PAYMENT, INVOICING AND PURCHASE ORDER TERM OF APPLUS+

1. Purchase Orders

We request products or services from vendors by sending a Purchase Order document to the email account that the vendor has provided us. The document has the following information:

- Order number
- Tax data of the Applus Division that is requesting the product or service.
- Supplier ID number
- Tax data of the Company to whom we request the service (supplier tax data)
- Amount requested
- Description of the requested product or service
- Requested delivery date
- Unit Price and discount if any
- Total net price per position
- Total net price (taxes not included)
- Delivery place
- Invoice Shipping Instructions
- Applus standard purchase conditions
- Currency

You shall not accept requests without having received our official Order Form, as it represents our commitment to acquire your products or services.

Please remember that if you notice an error in the price, an amended Order must be requested to us since price difference between invoice and order will not be accepted.

Applus will not pay higher prices than those requested in the Order and will not pay for concepts that are not reflected there.
2. Invoices

In order to manage properly your invoices, you have to ensure that they comply with the legal requirements to be considered a valid invoice and especially include the following information:

- Your invoice number and date (the date must not be earlier than the service provision or the goods delivery)
- Tax data of the Applus Company, as they appear in our Order Form.
- Tax data of the supplier as they appear in our order (your tax data)
- Amount requested
- Description of the product or service
- Net unit price (price – discount)
- Total net price per position
- Invoice tax base (must correspond to the amount of total price per position)
- Currency
- Breakdown of the taxes if any

This is the essential information that we need to post your invoice in our system. If anyone is missing we will have to return the invoice for corrections without making the payment.

To facilitate the posting and payment of your invoices, it is essential that they contain:

- Applus+ official order number
- Amount invoiced and amount delivered must be coincident, and can not exceed the amount requested in Applus+ official purchase order
- Prices can not exceed the prices in Applus+ official purchase order

To facilitate the posting of your invoices, we appreciate to have in the invoice:

- Bank account for the payment
- Vendor contact e-mail
- Your APPLUS Supplier ID
3. Payment

All payments will be made according the agreed conditions with each supplier and through the agreed payment terms.

Payment does not mean that APPLUS GROUP finds that the Order has been executed properly by the supplier nor that APPLUS GROUP renounces the rights it may have, expressly reserving its exercise, without prejudice to the payment made.