

**Then the products and services that are likely to be acquired by Applus+ Group**

\* each country will identify the categories that apply

Categories	Sub categories	Definition	
<b>VEHICLES</b> Element of transport with mechanical traction (Tourisms, vans, 4x4, trucks and registered tows)	<b>LEASES</b>	Vehicle hire under a Renting/Leasing type contract from 12 months up to 5 years.	
	<b>REPAIR &amp; MAINTENANCE</b>	Technical revisions and repairs including only vehicles that are owned and belong to the A+ fleet. Clients' vehicles repairs are excluded.	
	<b>FLEXIBLE LEASE</b>	Isolated or flexible vehicle hire that can vary within the range of 1 day to 12 months.	
	<b>FUEL</b>	Between the liquid fuels, they find the liquids as the diesel oil, the kerosene or the petrol (or naphtha)	
	<b>ACCESORIES AND OTHERS</b>	Acquisition of materials needed on a day-to-day basis and related to the usage of company vehicles, such as: portable extinguishers, bluetooth, snow chains etc...Homologations/number plate registrations/tow truck trips/signage/Etc...	
<b>TRAVEL</b> Type of transport	<b>AIR TRAVEL</b>	Flight booking with our travel agent.	
	<b>TRAIN/SHIP</b>	Bookings for train, boat and ferry travel with our travel agent.	
	<b>HOTEL</b>	Bookings for hotel-type stays, where all type of stays can be registered. Half board, full board etc...	
	<b>CAR RENTAL</b>	Vehicle hire subject to a trip. Any other type of vehicle rental mustn't be registered under this category.	
	<b>FEES</b>	Fees (trip-booking related expenses, admin. fees). Total amount of admin. Fees & travelling.	
	<b>EXTRAS</b>	Extra services included and related to the booking of the trip. E.g: Visas, boarding passes, seat bookings etc...	
	<b>EXTERNAL EMPLOYEE</b>	Travel bookings for external employees or other non A+ employees.	
	<b>TRAVEL EXPENSES</b>	Expenses associated with trip	
	<b>OTHER TRAVEL EXPENSES</b>	Other expenses associated with trip	
<b>PROFESSIONAL SERVICES</b> It is a question of subcontracting service, personnel or expenses derived from professional external suppliers	<b>AUDITS</b>	It includes all purchases for auditing services carried out at non A+ organizations.	
	<b>TECHNICAL CONSULTANCY</b>	External entities that give professional technical advice. Any type of consultancy that is IT-related will be registered under "IT Services". E.g: Taxing consultants.	
	<b>CALL CENTER</b>	Expenses derivative of the CALL CENTER for MOT appointments.	
	<b>PROFESSIONAL ASSOCIATION</b>	Press or technical magazine subscription dues or other dues for memberships of associations.	
	<b>PROFESSIONAL VISA</b>	Expenses derivative of the obtaining of Professional Association Visas.	
	<b>SUBCONTRACTING</b>	Subcontracting of services to external (non A+ Group) suppliers for internal or external consumption of the services.	
	<b>INDEPENDENT PROFESSIONALS (Freelance)</b>	Professional services (auditing/consultancy) provided by freelancers and contributors who use ID for billing and where there is a specific withholding for this group.	
	<b>TECHNICAL BOOKSHOP</b>	Trade specializing in technical books	
	<b>FOTOCOPISTERIA</b>	Trade specializing in the accomplishment of photocopies of documentation	
	<b>TRANSLATIONS</b>	Services of translation of texts and / or technical documentation of the company	
<b>LAW SERVICES</b> It is a question of Services of Contracting and subcontracting in reference to the Juridical branch	<b>TEMPORARY EMPLOYEES AND INTERNS</b>	All expenses derived from the hire of Temporary Working Agency employees and interims within any A+ Department.	
	<b>LAWYERS</b>	Professional external services including any type of legal service that might be needed for legal advice or consults.	
	<b>ATTORNEYS</b>	Professional external services including all legal professionals that are required for court appearance.	
	<b>NOTARIES</b>	Professional external services including all notary services encharged of validating documentation used by the legal and the Directing Departments.	
