your company provide?

SECTION 6: Payment terms

Invoices are payable 30 days from date of invoice, unless otherwise agreed in writing. Ørsted cannot process invoices in less than 30 days. Ørsted will not accept vendor relations who demand less than 30 days payment terms, as this will inevitably lead to late payments from Ørsted

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SECTION 7: 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 8: 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 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.

SECTION 9: Vendor representative

Name:

Position:

Department:

Date:
