



Autostadt GmbH special purchasing conditions/General procurement
(Revised: 01.07.2018)

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1. Introduction

The AUTOSTADT is a unique theme park and centre of excellence. This concept must not be obstructed in any way through work or other actions being carried out on the grounds. The following conditions are contractually binding for any work carried out in the Autostadt and strict compliance by contractors is mandatory.

2. Entering the AUTOSTADT site

2.1

People entering the AUTOSTADT site must be able to identify themselves with an official access authorization document. Staff from companies providing services must register at the reception desk on the ground floor of the Service Building prior to beginning any work on the premises. They are required to present a valid identity card and will be issued a visitor pass after the required information is entered in the Autostadt data system.

When leaving the Autostadt, the visitor pass must be returned to the reception desk in the Service Building.

2.2

The visitor pass is issued to carry out authorized work. All work must be approved in advance by the corresponding Autostadt department. A "Work Approval" form is filled out in the Autostadt by the person requesting the work and forwarded internally. Before entering the AUTOSTADT, the contractor will be issued a copy of the work approval document.

2.3

The AUTOSTADT reserves the right to discharge any unauthorized staff from the premises without compensation.

3. Personal appearance and dealing with AUTOSTADT visitors

3.1

Service providers are required to wear AUTOSTADT uniforms, especially when work activities are carried out within sight of visitors. These uniforms will be issued to external staff after consultation with the project management. All uniforms remain the property of AUTOSTADT GmbH and must be returned afterwards to the Autostadt uniform service. Any missing items will be charged accordingly.

3.2

It is important to exercise special care when work is carried out while the AUTOSTADT is open to the public. This work must not disturb the visitors. Staff from the contracted company must be neat and clean in their appearance.

3.3

Smoking, eating or drinking in the presence of AUTOSTADT visitors is prohibited. Visitors must be treated with courtesy at all times. The Autostadt reserves the right to ban violators from the premises.



4. Timeframe for carrying out work

Any work that may potentially disturb AUTOSTADT visitors or require vehicle access to the grounds must be carried out at night. The following general rules apply:

- Work starts at 23:00 h
- Trucks must leave the premises before 6:00 h. Work must be completed by 7:00 h
- The workplace must always be left clean and tidy

Any work carried out during opening times must be coordinated in detail with the AUTOSTADT and performed only if it does not interfere with visitors. Compliance with this requirement is monitored by the AUTOSTADT security team.

5. Compliance with AUTOSTADT quality standards

5.1

All required tools, ladders and other equipment/materials, safety gear, etc. must be supplied by the contractor.

5.2

When working with open flames (welding, grinding, cutting), a temporary fire permit must be obtained from the fire protection department. The contractor must request this permit in advance (min. 1 day) through the person authorizing the work in the AUTOSTADT. This work may not be carried out during normal operating hours.

It is important to ensure that all adjacent areas are protected by fire blankets, which must be provided by the contractor. Additional fire extinguishers must also be on hand.

The fire alarm system must be checked in advance to ensure there are no false alarms.

5.3

Vehicles exceeding heavy-duty category 30 are not permitted on the AUTOSTADT grounds.

All motor vehicles, etc. must be clean and in good condition (no oil leaks/stains). Tyres should not leave marks on the pavement. Paving stones and green areas must be protected.

5.4

The contractor is obliged to dispose of any waste resulting within the scope of a project in a legally compliant manner and (as waste producer) to hand over all proof of disposal to the Autostadt.

5.5

All work carried out must meet the exceptionally high AUTOSTADT quality and service standards.

6. Securing lines of communication

Any information exchanged between the AUTOSTADT and external staff must be clear and effective. Especially for construction projects, service providers must appoint a site manager before any work is started. This person is required to automatically send regular reports outlining the progress and status of the work to the AUTOSTADT project manager. He will provide immediate notification of any problems and actively work on finding a solution.

7. Liability for damages

7.1

The AUTOSTADT is only liable for damages due to negligence or an intentional act initiated by the AUTOSTADT.



7.2

Any damage or contamination on the AUTOSTADT grounds resulting from work carried out by external service providers must be reported immediately to the company's security team (Autostadt Control Center). Associated costs will be charged to the responsible party. All criminal offences will be reported to the police.

8. Invoicing

8.1

Invoices (original) must be sent to the following address (and never attached to the shipment):

AUTOSTADT GmbH
Kreditorenbuchhaltung
Stadtbrücke
38440 Wolfsburg, Germany

For auditing purposes, invoices must include the corresponding order number. All required accounting documents (timesheets, material certificates, etc.) must be attached. VAT must be shown separately.

8.2

For any electronic devices sold to the Autostadt, the registration number according to §6 ElektroG (German Electrical Equipment Act) must be stated on the offer as well as on the invoice.

8.3

Unless otherwise specified, payment will be made 30 days after delivery or service is received. When an invoice is submitted following the delivery or service, payment will be made 30 days after receipt of this invoice. We will determine the method of payment. For early deliveries, the originally scheduled date will be deemed as the date of delivery.

9. Work in special areas

A safety briefing from the AUTOSTADT is required prior to carrying out any work on the towers or in the vehicle delivery areas.

10. Audit documents

For construction work, audit documents must be submitted in two copies, in digital and paper forms, at the time the work is approved.

11. Compliance with conditions

Verification of compliance with purchasing conditions/guidelines will be handled by the person requesting the work.

Instructions issued by AUTOSTADT security personnel must be followed at all times.

12. Validity of the general terms and conditions

In addition to these special AUTOSTADT purchasing conditions, the general purchasing conditions specified by Volkswagen AG apply.