

# **Binding Conditions**

## for receiving electronic invoices issued for the Skanska Group companies in the Czech Republic and Slovakia

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To receive invoices automatically by the below mentioned companies or organizational units of Skanska Group in the Czech Republic and Slovakia the following conditions must be met. Unless any of the below given conditions are met, the electronic invoice is not delivered.

1. For the purpose of these Binding Conditions invoice is: invoice, credit note, advice of debit, pro forma invoice, tax document or corrective tax document. Other documents (including demand notes, inclusion proposals, etc.) must be delivered to the companies of Skanska Group in the Czech Republic and Slovakia in paper form to given delivery address or in electronic form to data box of the relevant company.
2. Electronic invoice must be sent to the relevant e-mail box given below which is appointed for invoice delivery. Invoice sent in electronic form by e-mail to different e-mail box of Skanska (e.g. skanska@skanska.cz ; name.familyname@skanska.cz ; uctarna@skanska.cz, e t c .) will not be considered as delivered.

E-mail boxes for invoice delivery to companies and organizational units of Skanska in the Czech Republic and Slovakia are as follows:

Company, organizational unit	Company identification number	e-mail address
<b>The Czech Republic</b>		
Skanska a.s.	262 71 303	SKC-Faktury@Skanska.cz
Skanska Transbeton, s.r.o.	604 71 778	TRB-Faktury@Skanska.CZ
Lom Klecany s.r.o.	639 83 222	LOM-Faktury@Skanska.cz
Skanska SK a.s. - o.s. ČR	485 51 236	SK3-Faktury@Skanska.cz
SkyBau, s.r.o., organizační složka	658 91 015	SKB-Faktury@Skanska.cz
Jihomoravská obalovna s.r.o.	260 03 171	JMO-Faktury@Skanska.CZ
Skanska Asfalt s.r.o.	241 23 641	SKA-Faktury@Skanska.cz
Skanska Facility s.r.o.	256 61 531	SFM-Faktury@Skanska.cz
Skanska Reality a.s.	024 45 344	SRC-Faktury@Skanska.CZ
C21 duo s.r.o.	281 81 981	DUO-Faktury@Skanska.cz

### The Slovak Republic

Skanska SK a.s.	31 611 788	SKS-Faktury@Skanska.SK
Skanska a.s., organizačná zložka SK	36 061 603	SK2-Faktury@Skanska.SK
SkyBau, s.r.o.	31 570 011	SKY-Faktury@Skanska.SK
Skanska Reality SK a.s.	47 181 869	SRS-Faktury@Skanska.SK

### Sweden

Skanska SK a.s. Filial Slovakia	516404-3167	SK4-Faktury@Skanska.SK
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### Finland

Skanska SK a.s. sivuliike Suomessa	1986384-2	SK4-Faktury@Skanska.SK
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### Slovenia

Skanska SK a.s. podružnica Ljubljana	1554034000	SK4-Faktury@Skanska.SK
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3. Only one invoice can be sent in one e-mail.
4. Invoice must be in the PDF format; however, electronic signature does not have to be attached.
5. PDF invoices must not be compressed.
6. The PDF file containing invoice must include one of the following words in its name: **“faktura”, “invoice”, “fa”, “fv”, “facture”, “dobropis”, “vrubopis”, “zaloha”, “danovydoklad” or “dd”**
7. Each invoice can have from 0 up to 9 attachments in the following format: \*.bmp, \*.doc, \*.dat, \*.rtf, \*.docx, \*.dwg, \*.gif, \*.html, \*.htm, \*.jpg, \*.jpeg, \*.mpp, \*.msg, \*.pdf, \*.tif, \*.tiff, \*.txt, \*.xls, \*.xlt, \*.xlsx, \*.xml, \*.zip, \*.isd, \*.zfo. **Attachments in the PDF format cannot contain invoice identifying chains in their names as defined in 6 above.** In this case the system is unable to recognize invoice from its attachments and such e-mail is returned as rejected.
8. E-mail containing invoice and attachments cannot exceed 15 MB.
9. E-mail address which is used to send invoices to the above mentioned e-mail boxes for electronic invoice delivery must enable e-mail delivery.
10. If the sender’s email domain is set up by the Sender Policy Framework (SPF), email must be sent in accordance with this setting.
11. If the invoice:
  - does not contain formalities required by the law or agreed,
  - has not been accepted within the approval process of Skanska Group in the Czech Republic and Slovakia,it will be electronically returned to the sender’s e-mail address with the reasons for returning. Breach of this obligation does not substantiate any rights to the sender.
12. If there is SPAM sent to one of the e-mail addresses used for delivering invoices, the sender’s e-mail address will be blocked in the system of Skanska.

13. Contact e-mail of Skanska for solving technical issues related to invoice delivery to the companies and organizational units of Skanska Group in the Czech Republic and Slovakia is [HelpDesk@skanska.cz](mailto:HelpDesk@skanska.cz) .
14. Contact phone number of Skanska for solving issues related to the posting of invoices is (+420) 840 888 221 for the Czech Republic and (+421) 905 680 680 for the Slovak Republic.

These Binding Conditions take effect as of  
9.9.2019.