	<b>REGISTERS</b>	Official registrations such as commercial, property and other registrations.	
	<b>OFFICIAL SCHOOLS</b>	Any action within the legal sector, before professional associations, specifically before notary associations or others related.	
	<b>OTHER LEGITIMATIONS</b>	Actions before official organizations such as Embassies or Consulates. It includes all documentary validation in the countries of destination.	
	<b>APPLICATIONS DEVELOPMENT EXTERNAL SERVICES</b>	External company hire for developing and introducing Applications.	
<b>IT SERVICES</b> It is a question of Services of Contracting and Subcontracting, in reference to the system area IT	<b>EXTERNAL SERVICES ADM. IT SYSTEMS</b>	External partnership for administering IT Systems or for its development. It includes common&telephone facilities.	
	<b>SERV. EXT. ASESORAMIENTO SIST. INFO.</b>	Consultancy services for IT and communications.	
	<b>EXTERNAL SERVICES MAINTENANCE HARDWARE</b>	External services for hardware maintenance or equipment repair.	
	<b>ON-LINE INFORMATICS SERVICES</b>	Usage of Internet services as well as registration and maintenance of domains and digital certificates.	
	<b>CONSUMABLES &amp; BEVERAGE</b>	(Consumables)-All materials that require consumption for their correct use. (Beverage tools)-Any tool or other product such as sandpaper, silicon, paint etc...	
<b>RAW MATERIALS</b> It is a question of Matters and materials that are in use, they transform or spoil to elaborate goods of consumption. Small tools and utensils remain included.	<b>LABORATORY CONSUMABLES</b>	Laboratory-oriented consumables including all type of materials that must be consumed for correct usage.	
	<b>CONSTRUCTION MATERIALS</b>	Raw materials or manufactured products of frequent use, building site employees, public constructions and testing etc...	
	<b>ELECTRICAL &amp; ELECTRONICAL MATERIAL</b>	All materials nourished by electricity, wire-based materials etc...	
	<b>REAGENTS</b>	All substances that interact with some others in chemical reactions and lead to other substances of different characteristics and attributes, known as reaction products or just products.	
	<b>PATTERNS</b>	Unique stencils that can be doubled or copied without modification.	
	<b>MICROBIOLOGY</b>	Materials or products used in microorganism studies.	
	<b>CHROMATOGRAPHY</b>	Specific materials used in chromatography, biochemical and biological testing.	
	<b>GLASS</b>	Comprises materials such as containers, test tubes and laboratory glass tools.	
	<b>TECHNICAL GAS</b>	Technical gases used in laboratories for testing.	
	<b>THERMOCOUPLES</b>	Sensors formed by the union of two different metals that produce voltage.	
	<b>RADIOGRAPHY</b>	Comprising radiography film material, usually supplied by General Electric. Should also include any complementary product to the films (E.g: cleaners, revealers, structurix processor revealers, automatic revealers...)	
	<b>CHEMICAL MATERIAL OF TEST</b>	It is a question of those specific products - chemical - for tests. Ej: Lacquers Ardrex/Lumox, fasteners, developers, Magnetic particles.. etc.	
	<b>OFFICE SUPPLIES</b> Objects, material and consumable destined for the daily use, necessary and habitual to realize office labors.	<b>OFFICE SUPPLIES</b>	Objects, material and consumable destined for the daily use, necessary and habitual to realize office labors.
		<b>STAMPS</b>	Purchase of stamps and ink pads with the logo of the Group or personalized, subject to demand and special order.
<b>PRINTS</b> Materials of reproduction of texts and images generally on paper or similar materials.	<b>CARDS</b>	All related to business cards of all kind	
	<b>ENVELOPES</b>	Only Corporate envelopes	
	<b>LETTER PAPER</b>	Anything related to Corporate letter paper.	
	<b>PRINTED TEMPLATES</b>	Products related to printing templates, technical sheets or any kind of product that has been printed and is expressed graphically in 2 dimensions.	
	<b>FOLDERS</b>	Folders, subfolders, covers and inside front and back covers that have Logos printed on them or have undergone a printing process.	
	<b>STICKERS</b>	Stickers or types of printing in which one or both sides are adhesive/sticky.	
