
U. S. Steel Košice, s. r. o.

USER GUIDE – Registration Questionnaire

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1. General Instructions

Make sure the information is correct and up to date.

All fields marked with * are mandatory and must be filled in.

U. S. Steel Košice, s. r. o. is referred to as the customer in this questionnaire.

Ensure that all information you provide matches your official contractual and invoice documents.

All attachments must be:

Official documents issued by an external authority

In Latin characters

PDF only

Dated within the past 12 months

Before entering the data please click on arrows to roll down the questions (highlighted in yellow):

2. General Supplier Information

2.1 Communication language *

Select the preferred language for communication with Customer (English or Czech/Slovak).

2.2 Do you accept the Supplier Code of Conduct released by U. S. Steel Košice? *

Select **Yes** if you agree to follow the Supplier Code of Conduct released by U. S. Steel Košice. (Required to proceed.)

Note: Agreement to Supplier Code of Conduct released by U. S. Steel Košice is inevitable for our future cooperation. In case you do not agree, please contact U. S. Steel Košice Procurement department.

2.3 Supplier full name *

Enter your company's **official legal name**, exactly as stated in your registration/commercial documents.

2.4 Legal Form

Select your company's legal form in accordance with registration/commercial documents.

Example: Ltd., LLC, Inc., GmbH, s. r. o.

2.5 State Ownership *

Select **Yes** if your company is owned or partly owned by the state/government.

Select **No** if your company is not owned or partly owned by the state or government.

2.6 Main address *

Provide your registered company address, in accordance with as stated in your registration/commercial documents:

- Street and number
- Postal code

Example: 040 01 (with space)

- City
- Country

2.7 Is this address also a place of business? *

Select **Yes** if your main address is also the location where your company operates. Continue to point 2.9 Organization unit.

Select **No** and add business location(s) if business address is different from main address. Continue to mandatory point 2.8 Addresses of the city of subduction.

2.8 Addresses of the city of subduction *

Provide your business company address:

- Street and number
- Postal code

Example: 040 01 (with space)

- City
 - Country
-

2.9 Commercial Register

2.9.1 Responsible Institution *

Enter the name of the authority/institution where your company is legally registered.
Example: Commercial Register Court, Ministry of Justice

2.9.2 Section + Insert No. *

Provide the registration section and entry number exactly as shown in your official commercial register extract.

2.9.3 Please attach the commercial register extract (PDF only) *

Upload the official commercial register extract (PDF only, not older than 12 months).

2.10 Transaction Information

2.10.1 E-mail *

Provide the official email address used for invoicing and communication.

2.11 Phone Numbers *

2.11.1 Add Phone Numbers *

2.11.1.1 Country/Region Code *

Select Country / Region code.

2.11.1.2 Main number *

Enter your main phone number.

Example: 900000000 (without spaces)

Multiple phone numbers can be provided.

3. Bank Information

3.1 Bank account information *

Before entering the data please click on arrows to roll down the questions (highlighted in yellow):



3.1.1 Is the Bank Account Still Valid? *

Answer the question regarding whether the listed bank account is still valid.

Select **Yes** if your bank account is valid.

Select **No** if your bank account is not valid and provide your new valid current account.

3.1.2 Bank account information *

Provide the complete bank account details used for payments:

- Bank Type - Select the type of your bank (Domestic or Foreign) *
- Country/ Region – Select the country or region where your bank is located *

3.1.2. A Bank account information – SEPA account

- Bank Name – Enter the official name of your bank.
Example: “Bank of America,” “HSBC,” “Tatra Banka.”
- Bank Branch – Enter the specific branch name or branch code, if applicable.
Example: “Bratislava Central Branch.”
- Street – Provide the street address of your bank branch.
- City – Enter the city where the bank branch is located.
- State / Province / Region – Fill in the state, province, or region if your county requires this information.
Example: “California,” “Bavaria,” “Bratislava Region.”
- Postal Code - Enter the postal or ZIP code of the bank's location.
- Account Holder Name - Enter the full name exactly as it appears on the bank account. *
- IBAN: An internationally standardized format used for cross-border transfers. Without spaces. *
Example: SK6811110000123456789012

Make sure the number is accurate and matches your bank records.

