



imagination at work

9/1/2016

Dear Supplier,

The purpose of this letter is to advise you that GE Digital will be strictly enforcing its policy that all work, projects, hardware, software and services ordered from our external suppliers must be based on an approved GE Digital Purchase Order (PO). Importantly, in order to receive an approved PO your company must have an agreement in place with GE Digital which has been executed by GED Sourcing.

GE Digital has a strict "No PO, No Pay" policy that has been widely communicated, which means that referencing a purchase order is mandatory when invoicing. Please make sure that you as a supplier always ask GE Digital to initiate a PO as soon as we contract you to do work for us and ensure that you have received a PO from GE Digital before providing any goods or services. **Without a PO, the supplier is taking the risk that it may not be paid for goods or services provided.**

For your information, when a PO is approved internally it will be sent as a .pdf via e-mail to the contact provided by your company. As a reminder, it is your company's obligation to ensure all contact information, W9 and banking information are accurate.

This policy has clear benefits for both GE Digital and our suppliers. The pre-approval process gives the supplier an assurance that the order has been approved by an appropriate GE Digital manager before the order reaches you. It also ensures that a supplier receives all the necessary invoice information which minimizes the risk of extra administration and payment interruptions.

We thank you for your cooperation.

9/26/2016

**X** Eric Cole

---

Eric Cole  
Executive Sourcing Leader GE Digital  
Signed by: Eric Cole