<b>CLOTHING</b> Set of Articles, suits, labor clothes and of safety.	<b>OVERALLS</b>	Working attire or with the A+ logo for laboratories.	
	<b>DRESSING-GOWN</b>	Working attire or with the A+ logo for laboratories.	
	<b>FIREPROOF WORKWEAR</b>	Working attire specifically made for working under high temperatures or/and fire, or any other clothing item that meets these characteristics.	
	<b>HIGH VISIBILITY WORKWEAR</b>	Adapted working attire for jobs that require clothing items with reflective/high visibility bands, plus any other item meeting these specifications.	
	<b>WORKWEAR RENTAL</b>	Expenses for the hire of workwear. Sometimes, expenses for laundry services related to these items can also be included.	

<p><b>PPE</b></p> <p>There will be understood by EPI any equipment destined to be taken or held by the worker in order that it him protects of one or more risks that could threaten his safety or his health, as well as any complement or accessory destined for such an end.</p>	<p><b>ELEMENTS INDIVIDUAL PROTECTION</b></p>	<p>Protective equipment used to prevent and protect from any harm or risk on any part of the body including dorsal and lumbar zones, that isn't included under "CLOTHING". E.g: White coats and working coats, lumbar belts, overalls etc...</p>
	<p><b>GENERAL PROTECTION, SIGNAGE AND BOUNDARIES</b></p>	<p>Protective accessories and marking out sign posting (delimitation) destined to prevent collective and individual risks. E.g: security nets, tension measurer, insulating mats, fall-protection bags, tool bags, tape, cones etc...</p>
<p><b>TRAINING</b></p> <p>Studies and learnings linked to the Personnel To +, directed to the insercción, reinsercción and labor update which principal aim is to increase and to adapt the knowledge and skills of the current and future workers To +</p>	<p><b>EDUCATION</b></p>	<p>Expenses for the assistance to any type of course/education by A+ employees. Courses/education not organised by A+ in which A+ employees take part are also included.</p>
	<p><b>LANGUAGE TRAINING</b></p>	<p>Language courses taken by A+ employees.</p>
<p><b>RECICLYNG RESIDUES</b></p> <p>Contracting of companies specialized for the retreat and management of the residues produced in To +, independently of his nature</p>	<p><b>DANGEROUS RESIDUES</b></p>	<p>Existence of negotiated materials depending on the EWC code. This is specifically for each type of waste as established by the European regulations.</p>
	<p><b>NOT DANGEROUS RESIDUES</b></p>	<p>Existence of negotiated materials depending on the EWC code. This is specifically for each type of waste as established by the European regulations.</p>
	<p><b>CONTAINER RENTAL</b></p>	<p>Monthly rent for containers, exclusively used for the removal of waste. The containers are lent by the recycling companies.</p>
<p><b>FACILITY SERVICES</b></p> <p>It is a question of the direct entail of services for Contract I mark.</p>	<p><b>VENDING</b></p>	<p>Consumables and machines; dispensers with consumables within the A+ premises.</p>
	<p><b>CATERING</b></p>	<p>Professional service that one dedicates preferably to the supply of prepared food</p>
	<p><b>CLEANING MATERIAL</b></p>	<p>Purchase of cleaning products and materials to be used in the offices of A+. It comprises all cleaning products and materials included in the contract for the General Cleaning Services of the offices.</p>
	<p><b>TRANSPORT</b></p>	<p>All transport services and moving/relocation services with the exception of courier Services. Including expenses for customs management.</p>
	<p><b>CUSTOMS</b></p>	<p>Including expenses for customs management.</p>
	<p><b>LAUNDRY</b></p>	<p>Expenses coming from the A+ laundry (E.g: Table linens used in the VIP dining area). The workwear laundry and its expenses should go under the CLOTHING family.</p>
	<p><b>MUTUAL KITS</b></p>	<p>First-aid kits</p>
	<p><b>MAINTENANCE &amp; REPAIRS</b></p> <p>It is a question of the Services of Maintenance and punctual repairs, that they have not remained reflected or contained inside a contract I Mark of Services.</p>	<p><b>REPAIRS CLIMATE FACILITIES</b></p>
