

Binding conditions for delivery of electronic invoices issued to Skanska Group companies in the Czechia and Slovakia

In order to deliver an invoice in electronic form (hereinafter referred to as "electronic invoice") to the companies of the Skanska group listed below in the Czechia and Slovakia, the conditions listed below must be met. Failure to comply with any of the conditions set out below will result in the electronic invoice not being delivered.

1. For the purposes of these Binding Conditions, invoice means an **invoice, credit note, debit note, advance invoice, tax document and corrective tax document**.

Other documents (including reminders, proposal for set-off of claims, etc.) must be delivered to the companies of the Skanska Group in the Czechia and Slovakia in paper form to the specified delivery addresses or in electronic form to the data box of the relevant company, always in accordance with the concluded contract.

2. The electronic invoice must be sent **exclusively** to the **following e-mail addresses** of the individual companies:

Company, organizational unit	Company ID	e-mail box
Czech Republic		
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., organizační složka	485 51 236	SK3-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 Residential a.s.	024 45 344	SRC-Faktury@Skanska.cz
Skanska Residential Alfa s.r.o.	281 81 981	
Slovak Republic		
Skanska SK a.s.	31 611 788	SKS-Faktury@Skanska.sk
Skanska a.s. – organizačná zložka Slovakia	36 061 603	SK2-Faktury@Skanska.sk
SkyBau, s.r.o.	31 570 011	SKY-Faktury@Skanska.sk
Sweden		
Skanska SK a.s. Filial Slovakia	516404-3167	SK4-Faktury@Skanska.sk
Finland		
Skanska SK a.s. sivuliike Suomessa	1986384-2	SK4-Faktury@Skanska.sk

(An electronic invoice delivered to another Skanska email box (e.g. skanska@skanska.cz; jmeno.prijmeni@skanska.cz ; uctarna@skanska.cz etc.) is not considered as delivered and will not be charged).

3. **Only one electronic invoice can be sent per one e-mail.**
4. The electronic invoice must be in PDF format, but does not have to be signed.
5. The PDF file with the electronic invoice must not be compressed.

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6. **In case of sending attachments, these attachments must be part of one PDF file** together with the electronic invoice. Otherwise, the system will not accept them and only the e-invoice file will be processed.
7. The e-mail with the electronic invoice **must not exceed 15 MB in size**.
8. The name of the PDF file containing the electronic invoice must contain one of the following words: **“faktura”, “invoice”, “fa”, “fv”, “facture”, “dobropis”, “vrubopis”, “zaloha”, “danovydoklad”, “vyúčtování”, “vyuctovani”, “vyúčtovanie”, “vyuctovanie” či “dd”**.
9. The e-mail box from which invoices will be sent to the above e-mail boxes for delivery of electronic invoices must be enabled to receive e-mails.
10. If the sender's e-mail domain has a Sender Policy Framework (SPF) setting, e-mails must be sent in accordance with that setting.
11. The electronic invoice **will be returned to the sender with the reason for the return to the e-mail box** from which it was originally sent, especially in the following cases:
 - a. does not contain the legal or agreed requirements,
 - b. does not contain an **"Oracle order number"**.

However, failure to return an electronic invoice to the sender does not entitle the sender to any rights.
12. The email address from which SPAM is sent to above email boxes will be blocked in the Skanska system.
13. The contact email for technical issues related to the delivery of electronic invoices to Skanska Group companies in the Czechia and Slovakia is HelpDesk@skanska.cz.
14. The contact e-mail for questions related to the billing of electronic invoices is uctarna@skanska.cz; for questions related to the billing of electronic invoices, the following telephone contact numbers can also be used: +420 840 888 221 (for Skanska companies in the Czechia) and +421 905 680 680 (for Skanska companies in the Slovakia).

These conditions are valid from 24.4.2024