

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 or a voided check showing the address, bank account number and ABA Routing number 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

Physical address:

City:

ZIP code:

Country:

State:

TIN (Tax identification number)

SSN number

(Social security number):

EIN number

(Employer ID number):

Contact information
(Purchase orders)

Name of contact:

E-mail:

Phone no.:

Contact information
(Accounts Payable)

Name of contact:

E-mail:

Phone no.:

SECTION 2: Banking details

Name of Bank:

Address:

City:

Zip code:

Country:

State:

Account number:

ABA Routing:

Wire or ACH

Invoice Currency:

The vendor wants to be paid by check: Yes No

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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

(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 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.

SECTION 8: Vendor representative

Name:

Position:

Department:

Date: