

Order Form

Please send qualification material to:

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

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 Sellihca 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 Sellihca.
2. **The qualification fee is to be paid in advance** (VAT to be added for suppliers situated in Norway). 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 Sellihca will provide you with the login 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 (NOK)	Order
1-5 codes	3.900	
6-15 codes	4.900	
16-25 codes	5.900	
> 25 codes	7.900	

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

Date: Signature:

Print name:

Payment:

Bank transfer: We have **transferred** the fee (including VAT for suppliers situated in Norway) by SWIFT to Nordea Bank Norge ASA, P.O.Box 750, N-4004 Stavanger.
BIC/Swift address: **NDEANOKK** for further credit to account number **NO4963500527589**.
 Sellihca Qualification, Achilles Systems AS, P.O.Box 1817 Stoa, N-4858 Arendal.
Possible expenses to be covered by 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 Sellihca Qualification System

Familiarise yourself with the product and service codes that are available in Sellihca 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 Sellihca 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 Sellihca online questionnaire and supporting documentation.
- having filled in the questionnaire and uploaded [declaration 12](#) 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).
- have paid the annual qualification fee

Extended pre-qualification requirements for suppliers to Nuclear Utilities in Sweden

The Swedish nuclear utilities Ringhals AB, Barsebäck, Forsmark Kraftgrupp AB and OKG AB have established extended pre-qualification requirements regarding language, personnel skills, drug tests, insurances etc for service and works contracts. Please read more about these requirements [here](#) or contact Sellihca for further information.

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

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

Sellihca Qualification

Phone: +47 37 06 35 30
Fax: +47 37 06 35 31
E-mail: nordic@achilles.com

Links to useful documents

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