

## Baker Hughes Sourcing Compliance

### Undeclared Work—Your Action is Required

Dear Supplier,

**In accordance with the French labor code (articles L8222-1/R8222-1 and seq.), we are requested to collect from all our suppliers (French and Non-French), the documentation (See Appendix A) evidencing your compliance with French labor law (Undeclared Work) and hereby request your urgent action.**

Since these obligations are mandatory by law, we urge you to collaborate with “**MyProcurement**” which is the Company that Baker Hughes has appointed to:

- Collect through its platform the Mandatory Documents to be provided in an electronic format upon your registration and then every 6 months;
- Check Mandatory Documents’ conformity and authenticity;
- Contact you upon expiration of the Mandatory Documents;
- Archive the Mandatory Documents in a digital safe.

The platform will enable your company, as a Baker Hughes supplier to:

- Fulfill your obligations to provide the Mandatory Documents in a simple and trackable way;
- Be up to date on your obligations through reminders;
- Provide the Mandatory Documents to all your clients (i.e. all other Baker Hughes entities) using the MyProcurement platform by uploading these only once;
- Appear as Compliant in Baker Hughes’ tracker which is a condition precedent for Baker Hughes granting any new opportunities.

Your subscription and use of the platform <https://myprocurement.fr> is free of charge and will allow you to upload the Mandatory Documents only once upon subscription then every 6 months without having to do it for all your Baker Hughes customers using the platform since MyProcurement will share these among them.

Please note that you are required to **register and upload the mandatory documents for current, future but also past orders over the last 5 years**. If you are not the right contact, please forward this letter to your Company’s Compliance/Quality Manager or any person you would deem appropriate.

In order to register on the platform:

1. Click on the following link: <https://myprocurement.fr/universe/public/registration/home.action#/home.action>
2. Enter your Tax ID
3. Enter your personal details (Last Name, First Name, e-mail)

Once your registration is approved, you will be granted credentials that will give you access to the platform.

If you do not find your Tax ID, or if you have any other issues regarding your registration/access please contact: [customer@myprocurement.fr](mailto:customer@myprocurement.fr)

Best Regards,

Baker Hughes Sourcing Compliance Team

[Bakerhughes.ombuds@bakerhughes.com](mailto:Bakerhughes.ombuds@bakerhughes.com)

## Appendix A

### Option A: Documents to be provided if the supplier is established in France

#### 1. Social certificates (article D8222-5 1° of the French Labor code)

A certificate issued by the social welfare agency (URSSAF) responsible for collecting the supplier's contributions, proving that the supplier is up to date with his declarative obligations and the payment of its social security contributions, which is less than 6 months old.

<https://www.urssaf.fr/portail/home/employeur/declarer-et-payer/obtenir-une-attestation/obtenir-vos-attestations--mode-d.html>

#### 2. Proof of registration (article D8222-5 2° of the French Labor code)

- A certificate of incorporation (KBIS) and less than 3 months old;
- or an identification card or proof of registration with the "Repertoire des Métiers";
- or a quote, an advertising document or professional correspondence, provided that the legal entity name of the supplier, full address and registration number are mentioned;
- or a receipt of the ongoing registration process with the adequate formality center.

#### 3. List of names of foreign employees

The list of the foreign workers employed by the supplier and subject to the work permit mentioned in article L5221-2 of the French Labor Code, specifying for each employee in accordance with article D8254-2 of the French Labor Code:

- Date of hire,
- Nationality,
- Type and serial number of the work permit.

Templates for establishment of this list are available on the MyProcurement platform.

### Option B: Documents to be provided if the supplier is not established in France (these documents are to be provided in French language or accompanied with a French translation, according to article D8222-8 of the French Labor Code)<sup>1</sup>

#### 1. Tax identification number

- A document stating the individual identification number assigned under Article 286 ter of the French General Tax Code;
- or if supplier is not required to have such a number: a document mentioning the identity and address of the supplier or, if applicable, the contact details of supplier's tax representative in France;

#### 2. Social certificates

- A document certifying supplier's compliance with its obligations under Regulation (EC) No 883/2004 of April 29, 2004 or under an international social security agreement;

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<sup>1</sup> Article D8222-7 of the French Labor Code

- and, where the legislation of supplier's country of establishment requires it, a document issued by the adequate administrative organization stating that the supplier is up-to-date with social declarations and payment of the relevant contributions, or an equivalent document or, failing that, a certificate complying with the requirements of Article L.243-15 of the French Social Security Code.

**3. When incorporation is mandatory in the supplier's country of establishment, one of the following documents shall be provided:**

- A document issued by the authorities or equivalent document evidencing the company's incorporation;
- or a quote, an advertising document or professional correspondence, provided that the legal entity name of the supplier, full address and registration number are mentioned;
- or for companies in the process of being created, an official document less than six months stating the application for incorporation is pending.