

Important information for our suppliers

In this letter, you will find information about what you as a supplier need to know when invoicing Tornstaden in order to have efficient handling of the invoice and thus also payment. We prefer that you primarily send invoices electronically (EDI invoice) and secondarily with a PDF invoice via email. Tornstaden group consists of many companies, so make sure you address correct legal entity and label the invoice with correct project number. If you lack any information, please ask your company contact.

PDF INVOICE

Email address for PDF invoice: tornstaden@pdf.attest.nu

Please, be aware that the email address can only be used to send invoices.

ATTENTION! Only one PDF file per invoice. This means that documents belonging to the invoice must be scanned together with the invoice.

Invoice recipient including ID code and project number must be included. The ID code is unique for each company and you can find them in the attached companylist.

Example:

The company name

ID xxxxxxxxxxxx

Invoice correct company

You need to make sure you invoice correct company. Due to VAT and accounting rules, we cannot transfer invoices between companies if your invoice is addressed wrong. Therefore, an incorrectly addressed invoice will be returned. You will need to send a new invoice with correct information and a new due date.

Reference

All invoices must contain a reference number (except those relating to a real estate company). The reference should be a 4-5 digit project number. The project number must appear on the line "your reference" on the invoice. An invoice can only contain one project number. If you have not received a project number, please contact your company contact. If a reference is missing or if it is incorrectly specified, the invoice will be returned to you for completion.

Payment terms and complaints

Our payment terms are at least 30 days from the receipt of the invoice. Shipping, invoicing or similar fees are not accepted, nor are late payment interest and fees in connection with complained about or disputed invoices. Any payment reminders are sent to tornstaden@pdf.attest.nu

Reverse VAT on construction services

The invoice must be without VAT and the buyer's, i.e. our company's VAT registration number (VAT number) must be stated. On the invoice, you must also state the text "Reverse tax liability for construction services applies".

Do you have questions?

Contact the Finance Department via email info@tornstaden.se or telephone +46 31 350 15 00

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- **Checklist for the content of the invoice**
- - Invoice type - debit or credit invoice
 - Date of issue of the invoice
 - Payment terms (due date)
 - Invoice number (OCR number)
 - Supplier's organization number
 - Customer's VAT registration number - if the buyer is liable for tax for the purchase (so-called reverse tax liability)
 - Full name and address of the supplier
 - Customer company name
 - Quantity and nature of the goods or the scope and nature of the services
 - Date when goods were sold or services performed
 - Invoice total - gross and net
 - VAT amount and VAT rate as a percentage
 - Information on the invoice is covered by "reverse payment obligation" in the case of performed construction services
 - To ensure correct payment information, we prefer that our suppliers have bank giro
 - Statement of F tax
 - Contact details - name, telephone number and email address
 - Project number - Note that an invoice can only contain one project number
 - In the case of a credit invoice, the invoice number for the intended debit invoice must be specified

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Company list

Area	Company	VAT	ID code for PDF invoice
Constr/Gothenburg	Byggnads AB Tornstaden	SE556658657301	ID 7365566586577
Constr/Stockholm	Byggnads AB Tornstaden Öst	SE559006209601	ID 7365590062092
Constr/Malmoe	Byggnads AB Tornstaden Syd	SE559142444401	ID 7365591424448
Project development	Tornstaden Projektutv. AB	SE556658656501	ID 7365566586560
Project dev Holding	Tornstaden PU Holding AB	SE556796173401	ID 7365566586560
Real estate	Fastighets AB Tornstaden	SE556658655701	ID 7365566586553
Group	AB Tornstaden	S556509016301	ID 7365565090167
Real estate company		VAT	ID code for PDF invoice
KB Bastiljen nr 1		SE969684261701	7369696842619
KB Bastiljen nr 4		SE969691276601	7369696912763
KB Bastiljen nr 6		SE969691526401	7369696915269
KB Nord 22		SE916849320401	7369168493202
KB Sköldbagger		SE969721516901	7369697215160
Tornstaden Bulycke AB		SE556309342501	7365563093429
KB Tornstaden Maden		SE916837974201	7369168379742
Markförvaltningsaktiebolaget Tornstaden		SE556631808401	7365566318086
Tornstaden Gråbo AB		SE559006204701	7365590062047
Tornstaden Hjällsnäs AB		SE559190849501	7365591908498
Tornstaden Hovås AB		SE556901385601	7365569013858
Tornstaden Källeberget AB		SE559190853701	7365591908535
Tornstaden Landvetter AB		SE556795278201	7365567952784
Tornstaden Nordtag AB		SE559059227401	7365590592278
Tornstaden Oxdjupet AB		SE559091461901	7365590914612
Tornstaden Parkering AB		SE559068601901	7365590686014
Tornstaden Prästlyckan AB		SE559225515101	7365592255157
Tornstaden Rindö Bataljen AB		SE559241191101	7365592411911
Tornstaden Rindö Batteriet AB		SE559241292701	7365592412925
Tornstaden Rindö Bryggeriet AB		SE559241175401	7365592411751
Tornstaden Rindö Exersisen AB		SE559240925301	7365592409253
Tornstaden Rindö Ga Skolan AB		SE559115181501	7365591151818
Tornstaden Rindö Kastellet AB		SE559241277801	7365592412772
Tornstaden Skansgränd AB		SE556866658901	7365568666581
Tornstaden Skärhamnsås AB		SE559091457701	7365590914575
Tornstaden Stenbrottet AB		SE559043407101	7365590434073
Tornstaden Storås AB		SE556708537701	7365567085376
Tornstaden Sörredsberget AB		SE559052750201	7365590527508
Tornstaden Tolered AB		SE556971327301	7365569713277
Tornstaden Tunnländsgatan AB		SE556889703601	7365568897039
Tornstaden Änggården AB		SE556866636501	7365568666369
Tornstaden Äspered AB		SE559020861601	7365590208612

For real estate companies, no reference is required.