- SWIFT/BIC - Provide the SWIFT/BIC code of your bank.
Example: "TATRSKBX."

3.1.2. B Bank account information – NON SEPA account

- Bank Name – Enter the official name of your bank.
Example: "Bank of America," "HSBC," "Tatra Banka."
- Bank Branch – Enter the specific branch name or branch code, if applicable.
Example: "Bratislava Central Branch"
- Street – Provide the street address of your bank branch.
- City – Enter the city where the bank branch is located.
- State / Province / Region – Fill in the state, province, or region if your county requires this information.
Example: "California," "Bavaria," "Bratislava Region"
- Postal Code - Enter the postal or ZIP code of the bank's location.
- Account Holder Name - Enter the full name exactly as it appears on the bank account. *
- Account Number: Enter your local bank account number exactly as it appears on your bank records. *

Example: 1234567890

Make sure the number is accurate and matches your bank records.

- SWIFT/BIC - Provide the SWIFT/BIC code of your bank.
Example: "TATRSKBX"
- Bank control key – do not filled in

3.1.3 Bank Account announced at Tax Office *

Select **Yes** if your bank account has been reported to the Tax Office.

Select **No** if your bank account has not been reported to the Tax Office.

3.1.4 Please provide Bank Account supporting document (PDF only) *

Prepare a document that confirms ownership of your bank account.

Example:

- a confirmation from your bank or
- a bank statement (with sensitive data hidden) or
- an account agreement.

Upload it in the designated section of the system.

4. Contact Person (Bank) *

This contact will be used by the Customer to verify your bank details.

4.1 First Name & Last Name *

Enter the full name of the person authorized to confirm banking information.

4.2 Phone Number (international format) *

Enter their phone number in international format.

Example: +421900000000 (without spaces)

4.3 E-mail *

Provide their professional email address.

5. Tax Information

5.1 VAT payer *

Select **Yes** if your company is registered as a VAT payer.

Select **No** if your company is not registered as a VAT payer.

5.2 Tax number(s) *

Country/ Region – Select the country or region of your tax registration.

Enter all applicable company tax identification numbers (TIN, VAT ID, etc.).

5.3 Please attach official supporting documentation that supports the tax information provided (PDF only) *

Upload an official tax registration certificate or another document confirming the tax numbers provided.

5.4 Tax representative

5.4.1 Tax representative *

Select **Yes** if you have a tax representative and fill in mandatory point 5.4.2 - 5.4.5

Select **No** if you do not have a tax representative and continue to point 5.5 Group administrator.

5.4.2 Tax representative full name *

Enter the full legal name of your tax representative (if applicable).

5.4.3 Type of relationship *

Specify the legal relationship with the tax representative.

Example: contract-based, mandated agent

5.4.4 VAT registration number Tax representative *

Enter your tax representative's VAT number (if applicable).

5.4.5 Please attach official supporting documentation that supports the tax representative information provided (PDF only) *

Upload the official document confirming the representative's VAT details.

5.5 Group administrator

5.5.1 Group administrator *

Select **Yes** if your company is part of a VAT group and fill in mandatory point 5.5.2 - 5.5.4

Select **No** if your company is not a part of a VAT group and continue to point 5.6 Organization unit.

5.5.2 Group administrator full name *

Enter the official name of the VAT group administrator.

5.5.3 Group administrator VAT identification number *

Provide the VAT identification number of the group administrator.

5.5.4 Please attach official supporting documentation that supports the tax information provided. (PDF only) *

Upload the official document confirming VAT group membership.

5.6 Organization unit

5.6.1 Organization unit *

Select **Yes** if your company is part of a organization unit and fill in mandatory point 5.6.2 - 5.6.4

Select **No** if your company is not a part of organization.

5.6.2 Organization unit full name *

Enter the full legal name of your organization unit (if applicable).

5.6.3 Organization unit VAT ID *

Enter the VAT ID of the relevant organization unit.

5.6.4 Please attach official supporting documentation that supports the tax information provided. (PDF only) *

Upload the official document confirming this VAT ID.

6. USSK Point of contact

In case of any queries or questions regarding Ariba registration questionnaire please contact
USSKregistration@sk.uss.com