



COMPANY INFORMATION

Form W-9 (<https://www.irs.gov/forms-pubs/about-form-w-9>) is required.
Check ☐ to confirm you are including a complete and current Form W-9.

Business Designation

Please check the box next to the description that best describes your company:

- ☐ Large Business
- ☐ Small Business
- ☐ Government or Non-Profit
- ☐ Foreign-Owned Business
- ☐ Other, please explain:

Diverse Supplier Status

If applicable, please check the box next to the applicable description and submit a copy of any applicable certifications.

- | | |
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| ☐ Woman-Owned Business | ☐ Minority-Owned Business |
| ☐ Veteran-Owned Business | ☐ African American |
| ☐ Service-Disabled Veteran-Owned Business | ☐ Asian-Indian American |
| ☐ Disadvantaged Business | ☐ Native American |
| ☐ HUBZone Small Business | ☐ Asian-Pacific American |
| ☐ Other, please explain: | ☐ Hispanic American |
| | ☐ Other, please explain: |

PURCHASE ORDERS

Purchases require purchase order authorization. See the Fuel Supplier Requirements, including Section A (Business Process), for purchase order requirements specific to fuel suppliers. Failure to have a purchase order in place prior to performing services or shipping products will result in a violation of Aggreko's policy and will severely affect the payment cycle. If you have any questions or need additional information regarding purchase orders, please contact Aggreko by email at nampurchasing@aggreko.com.

INVOICING

Supplier shall submit all invoices electronically by email to FuelDesk-NAM@aggreko.com. See the Fuel Supplier Requirements, including Section A (Business Process), for invoicing requirements specific to fuel suppliers. Supplier's invoice must contain the word "INVOICE" prominently displayed, Aggreko's Reference #, Supplier's name, and contact information (including logo, address, email address, and phone number), Supplier's invoice # and date, the buyer's name and contact information, a description of the goods and/or services (including dates provided, quantities, and unit prices), the total amount due (including taxes), and the payment due date in accordance with the payment terms below. Also, each invoice must be sent as a separate file, and if an invoice is part of a multi-page submission, the invoice must appear as the first page. Final invoice must be received within 5 days of delivery. Failure to follow these requirements will result in rejection of the invoice, and payment will not be deemed due until a correct invoice is received. Under no circumstances will Aggreko be liable for late payment, finance, or other similar charges.

PAYMENTS

Fuel suppliers must participate in Aggreko's SUA program (currently, a virtual single use MasterCard program). Payment terms are Net 05 SUA.

- Supplier must provide a contact email address where the automated payment notifications will be sent.
- Aggreko will provide the first seven digits of the credit card account number at the time Supplier is set up in the program, and these first seven numbers will never change and should be retained for use with each payment.
- Supplier must use the initial payment notification along with the first seven digits of the credit card account number to process the first payment. Thereafter, Supplier must utilize the link at the bottom of the payment notification to sign up for Secure Email Notifications. Once signed up, Supplier will receive secure email notifications containing all necessary information for processing credit card payments.
- Use your standard credit card settlement process for each transaction.
- Under no circumstances will Aggreko be liable for credit card processing fees.

If you have any questions or need additional information regarding invoicing or payments, please contact FuelDesk-NAM@aggreko.com.

CERTIFICATE OF INSURANCE

Check ☐ to confirm you have uploaded to Aggreko's supplier portal a current certificate of insurance that meets the insurance requirements as set forth in the Fuel Supplier Requirements. A sample certificate of insurance is attached hereto as Appendix 2. Supplier is responsible for monitoring the status of its certificate of insurance and uploading a new one each year upon insurance renewal. A sample certificate of insurance is provided in the Fuel Supplier Requirements.

FUEL SUPPLIER REQUIREMENTS

Each Fuel Supplier must agree to meet all requirements outlined in this document.

A. Business Process

Delivery Process and Purchase Order

- During business hours of Mon-Fri 8am – 5pm, no fuel order should be executed unless Reference # is provided by Aggreko.
- During after-hours, weekends and holidays, a fuel order may be executed with verbal authorization from Aggreko, but the Supplier must contact the designated Aggreko representative the next business morning to obtain Reference #.
- The supplier must get approval from an Aggreko representative before any fuel schedules are changed.
- If a delivery cannot be made in the specified time period or if there are any issues at the delivery site, the Supplier must address immediately with an Aggreko representative.

