



COMPANY INFORMATION
Form W-9 (https://www.irs.gov/forms-pubs/about-form-w-9) is required. Check <input type="checkbox"/> 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: <input type="checkbox"/> Large Business <input type="checkbox"/> Small Business <input type="checkbox"/> Government or Non-Profit <input type="checkbox"/> Foreign-Owned Business <input type="checkbox"/> 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. <input type="checkbox"/> Woman-Owned Business <input type="checkbox"/> Veteran-Owned Business <input type="checkbox"/> Service-Disabled Veteran-Owned Business <input type="checkbox"/> Disadvantaged Business <input type="checkbox"/> HUBZone Small Business <input type="checkbox"/> Other, please explain: <input type="checkbox"/> Minority-Owned Business <input type="checkbox"/> African American <input type="checkbox"/> Asian-Indian American <input type="checkbox"/> Native American <input type="checkbox"/> Asian-Pacific American <input type="checkbox"/> Hispanic American <input type="checkbox"/> 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 natpurchasing@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 PO #, 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. <ul style="list-style-type: none">• 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 Aggreko by email at apsupport@aggreko.com or by phone using Aggreko's Accounts Payable Help Line at 1-877-876-6659 between the hours of 8am – 5pm CT.

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.



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 purchase order is listed on your invoice.
 - b. Email your invoice(s) to Frt-fuelinvoices@aggreko.com or fax to 337-560-7295

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

What if I am not interested in the Virtual Card early payment program?

- Simply email your Aggreko Purchasing associate and let them know you are not interested.
- The Aggreko team will set you up for payment via check at our standard Net 60 days, End of Month, plus 3 days terms.

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 _____