

# Vendor Application Form

Last updated 24.11.2022



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

Registered address:

Town/ City:

Country:

Postal code:

Region/State:

Company  
registration  
numbers

Tax ID:

VAT ID:

Company Reg. no.:

Organization no.:

Contact  
information  
(Purchase orders)

Name of contact:

E-mail:

Phone no.:

Contact  
information  
(Accounts Payable)

Name of contact:

E-mail:

Phone no.:

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## SECTION 2: Banking details

Name of Bank:

Address: Town/

City: Country:

Postal code:

Region:

Bank key / Sort code:

Account number

IBAN:

Swift Code:

Invoice Currency:

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## SECTION 3: Tax information details<sup>1</sup> – 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 <b>Goods only</b> or <b>Service always performed location outside US</b> ? | Yes | If yes, please complete page 1 of Exempt from W8 form.docx file   |
|   | No  | If no, please attach ONE correct W8 form <sup>2</sup> (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: Invoice category

What kind of goods or services does your company provide?

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## SECTION 5: 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 6: 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](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 7: 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.

Will a third party be engaged by the supplier to conduct work on Ørsted's behalf? Yes                      No  
If "Yes", please provide detail below

Does the supplier require access to Ørsted facilities and/or systems (network, applications) to perform the services requested? Yes                      No  
If "Yes", please provide detail below

Have any cash payments been made to supplier over period under review? Yes                      No  
If "Yes", please provide detail below

Have any payments been classified as:

- |                  |                 |   |           |
|------------------|-----------------|---|-----------|
| 1) Donations     | 2) Sponsorships | 3) Gifts                                    | 4) Travel |
| 5) Entertainment | 6) Hospitality  | 7) Licenses, permits, regulatory clearances |           |

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## SECTION 8 Vendor representative

**Name:**

**Position:**

**Department:**

**Date:**