Fuel Delivery Ticket

- The Supplier must prepare a fuel delivery ticket for each delivery made. Tickets must contain:
 - Company (or Event) name and address
 - Date & Time of Delivery
 - Total Gallons/Liters Delivered
 - If fuel delivery is for multiple generators and/or tanks include equipment # and separate fuel totals for each one filled.
 - Signature of person at site receiving fuel, if site is manned.
- The Supplier must **NOT** include any pricing on documents used at the site where fueling occurred.

Price Confirmation

- Final delivery information including total price, fuel quantity, price per gallon and all other delivery charges must be communicated by Supplier via email to their Aggreko representative within 1 business day of the completed delivery service or the next business day if delivered after hours, on a weekend, or a holiday.
- Issuance of an invoice, per the section directly below, is an acceptable method of price confirmation.

Invoicing

- Supplier's invoice must contain: Valid Aggreko Reference # with proof of delivery.
- Invoice should have standard fuel load fee listed on the first line. Create additional billing lines for any additional charges and attach back-up (proper sign off) for those charges. *Upon request, Aggreko will provide Supplier with an exemplary invoice.*
- Supplier must **provide the invoice for each fuel delivery in no case later than 5 business days** from the latter of (a) delivery, or (b) receipt of a Reference # from Aggreko.
- Per the attached terms and conditions located in Section E of these Fuel Supplier Requirements, the right to payment for any bills or invoices for services not submitted to Aggreko within forty five (45) days of the completion of the fuel delivery shall automatically be deemed waived.
- Supplier invoices must be emailed to FuelDesk-NAM@aggreko.com
- Failure to obtain and document a Reference # on your invoice will result in non-payment of that invoice.
- Some Aggreko Logistics representatives may require a fax copy of the invoice be sent to their Logistics center in order to confirm charges prior to Fuels Payable issuing payment.

Payments

- Supplier must accept invoice payments by Aggreko Purchasing card (currently virtual single use MasterCard program).
 - **Carrier must provide a contact email address where the automated payment notifications will be sent.**
 - Aggreko will provide the first seven digits of the credit card account number at the time Carrier is set up in the program, and these first seven numbers will never change and should be retained for use with each payment.
 - Upon processing of each invoice, Carrier will receive an email with only the last nine digits of the account number, a security code and an expiration date for each approved invoice.

Use your standard credit card settlement process for each transaction using the first seven digits originally provided along with the last nine provided in each payment notification email.



Dear Valued Supplier,

Aggreko has partnered with JPMorgan Chase to offer an alternative payment terms option of N05 through our Virtual Card payment program (also known as Single Use Account or SUA). Virtual cards are the fast, convenient, and secure way to get paid. We encourage you to take advantage of this early payment option.

How does the Virtual Card program work?

Each SUA is assigned a unique 16-digit virtual card number, which carries a credit limit equal to the invoice(s) being paid and remains active for a defined time frame. Once your invoice is submitted to our AP team, and validated for payment, you will receive a notification via secure email. This notification will contain the unique SUA number and complete payment information. You simply process the payment electronically through your merchant bank and the payment will be deposited into your bank account.

Simply work with your merchant bank to determine if you are setup to receive credit card payments using the merchant processing system.

Frequently asked questions:

How will my invoices be processed?

1. The method in which you submit invoices remains the same:
 - a. Ensure that an Aggreko reference number is listed on your invoice.
 - b. Email your invoice(s) to FuelDesk-NAM@aggreko.com for Fuel Invoices.

How do I get setup with the Virtual Card payment program?

1. If you do not already accept card payments, contact your merchant bank, and discuss getting setup to receive credit card payments through merchant processing.
2. Once setup, please verify via email to your Aggreko Purchasing associate that you want to enroll in the program. Within the email, please include the email address that will be used for the SUA payment notifications.
3. Aggreko will advise JPMorgan Chase that you are interested and provide your Aggreko supplier I.D.
4. JPMorgan Chase will send you an email with a link and instructions to register to enroll in Voltage SecureMail – This is the secure email that is used to transmit your payments as they are processed. (There is no special software required to enroll). If you have any questions you may contact JPMorgan Chase at 877-264-5184 or sua.supplier.support@jpmchase.com

I verify that I am an authorized representative of “Company Name” to enroll in the Virtual Card program. I verify that I have the minimum requirements to participate in the program.

Name _____ Date _____ Signed _____

Email Address to receive Payment: _____