

Suppliers guide for suppliers to TOOLS Sverige AB

The purpose of this guide is to make you, as our supplier, aware about the requirements we have on your delivery to our warehouse. Our aim is that the handling of goods shall be as simple as possible and create the prerequisites for a high delivery precision towards our customers.

Purchasing order from TOOLS Sverige AB

When we send a purchase order or otherwise contact you for a purchase, we want our purchase order number to be included in all correspondence between us, so it's important that you do not allow orders from us without having a purchase order number.

Your order confirmation must always be in writing and mailed to **inkopsv@tools.se** the same day as our purchase is registered with you.

Packing of goods

All products related to the same purchase order number must be packed together and addressed according to our purchase orders. If several orders are packed in the same package they shall be clearly separated packed in the package. Purchase orders with different addresses, (see delivery address below), must under no circumstances be packed together.

Waybill

Waybill must always be attached to the goods and readily available. Waybill and packing list should correspond to the number of packages conforming documents among themselves.

The following information must be indicated on the waybill/consignment note:

- TOOLS purchase order number
- Supplier name/Address.
- Customer name/Address. **Note:** We have two different names of the recipient's address, to be able to securely handle items in stock and transit items.
- Number of packages.

Delivery note

The delivery note/packing slip are divided into two parts: main information and description of the goods.

Main information:

- Supplier name/Address.
- Customer name/Address and any reference person.
- Shipment number.
- Shipping date.
- Place/town of delivery.
- Shipping method.

Description of the goods:

- TOOLS purchase order number. The goods must always be sorted by purchase order number.
- Supplier article number. This applies only to trade suppliers.
- TOOLS article number.
- Description of the article.
- Quantity, "number of single-units".

Shipping

Suppliers may not use the TOOLS Sweden account for consignee at any time. Shipping charges shall be billed with the goods, and indicated at the goods invoice.

Delivery address

Stock items should be delivered to:

TOOLS Sverige AB - CL
Centrallagret
Kristineholmsvägen 35B
441 39 Alingsås
Sweden

Goods in transit or ordering goods should be delivered to:

TOOLS Sverige AB - Transit
Transitlagret
Kristineholmsvägen 35B
441 39 Alingsås
Sweden

Postal address

For mail to TOOLS Logistik:

TOOLS Sverige AB
Box 626
441 17 Alingsås

Billing

Invoices shall always specify TOOLS purchase order number. Failure to state the purchase order number means that the bill will be rejected automatically. Invoicing shall take place one invoice per purchase order, collection invoice should not be used.

Adress för PDF-invoices:	faktura.tools@tools.se
Electronic invoice:	www.pagero.se/bbtools
Paper invoices	TOOLS Sverige AB FE5936 838 77 Frösön

Each attached document in an e-mail is counted as a (1) unique invoice. This also means that any attachments should be in the same PDF file as the invoice. The email address above is only an address for PDF invoices, any messages or information sent separately to the supplier's account at 010-454 61 30 or leverantorsreskontra@tools.se.

Important about billing:

- The invoice must contain an invoice reference and the default for TOOLS Sverige AB is an order number listed on the top of the invoice under the heading "Your Order Number". If the invoice is an expense, the first and last name of the customer is indicated under the heading "Your reference".
- An invoice can only refer to an order, ie collection invoices are not accepted.
- The invoice must be issued to the correct company name: TOOLS Sverige AB.
- Your invoices must be designed in such a way that the respective information item will be recurring in the same position on the invoice.
- Invoices that do not meet specified criteria will be returned.