



## Samochody Dostawcze

Volkswagen Poznań Sp. z o.o. · ul. Warszawska 349 · 62-060 Poznań · Polska

To all business partners of Volkswagen  
Poznań Sp z o.o.

Volkswagen Poznań Sp z o.o. Wasz znak  
Dot. pisma z dnia  
Nasz znak  
Telefon  
Telefax  
E-mail

01.04.2020 Data

### COVID-19 (Corona) – Supplier Information

#### Dear Business Partners,

the progressive spread of the virus and the numerous national and supranational activities in different characteristic lead to an critical overall situation.

Our brands and factories are currently planning and evaluating the detailed restart scenarios for our production after Easter holidays. According to the current status, our factories will be closed at least until the end of CW 16 (CW 15 in foundry). Probably at the beginning of next week, you will receive the adjusted production program in our production plant by the known delivery schedule systems and contact person from special department at short notice.

We ask you to check these updated delivery schedule permanently and to adapt to the new situation flexibly and with all necessary activities. Please note that the current delivery schedule is valid and you have to ensure it. For the detailed coordination please get in contact with your responsible contact persons in the Logistic Departments or special department in our plants.

In the event of possible supply risks, please inform the logistics/special department contact person responsible for your scope of supply or your supplier immediately.

More specific factory related information in regards to delivery of material to the factories or restart (contact person, rules for time slot booking, start times of pick up at suppliers) will be communicated to suppliers and forwarders with letters from the factories.

We are constantly reviewing our planned production restart scenario depending on the further development of the Covid-19 pandemic and the effects on ours global networked industry. In this situation, which is unusual for us all, we ask you for your full support and flexibility to implement the necessary activities.

We will keep you informed about further changes and necessary activities.

Volkswagen Poznań Sp. z o.o.  
ul. Warszawska 349  
61-060 Poznań  
Polska  
Telefon +48 61 876 1781  
Telefax +48 61 876 1475  
www.volkswagen-poznan.pl

Zarząd:  
Jens Ocksen  
Jolanta Musielak  
Hans-Joachim Godau

Siedziba: Poznań/Polska  
Sąd Rejonowy Poznań –  
Nowe Miasto i Wilda w Poznaniu  
VIII Wydział Gospodarczy  
Krajowego Rejestru Sądowego  
KRS 0000064417  
Kapitał zakładowy: 731 569 000 PLN

REGON 630173572  
VAT UE PL7820032965  
NIP 782-00-32-965  
AEO PLAE0F420000090011  
BDO 000078734

Płatność w PLN:  
Bank Handlowy w Warszawie S.A.  
PL 79 1030 1508 0000 0005 0207 2005  
SWIFT: CITIPLPX

Płatność w EUR:  
Commerzbank AG, Filiale Wolfsburg  
DE 54 2694 1053 0685 4400 00  
SWIFT: COBADEFF269



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Strona 2

**In addition the following information:**

Container Network:

The container network based on the source-sink principle is also restarted at the same time as the material processes. Please enter your empties orders in the application of container management on the Group Business Platform ONE. The allocated sources can then be found in the empties orders as usual.

Vehicle logistics:

- Contact persons are available as usual
- Please coordinate with the relevant contact persons regarding the restart
- The appropriate capacities must be provided to ensure the restart of the business

Volkswagen Group After Sales:

Volkswagen Group After Sales will continue to supply its worldwide dealer network in order to keep basic functional maintained. Because of this reason, we kindly ask you to supply urgently needed customer backorders in consultation with the material requirement planner.

Foundry:

The production restart of bottleneck-parts in Foundry is planned for 14.04.2020 at the earliest. Keeping that in mind please prepare you supply chains in cooperation with corresponding Business Departments in suitable form.

Important advices for coworkers that should be followed in plants in Poznań, Września and Swarzędz to prevent the infection:

- Wash your hands few times a day with water and soap or use hand sanitizer.
- Keep 1,5m distance between each other.
- In case of coughing or sneezing use a tissue. If you don't have one, use the crook of your elbow.
- Avoid to contact your eyes, mouth or nose with your hands.
- Wear a protective mask and gloves when you are in plant area.



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Considering the announcement of the state of the epidemic in the Republic of Poland on 20 March 2020, we would like to draw your attention to the need to comply with all applicable legal regulations concerning the prevention, counteracting and fighting of COVID-19. We expect both you and your employees to comply with all legal regulations as well as guidelines issued by relevant institutions in the field of public health, including in particular the recommendations of the World Health Organization (WHO), regulations of the Ministry of Health of the Republic of Poland, guidelines of the State Sanitary Inspectorate and the State Labour Inspectorate and their local organizational units. Furthermore, we point out to the fact of a very dynamic progress of the situation and the resulting need for ongoing monitoring of the changing sanitary and epidemiological regulations. The current regulations have been significantly tightened as of 2 April 2020, therefore we also remind you of the need to provide additional safety measures for employees, i.e.: workplaces must be at least 1.5 meters apart and people employed regardless of the basis of employment must be provided with disposable gloves or disinfectants. In order to carry out current tasks while taking into account the situation of the COVID-19 epidemic, we are convinced that only strict observance of legal regulations and recommendations will make it possible to ensure safety and health of all employees. With this in mind, we inform you of this necessity and our expectation of you in this matter.

**Frank Conrad**

Director Purchasing

**Carsten Brandstaetter**

Manager General Purchasing