

## Order Form

### Please send qualification material to:

Company:  
Address/P.O.Box:  
Postcode 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 the Achilles JQS 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 Achilles JQS.
2. **The qualification fee is to be paid in advance** (VAT to be added for suppliers situated in Norway). Annual qualification fee 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 Achilles JQS will provide you with the login details for your JQS 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	5.800	
6-15 codes	6.800	
16-25 codes	7.900	
> 25 codes	9.000	

I accept the Achilles JQS [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 **NO3563500517753**.  
Oljeindustriens Leverandørregister AS, Achilles Information Centre, P.O.Box 1656 Stoa, N-4857 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 for Achilles Joint Qualification System (JQS)

Familiarise yourself with the product and service codes that are available in the Achilles JQS 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 Achilles Joint 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:

- minimum complete mandatory information (marked with \*)
- have implemented and documented a quality system in accordance with an international standard like EN ISO 9001 series or corresponding standards. (Third-party certification is *not* required).
- have established and documented a formal system for managing health, safety and environment (HSE), matters and requirements which, as a minimum, complies with the applicable national (ref. Company address) laws and regulations related to or concerning HSE.
- 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 Account 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. Achilles online questionnaire and supporting documentation.
- enclose a copy of the latest version of the Certificate of Incorporation.
- have paid the annual qualification fee.

**To get access to the Achilles JQS questionnaire it is required that you have internet-access.**

**Please contact the Achilles JQS team if you have questions regarding the qualification requirements.**

### Achilles Information Centre

**Phone:** +47 37 06 35 00

**Fax:** +47 37 06 35 01

**E-mail:** [aic@achilles.com](mailto:aic@achilles.com)

### Links to useful documents

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