

June 8th, 2022

Dear Supplier,

The Baker Hughes No PO, No Pay policy requires that the procurement of all goods and services must be based on purchase orders issued through the Baker Hughes eProcurement Systems. The No PO, No Pay policy is designed to enhance the efficiency and purpose of the PO for both Baker Hughes and our suppliers.

As a supplier to Baker Hughes, please do not accept a request to provide goods or services to Baker Hughes unless you have been provided a valid Purchase Order. Besides being a valid confirmation of acceptance of your offer, the Purchase Order also contains clear invoicing instructions to facilitate the payment process.

Benefits

- Ensures that purchases are authorized before goods or services are initiated or supplied
- Enables Baker Hughes to process invoices efficiently and preventing a likelihood of delay in payment

Please check to see that the details on your invoice are an exact match to what is on the Purchase Order as discrepancies can lead to delays in payment.

Yours sincerely,



Stephen M. Hinson

Enterprise Excellence Sourcing Leader

Baker Hughes