<p><b>REPAIRS ELECTRICAL FACILITIES</b></p>		<p>Expenses generated from corrective maintenance (repairs), both regular and isolated, of the power/electricity facilities (illumination, inspections) within the A+ offices. Also repairs of preventive maintenance that isn't in accordance with regulations and inspections.</p>
<p><b>REPAIRS COUNTER FIRES FACILITIES</b></p>		<p>Expenses generated from corrective maintenance (repairs), both regular and isolated, of the counter-fire facilities (fire detectors, extinguishers and preventive maintenance not in accordance with regulations). Also repairs of preventive maintenance that isn't in accordance with regulations and inspections.</p>
<p><b>MAINTENANCE &amp; REPAIR MACHINERY</b></p>		<p>Expenses generated from corrective maintenance (repairs), both regular and isolated, of the machines and the facilities of each one.</p>
<p><b>REPAIRS ELEVATORS FACILITIES</b></p>		<p>Expenses generated from corrective maintenance (repairs), both regular and isolated, of the elevators of the A+ offices.</p>
<p><b>REPAIRS SANITARY WATERS FACILITIES</b></p>		<p>Expenses generated from corrective maintenance (repairs), both regular and isolated, of the sanitary waters facilities (taps, drains). Also repairs of preventive maintenance that isn't in accordance with regulations, and inspections.</p>
<p><b>REPAIRS BUILDINGS FACILITIES</b></p>		<p>Expenses generated from corrective maintenance (repairs), as a consequence of refurbishments of buildings and their surroundings (carpentry, bricklaying, furniture...).</p>
<p><b>REPAIRS FACILITIES TECHNICAL FACILITIES</b></p>		<p>Expenses generated from corrective maintenance (repairs) on technical installations (E.g: Technical gases, oxygen, argon, helium...). Also repairs of preventive maintenance that isn't in accordance with regulations, and inspections.</p>
<p><b>GARDENING</b></p>		<p>Expenses generated from corrective maintenance (repairs) related to gardening, new plantations, fertilizers...</p>
<p><b>TOOLS MAINTENANCE</b></p>		<p>Repairs and maintenance of small equipment, tools and devices required for working activities lasting longer than 6months. Purchase of consumables related to maintenance without budgets where workforce is covered, will be introduced under the "Raw Materials" Family.</p>
<p><b>CALIBRATIONS &amp; MACHINERY</b></p>		<p>Calibration of devices property of A+ and that the cost of which goes to the Department. Not to be included any calibrations undertaken by companies of the A+ Group (those should be in "Subcontracting Group companies" under the "PROFESSIONAL SERVICES" family). When the device is not of A+ property and the cost can be re-invoiced to the client, it should be in "Subcontracting" under the "PROFESSIONAL SERVICES" family.</p>
<p><b>FURNITURE</b></p> <p>Set of furniture of an office or place of work, incluido objects and complements that facilitate the use and activities of the habitual spaces in offices and another type of places destined for the job environment. (Domestic appliances are included).</p>		<p><b>OFFICES FURNITURE</b></p>
	<p><b>OFFICES OF WORK FURNITURE</b></p>	<p>Purchase of work furniture for A+ offices. Should be considered as an investment if the amount requires it. Communication with the Facilities Department is required before the purchase of any type of furniture.</p>
<p><b>EQUIPMENT</b></p> <p>set of the different tools, instruments, equipments, devices and you machinate.</p>	<p><b>MACHINERY &amp; EQUIPMENTS</b></p>	<p>Acquisition of machinery and equipment that match the same objective.</p>
	<p><b>TOOLS</b></p>	<p>Small equipment, tools and devices needed for working activities with a useful life longer than 6 months.</p>
	<p><b>MOBILE LABORATORIES</b></p>	<p>Acquisition of machinery and equipments that are of application for laboratory</p>
