

Order Form

Please send qualification material to:

Company:
Address/P.O.Box:
Postal No. and Town:
Country: Phone:
Company e-mail:
Legal entity No.: VAT. nr.:
Contact person:
E-mail: Phone:

Has your company been asked to register for a specific tender: YES: NO: If yes, state by which company:

1. Familiarise yourself with the product and service codes that are available in TransQ and make a careful assessment of which codes are suitable for your company. This is important in order to communicate your core business area clearly to the buyers. Click [here](#) to see which codes are applicable to TransQ
2. **The qualification fee is to be paid in advance** (VAT to be added for suppliers situated in Sweden). The annual qualification fee is based on the selected number of codes. The fee covers one year's qualification and is **non refundable**.
3. Upon receipt of your order form and payment TransQ will provide you with the logon details for your online registration. The registration involves filling in an online questionnaire and uploading the required documentation.

Annual qualification fee based on the number of codes

Number of codes selected	Annual fee (SEK)	Order
1-3 codes	4.900	
4-8 codes	5.900	
9-19 codes	6.900	
≥ 20 codes	9.900	

I accept the TransQ [Terms and Conditions](#) (PDF)

Date: Signature:

Block letters:

Payment:

We have **transferred** the fee (including VAT for suppliers situated in Sweden) by SWIFT to:
BIC/Swift address: NDEASESS for further credit to account number **SE2730000000032731702125**.
Nordea Kista, Kistagången 21, 164 40 KISTA, Sweden
Possible expenses to be covered by us - the payer. Please note that we do not accept cheques.

Credit Card: Visa American Express EuroCard/MasterCard

Charge my credit card No: Expiry date:

CVC2 value: (only EuroCard/Master Card)

Cardholder's name:

Cardholder's address:

Signature:

Qualification Requirements in TransQ Qualification System

Familiarise yourself with the product and service codes that are available in TransQ and make a careful assessment of which codes are suitable for your company. This is important in order to communicate your core business area clearly to the buyers.

In order to achieve qualification in the TransQ Qualification System, the supplier must profile/describe their products and services, together with a fulfilment of several formal requirements.

Below you will find requirements that the supplier must confirm/verify **during the qualification process**.

Supplier Requirements

To achieve qualification the supplier must:

- perform sales in his own name
- state financial key figures
- be up-to-date with the payment of imposed taxes and fees
- have adhered to the legal requirements with regard to the submittal of last year's Annual Report and Accounts to the appropriate authorities.
- not be in debt-settlement proceedings or in any other respect be placed under public administration.
- offer products/services that are comprised by the system at the time of qualification.
- submit full application for qualification, i.e TransQ online questionnaire and supporting documentation.
- having filled in the questionnaire and uploaded [declaration 12e](#) form (a statement by managing director confirming the information entered in the internet based questionnaire is correct) and a copy of the company's Certificate of Incorporation, issued by public registry office
- Norwegian Suppliers must also upload the Norwegian Tax Certificates RF-1244, which are issued by the Norwegian Tax Office (VAT) and collector of taxes (tax/employers NI).
- It is mandatory to have at least one relevant reference/or capacity description pr. product / service category.
- have paid the annual qualification fee.

To get access to the TransQ questionnaire it is required that you have internet-access.

Please contact the TransQ team if you have questions regarding the qualification requirements.

TransQ Qualification

Phone: +47 37 06 35 40

Fax: +47 37 06 35 41

E-mail: transq@achilles.com

Links to useful documents

- [Terms and Conditions](#) (PDF)
- [Product/service codes](#) (PDF)