

CONTINENTAL AUTOMOTIVE ROMANIA S.R.L.

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Dear Valued Supplier,

We would hereby like to inform you about the following conditions, mandatory for a successful business:

1. Purchase Order Confirmation

- Purchase order (PO) confirmation must be sent within two days from order receipt.
- The mandatory fields for the purchase order confirmation are: Purchase Order (PO) number, confirmed delivery date, price, delivery term according Incoterms 2010.
- The order confirmation can be transmitted via email using the purchasing contact details listed on the purchase order.

2. Delivery of goods and invoice

- The supplier is obliged to deliver in accordance to the delivery date confirmed on the order confirmation.
- The place of delivery is indicated on the Purchase Order (PO). Delivery to another location is strictly forbidden.
- Delivery of goods must be done only to Continental Logistics department together with delivery documents: air consignment note (AWB) or letter of transport, delivery/dispatch note, invoice.
- Delivery of invoices must be always done in attention of Continental Finance department.

3. Correct delivery documents

- Invoices must be issued only based on a Purchase Order (PO) released by Continental Purchasing team, or based on a contract concluded with Continental.
- On each invoice or/and dispatch note has to be written the complete Continental Purchase Order number/ contract number.
- For the invoices under 100 Euro w/o PO or contract, it is mandatory to have the name of the requestor written on the invoice.

4. Total value invoiced

- No additional costs (packaging, transport, handling or any other kind) over the confirmed Purchase Order value will be accepted. The total value of the invoice must be equal to the value of the confirmed Purchase Order (PO).

5. Mandatory documents to be provided for the acceptance of the service invoices:

- The activity report or computation details, signed, stamped and confirmed by the both parties, with details regarding the services provided, must be attached to the invoices for services.
- The test report signed, stamped and confirmed by the both parties, with details regarding the services provided, must be attached to the invoices for test services.
- The calibration certificate must be attached to the invoices for calibration services.
- The activity report or computation details, signed, stamped and confirmed by the beneficiary, with details regarding the

name of each project, must be attached to the invoices for outsourcing (embedded software) services.

- The Fiscal Certificate of Residency is mandatory for all services provided by external (outside Romania) partners. The Fiscal Certificate of Residency must be sent for each calendar year of cooperation. Without this certificate, a 16 % income tax is applicable to each invoice for services. The income tax is payable to Romanian Fiscal Authorities.
- For particular cases where there is no valid contract, invoices for all services must be sent together with signed and stamped Continental Purchase Order. Please mention on the purchase order, with handwriting, place and time of performing the service.

6. Payment conditions

- The payment term must be written on each invoice as mentioned on the contract and/or Purchase Order (PO).
- Payment is performed exclusively via bank transfers. For local suppliers, the exchange rate is according to National Bank of Romania (NBR) rate valid in the date of invoice.
- In the case of agreed partial payments, a separate invoice for each payment step must be issued.

7. Mandatory related documents

- Code of Conduct - Supplier code of conduct (SCC) / Due Diligence Form applies to all suppliers of goods and services to Continental. The Supplier acknowledges and agrees to comply with the standards of the Supplier Code of Conduct.
- A signed Non Disclosure Agreement (NDA) is required when external partners/suppliers have access to our company data or access within the building or information transfer is involved (drawings, files, other confidential information). NDA has to be signed by both parties before any external partner/supplier starts working/provides the service within Continental premises.
- ESH - A signed Convention on Occupational Safety, Emergency Situations and Environmental Protection is required before any external partner/supplier starts working/provides the service within Continental premises.

These documents and their compliant application are required to ensure a sustainable cooperation between Continental and Suppliers. Any breach / nonconformity will lead to a stop of the collaboration and might cause legal consequences.

Please be informed that all the invoices that do not fulfil the above mentioned requirements will be returned to sender causing delays in payment.

If further information is required, please contact the responsible person within Purchasing and Finance department.

Thank you in advance for your cooperation.

Senior Finance Manager

STANCIU AUREL



General Manager

DR. CHRISTIAN VON ALBRICHSFELD

