



Request for User Access for Suppliers (Company Users) with Solemn Declaration

(uk.bane.dk → Business → Supplier)

Dear Supplier,

To gain access to **Banedanmark's Supplier Portal**, online.bane.dk, you will have to fill in the boxes on the form with your company's information and sign the declaration.

Notice; only one CVR-number per form and if named company attains a new CVR-number it will require a new request for user access.

The signed document is to be sent electronically to Purchase Department's Inbox: leverandoeroprettelse@bane.dk

When Banedanmark has received the signed form, the request has to be approved by the relevant function in Banedanmark, after which the company will have established access as "Company User" to the Supplier Portal.

Company User access means that you will be allocated a number of user accesses, to which you will then have responsibility for and can dispose of to your employees who will have to make registrations in the Supplier Portal.

When Banedanmark has set up your "Company User" access, you will receive information about user name and password to the email address that you have given on the form.

If there is a new responsible check "Change Company User"

Information used for system & data access for Company Users

Create Company User	Change Company User	Extend Company User
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To be filled out by the supplier (all fields are required)

Company name		Contact in the company	
Company address		Mobile no. (personal)	
Zip code/city		e-mail (personal)	
Tel. no. (company's)		Enter desired number of user entries	
CVR- number			
Name of contact in Banedanmark		e-mail of contact in Banedanmark	

Solemn Declaration

The declaration below must be signed in relation to access for Company Users by the company responsible for data security and systems.

The undersigned declare solemnly to maintain the confidentiality of any knowledge of Banedanmark's conditions, including systems and data that may come to my knowledge as a result of the company's access to Banedanmark's systems, which are not generally known.

With signature and on behalf of the above mentioned company, I solemnly declare also to have learned of: **"Rules regarding IT- security for external partners"** (page 2 of this document)

On behalf of the above mentioned company the declaration is submitted by the below mentioned person with his signature:

Confirms to be authorized to make the declaration
and
Verifies the accuracy of the information contained in the declaration.

The form is only valid filled out and with signature.

Name (block letters)	Titel (block letters)	Date and signature



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Rules regarding IT-security for external partners

When you gain access to data or systems it is important that you follow the instructions delivered. These can vary depending on what data and systems you will gain access to.

Furthermore Banedanmark wants you to follow these IT-security rules:

Password

The password has to ensure that it is you - and only you - who have access to the specific parts of Banedanmark's data, in which you've gained the rights.

Always exercise extreme caution with access to data and no unauthorized person can have access.

When choosing your password it is worth remembering that:

- It has to be easy to remember so you won't have to write it down.
- It has to be changed regularly – with set intervals
- must consist of a mixture of characters, numbers, upper and lowercase letters and at least eight characters
- must not consist of initials, name, family members' names and anniversaries.
- must not consist of words which you can look up in a dictionary.

Lock you PC or log off

Always lock your PC when you leave it or log off Banedanmark's system. To lock the PC you just need to click <Ctrl + Alt + Delete> and then click <enter > when you leave it.

Physical Security

If you have borrowed equipment from Banedanmark you have to store it securely. Lock doors and windows when you leave your work place. Third-party must not gain insight in or access to Banedanmark's data and systems, so be particularly careful if you are working from a site with poor physical security.

Depending on the agreement reached between Banedanmark and your company, there may be prohibitions regarding working from a home office.

Logging

All traffic to and from Banedanmark is logged via Banedanmark's firewall. In addition there is also logging of the systems in which you have access to. If inappropriate use occurs your company will be contacted. In case of misuse your access will be blocked.

Copyrights

The data belonging to Banedanmark must not be disclosed to third parties. It is only your company which is given access to data and systems and only to a specifically agreed task.

Print of data

Be aware of storing printed data properly. Confidential data should be stored safely and be shredded when no longer used.

Confidentiality

Complete professional confidentiality applies as regards to Banedanmark's systems and data. Before you can access data and systems you must sign a Solemn Declaration.

Something wrong?

If you experience irregularities in connection with the use of the system you will have to contact your own IT function or the person responsible for your company's access.