

2023-10-12



SUPPLIER LETTER

Solkompaniet Group

Dear supplier,

We at Solkompaniet wishes to receive all our invoices electronically.

We have two options for you to send us invoices. Firstly, we want to receive e-invoice and secondly pdf-invoice.

E-Invoice

- If you can send e-invoices, we ask you to follow your set up routine of new e-invoice receivers.
- Enter the Endpoint ID and Endpoint scheme for the company you will be invoicing.
 - o **Solkompaniet Sverige AB** Endpoint ID: 5567801336
 - o **Solkompaniet Konsult Sverige AB** Endpoint ID: 5568808454
 - o **IBC Solar AB** Endpoint ID: 5591642003
 - o **Solkompaniet Park EPC AB** Endpoint ID: 5593252348
- Endpoint Scheme for all companies: Swedish Organisationsnummer
- Our VAN-operator for receiving invoices: Basware

PDF-Invoice

- If you are not able to send e-invoice, we accept pdf-invoice. They shall be sent to respective address depending on the receiving company.
 - o **Solkompaniet Sverige AB** faktura.solkompaniet@solkompaniet.se
 - o **Solkompaniet Konsult Sverige AB** faktura.konsult@solkompaniet.se
 - o **IBC Solar AB** faktura@ibcsolar.se
 - o **Solkompaniet Park EPC AB** faktura.park@solkompaniet.se
- **ATTENTION!** These email addresses are **ONLY** for invoices. Any reminders, invoice questions or other finance related will not be answered.
- One invoice per PDF file. Any invoice attachments shall be attached in the same PDF file as the invoice.

The invoices must be issued with the address:

Solkompaniet Sverige AB
Bolmensvägen 43
120 50 Årsta

Solkompaniet Konsult Sverige AB
Bolmensvägen 43
120 50 Årsta

IBC Solar AB
Bolmensvägen 43
120 50 Årsta

Solkompaniet Park EPC AB
Bolmensvägen 43
120 50 Årsta

Requirements for invoice content

- Invoice reference. First and last name of the buyer
- Project or Purchase Order reference. Project number 5 digits (ex. XXXXX) or purchase order 6 digits (ex. POXXXXXX) Must be obtained from the buyer
- Type of invoice (debit, credit or proforma)
- The supplier's name, address, VAT registration number
- Invoice number
- Invoice date
- Due date
- Total invoice amount
- Total VAT amount and VAT rate
- Currency of the invoice
- Bank details (IBAN/Bank account and BIC/SWIFT)

If the above is not fulfilled, upon receipt of the invoice we will return it back to you for issuing a new complete invoice.

Please note that it is extremely important that the invoice reference and project number / purchase order number are entered correctly. It is our code to ensure that the invoice ends up correctly in the organization and the processing time is shortened.

Other

Reminders and invoice questions are referred to ekonomi@solkompaniet.se or +46 8-401 67 53

Sincerely,

Elsa Björklund Jonsson

CFO