



**Special Terms and Conditions of Purchase Autostadt GmbH/General Procurement Division
(as of date 01.04.2023)**

1. Preface.....	2
2. Entering the Autostadt grounds.....	2
3. Appearance and interaction with guests.....	2
4. Time frame for the execution of work.....	3
5. Compliance to all Autostadt-specific quality standards.....	3
6. Ensuring the flow of information.....	3
7. Liability for damage caused.....	4
8. Invoicing	4
9. Working in specific areas.....	4
10. Review documents.....	4
11. Compliance with the terms.....	4
12. Validity of the contract terms	5



Special Purchasing Conditions of Autostadt GmbH/General Procurement Division (Stand 01.04.2023)

1. Preface

The AUTOSTADT presents itself as an experience and competence centre. This objective must under no circumstances be hindered by work or other measures. For this reason, the following framework conditions become part of the contract and must be complied by every contractor.

2. Entering the AUTOSTADT grounds

2.1

All persons on the AUTOSTADT grounds must be able to identify themselves with access authorization. External employees of the executing company must register before starting work at the reception of the ServiceHaus, ground floor, and then receive their access control (= visitor pass) upon presentation of their identity card and entry of their data in the Autostadt system. When leaving the Autostadt, the visitor pass must be returned to the reception of the ServiceHaus.

2.2

Working activities on the Autostadt grounds are only possible after the work permit has been issued. This electronic work permit (ELAF) is sent by the department (email) to the specialist company carrying out the work no later than one week before the start of work. This sends the full completed ELAF back to the responsible department (email) no later than three days before the start of the work activities.

2.3

The AUTOSTADT reserves the right to expel external employees without access authorization from the grounds without compensation.

3. Appearance and interaction with guest

3.1

Especially, by work activities in front of guests, an agreement in advance of wearing AUTOSTADT corporate clothing with the external firm is made. If wearing of the AUTOSTADT clothing is agreed, it will be handed over to the external employees after consultation with the project management. The clothing remains the property of AUTOSTADT GmbH and must be returned to the clothing service in the Autostadt after completion of the work. Missing clothes will be charged accordingly.

3.2

It must be ensured that work during opening hours is only carried out with special care. These are not only kind of works that disturb the audience. The employees of the executing company must ensure a clean and well-groomed appearance.

3.3

Smoking, eating and drinking in front of the public is not permitted. A polite approach to our guests is assumed. The AUTOSTADT reserves the right to punish violations with a ban on entering the premises.



4. Time frame for the execution of work

Work that disturbs public traffic in the AUTOSTADT and car access roads must be carried out at night (night shift work). In general, the following applies:

- Start of work from 11:00 pm
- Trucks must leave the premises no later than 8:30 a.m.
- The workplace must always be left clean ("broom-clean")

Work during opening hours is only permitted on the basis of detailed agreements with the AUTOSTADT (separate release).

Compliance with this regulation is monitored by corporate security.

5. Compliance to all Autostadt-specific quality standards

5.1

All necessary tools, ladders and other aids/materials or auxiliary materials, including personal protective equipment, must be brought along by the contractor.

5.2

For work with open fire phenomena (welding, grinding and cutting), a fire permit must be applied for from the fire protection department.

Before activities with smoke or dust development, individual smoke detectors of the fire alarm system (BMA) can be taken out of operation in coordination with the safety control center to avoid false alarms. After completion of the work, the safety control centre must be informed by the contractor that the BMA can be put back into operation.

5.3

Motor vehicles etc. that drive on the outdoor area of the AUTOSTADT must be in a well-kept condition (cleanliness, no oil stains left). The tyres must not generate abrasion on the paved surfaces, the pavement and the green areas must be protected.

5.4

The contractor undertakes to dispose of waste arising within the framework of a project in accordance with the law and on his own responsibility. Disposal on the premises of the AUTOSTADT is not permitted.

5.5

Any execution of an activity must meet the particularly high quality and service standards of the AUTOSTADT.

6. Ensuring the flow of information

Any flow of information between AUTOSTADT and external employees must be clear and effective. External service providers must appoint a site manager, especially in the case of construction measures when work begins, who will pass on a report on the progress of the work and its status to the AUTOSTADT project manager without being requested to do so and at regular intervals. He informs immediately about occurring problems and actively participates in their solutions.



7. Liability for damage caused

7.1

AUTOSTADT excludes any liability for damage that is not based on a grossly negligent or intentional breach of duty or on a grossly negligent or intentional breach of duty by its legal representatives. This does not apply to liability under the provisions of the Product Liability Act or in the event of injury to life, limb or health. AUTOSTADT shall only be liable for slight negligence if an obligation is violated, the observance of which is of particular importance for achieving the purpose of the contract (cardinal obligation).

7.2

Damage and contamination caused by work on the premises of the AUTOSTADT caused by external employees must be reported immediately to the company security (safety control center). Any costs incurred will be charged to the polluter. Any crime will be prosecuted by the police.

8. Invoicing

8.1

Invoices must be sent in single copy to the following address (under no circumstances may they be attached to the goods):

AUTOSTADT GmbH
Kreditorenbuchhaltung
Stadtbrücke
38440 Wolfsburg

The invoices must be submitted in an auditable manner, stating the order number. All necessary accounting documents (timesheets, material slips, etc.) must be attached. The turnover tax must be shown separately.

8.2

When selling electronic devices to the AUTOSTADT, the registration number according to §6 ElektroG must be stated on the offer and the invoice.

8.3

Unless otherwise agreed, payment shall be made 30 days after receipt of the delivery or service or, if after receipt of delivery, or service receives an invoice, 30 days after receipt of this invoice. The method of payment is up to us. In the event of acceptance of an early delivery, the agreed date shall be deemed to be the delivery date.

9. Working in specific areas

Tower work and all delivery-related work may only be carried out after prior safety instruction by the AUTOSTADT.

10. Review documents

In addition to these Special Terms and Conditions of Purchase, the guidelines for the submission of acceptance and inspection documents of the AUTOSTADT also apply to construction services and become part of the contract.

These can be viewed under www.vwgroupsupply.com, there under "Cooperation" / "Terms and Conditions of Purchase" / "Autostadt GmbH".

11. Compliance with the terms

Compliance with the purchasing conditions/guidelines is checked by the organiser. The security personnel of the AUTOSTADT must always be followed.



12. Validity of the contract terms

In addition to these AUTOSTADT Purchase Special Terms and Conditions, the General Purchase Terms and Conditions of Volkswagen AG – Procurement shall also apply.

These can be viewed under www.vwgroupsupply.com, under "Terms and Conditions of Purchase of Group Brands and Companies" / "Volkswagen AG" / "General Procurement Terms and Conditions of Purchase".

In addition, the following further contractual conditions are included in a contract:

- The conditions of the AUTOSTADT environmental and energy policy, and
- The guidelines for work in the Autostadt

These can be viewed under www.vwgroupsupply.com, there under "Cooperation" / "Terms and Conditions of Purchase" / "Autostadt GmbH"