<p><b>LEASES</b></p> <p>There are contemplated the rents of materials and places by a period determined of time, included you extend. There stay out of this typology the rents of official delegations Applus+ Offices Group</p>	<p><b>PACKAGING</b></p>	<p>Rental of containers that are used more than the product which they contain, which is normally a Raw Material consumable.</p>
	<p><b>MACHINERY &amp; EQUIPMENTS</b></p>	<p>Rental of machinery and equipment during a limited period of time for isolated jobs.</p>
	<p><b>PLACES &amp; PARKINGS</b></p>	<p>Hire of spaces, external car parks of A+ for a limited amount of time and for different jobs or tasks outside of the A+ offices. E.g: Hire of meeting halls in hotels, portable toilets, storage contracting...</p>
<p><b>MARKETING</b></p> <p>It is a question of the activities and Services, inside the frame of the departments of Marketing of the Applus+Group</p>	<p><b>INVESTIGATION OF MARKET</b></p>	<p>Activities of analysis of information related to the company or the market undertaken on a regular basis. Including competitors analysis. E.g: Reports, market studies...</p>
	<p><b>EVENTS</b></p>	<p>External communication activities, press, meetings, gifts to clients. It also includes events, both as organizers or participants.</p>
	<p><b>RRPP</b></p>	<p>Activities of external communication with clients, meetings, gifts clients.</p>
	<p><b>MKT. DIGITAL WEB'S</b></p>	<p>Internet related activities such as website development, positioning in searchers, online campaigns and other digital actions, where SMS, mailing and others are included.</p>
	<p><b>CORP. MARKETING OTHER ACTIONS</b></p>	<p>Any other type of marketing activity that doesn't match any of the previous definitions.</p>
<p><b>FEE'S</b></p> <p>Fee's, music, publishing rights and marketing promotions; intellectual property</p>	<p><b>FIXED FEE</b></p>	<p>Fixed quantity that satisfies for the right to the use or to the concession of use of the different manifestations of the industrial property.</p>
	<p><b>VARIABLE FEE</b></p>	<p>Variable quantity that satisfies for the right to the use or to the concession of use of the different manifestations of the industrial property</p>
	<p><b>FEE FOR VEHICLE INSPECTIONED</b></p>	<p>Quantity that satisfies for the use of vehicles</p>
	<p><b>FEE FOR USE GOODS</b></p>	<p>Quantity that satisfies for the use of yielded goods +</p>
	<p><b>FEE FOR TURNOVER</b></p>	<p>Quantity that satisfies for turnover</p>
	<p><b>FEE FOR LINE OF INSPECTION</b></p>	<p>Quantity that satisfies for line of inspection</p>
<p><b>SUPPLIES</b></p> <p>Services related to the electricity supply, gas, fuels and water</p>	<p><b>ELECTRICITY</b></p>	<p>Services related to the electricity supply</p>
	<p><b>WATER</b></p>	<p>Services related to the water supply</p>
	<p><b>GAS</b></p>	<p>Services related to the gas supply</p>
	<p><b>OTHER SUPPLIES</b></p>	<p>Services related to other supplies</p>
	<p><b>OTHER SUPPLIES</b></p>	<p>Services related to other supplies</p>

<p><b>PREMIUMS OF INSURANCES</b> Payments that the company does to the insurance companies, for which he acquires the right to assure the goods of his business against fires, risks and accidents, thefts, etc</p>	<b>PREMIUMS OF ASSURANCES IMMOBILIZED</b>	Payment to insurance companies with a view to goods of his business
	<b>PREMIUMS OF SURE OWN VEHICLES</b>	Payment to insurance companies with a view to vehicles acquired of his business
	<b>OTHER PREMIUMS OF ASSURANCES</b>	Other payments realized to insurance companies
	<b>PREMIUMS OF ASSURANCES CIVIL RESPONSIBILITY</b>	Payments to insurance companies with a view to assurance of civil responsibility of the company
<p><b>TELECOMMUNICATIONS</b> Services of telephony there fixes, mobile, transmission of information, Internet, communications route satellite and the partners to the issuing centers</p>	<b>MOBILE TELEPHONY</b>	Services of telephony it fixes and mobile
	<b>TELECOMMUNICATIONS</b>	Services of transmission of information, Internet, communications route satellite, as well as the auxiliary activities related to his support and maintenance
	<b>TELEPHONY FIXED</b>	Services of telephony it fixes