Project Agreement Validator

Check points

1. <u>Template used (IT/Non-IT/Marketing) – by checking key words in the template. (</u>Result expecting – Type of category (IT))

   Key words are –

   For **Non-IT** : Agreement header - consulting Agreement

   Key words - Consulting, teaching, advising, coaching

   IT : Agreement header – Agreement for IT Projects and Services.

   Marketing (key words): Marketing, Market Insight, Media

2. <u>Name and address of the Allianz and supplier.</u>

   Allianz address always should be the following (result should be – Correct/Mismatch/Missing)

   Allianz Name & Address –

   Allianz SE

   Königinstrasse 28, 80802 München Germany

   OR

   Allianz Technology SE

   Königinstrasse 28, 80802 München Germany

   Supplier Name & Address

   These details should be displayed in the results. If unavailable, the result should indicate 'Missing

3. <u>Point of contact</u>

   Customer Contact

   The provided details should be displayed in the results. If a field is blank, 'Missing' should be indicated. Additionally, the email address must contain 'Allianz' to confirm the customer is from Allianz; otherwise, 'Mismatch' should be shown.

   Contractors Project Manger

   The provided details should be displayed. If a field is blank, the result should indicate 'Missing.' If the email address does not contain the supplier name, it should show 'Mismatch'.

4. Place of performance

If the "Others" option ticked – Then the provided details should be displayed in the results. If blank then "Missing".

If the first option ticket then result – Correct.

> **8. Place of performance**
>
> The Parties agree that the place of performance shall be
>
> ☐ the seat of the customer
> ☐ others (please specify)
> Location Name: [Click here to enter text]
> Street: [Click here to enter text]
> City: [Click here to enter text]
> Country: [Click here to enter text]

5. Subcontractor details

The provided details should be displayed in the results.

6. Remuneration details, including type and table

> **9.1. Remuneration**
>
> The Parties agree on the following remuneration for the provision of the Contractual Services:
>
> ☐ Fixed price pursuant in the amount of EUR Click here to enter text. (net).
> ☐ Remuneration based on time expended and on the hourly/daily rates agreed in **Attachment 3** (Rate Card) (see table below with cost estimate).
> ☒ Remuneration based on time expended (see table below with cost estimate) with an upper limit of EUR 40000 EUR (net) pursuant to Section 8.2.3 of the GTC.

Contractual Service	Service Category Name*	Skill Level**	Number of units	Unit (e.g. hour/ man-day)	Price per unit in EUR (net)	Total in EUR (net)
Software engineer	SC02	Expert	40	Man day	1000	40000
Click	Click	Click	Click	Click	Click	Click
Click	Click	Click	Click	Click	Click	Click
Click	Click	Click	Click	Click	Click	Click
Click	Click	Click	Click	Click	Click	Click
Click	Click	Click	Click	Click	Click	Click
Click	Click	Click	Click	Click	Click	Click

Display which option has been marked , and provide the amount and currency specified in the contract. If the third option is selected, and the table not updated then the result should be missing. If the second option is selected and the table is not updated or attachment 3 is not contain rates, then result should be missing.

7. Invoicing

> **9.2. Invoicing**
>
> The Contractor shall invoice the remuneration as follows:
>
> ☒ monthly in arrears.
> ☐ after overall acceptance.
> ☐ following the acceptance of the milestones listed below:

Serial no.	Milestone due date	Work Results	Payment
Click	Click	Click	Click
Click	Click	Click	Click
Click	Click	Click	Click
Click	Click	Overall acceptance	Click

If the Fixed price is marked under remuneration part then the second or third option should be ticked. If not then mismatch. If the remuneration part marked remuneration based (second and third option) then it can be either of the three.

8. VAT

If the Supplier is an intercompany entity (Metafinanz, Kaiser X, Syncier), then the first option should be marked. If the Supplier is located in Germany, the second option (local contractor) should be marked. If the Supplier is not located in Germany, the third option should be marked.

9. Invoice address/ invoice send to address

If this header is present, it should either correspond to the customer OE, as referenced on the first page of the contract (AZSE or AZTECH), with the same address listed on that page, or it should match the " **Dieselstraße 8 85774 Unterföhring Germany** " address. I

10. Applicability of Data protection, Information security, and outsourcing

If the checkbox is marked "Yes" for Data protection, Information security, and outsourcing, the corresponding document must be included in the contract, resulting in a status of "Correct" or "Available." If the document is not provided, the status should be "Missing.".

11. Terms and termination

This is a mandatory field; the provided start and end dates must be displayed on the result page. If these dates are not provided, the result should indicate "Missing."

12. Verification of signatures

- ✓ If the Allianz SE is the buyer (first page) then the contract require 3 signatures (2 from Allianz 1 from supplier).
- ✓ If the project Agreement term is multiyear (more than a calendar year) the contract must have 3 signatures (2 from Allianz 1 from supplier)
- ✓ If the contract is identified as a Vendor Consolidation contract (by cross-referencing the CWID number on the first page with the numbers listed in an Excel file), it requires four signatures: GSP approval on the first page, two signatures from Allianz, and one from the Supplier.
- ✓ If the contract is identified as a Non-IT category, it should have three signatures: two from Allianz and one from the Supplier.

For [Insert the name of the Allianz Company]

....
Place, Date

....
Place, Date

....
Signature

....
Signature

....
Name in block letters

....
Name in block letter

For [insert the company name of the Consultant]

....
Place, Date

....
Place, Date

....
Signature

....
Signature

....
Name in block letters

....
Name in block letter

For Allianz Technology SE	For [company name of the supplier]
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:

Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:

13. The contract should not have any strikethroughs.