



Dear Valued Supply Partner

Sensata Technologies would like to share with you an **IMMEDIATE** policy change regarding Invoices received with no purchase order number reference. Sensata will be implementing a strict No Purchase Order No Pay policy. This means that if a Supply Partner provides any good or service without an authorized purchase order, the supplier is taking a risk that they may not be paid for the goods or services provided.

This policy has clear benefits for both organizations. A purchase order confirms that your company is set up in our ordering system and the terms of purchase has the appropriate management approval and adheres to our mutually agreed terms. Once you receive the purchase order you can review the terms and confirm the order. It also ensures that you receive all the necessary information in which to generate the invoice. We are confident that this policy change will improve the accuracy and on-time payment cycle of invoices, which will further strengthen our relationship.

Effective immediately **ALL** suppliers will be required to request a PO from their Sensata business partner prior to issuing goods or services. The assigned purchase order number should accompany all commercial documents that reference that order (packing slip and all invoices). In addition, we request that you include the purchase order release number on the invoice to ensure our team accurately posts the shipment receipt to the appropriate line referenced on the purchase order.

Invoices received without a purchase order number reference on the invoice will be rejected and returned by our accounts payable team.

A communication will accompany the returned invoice notifying you of the non-conformance and request that you issue the invoice with an authorized Sensata PO number referenced.

We will not accept invoices with original invoice dates, as in many cases the re-invoice will be issued overdue. Upon receipt of the returned invoice, you should issue a credit memo to the invoice without a purchase order and issue a new invoice with the current date and valid purchase order.

Sensata Technologies values our relationship and appreciates your support of this important policy change.

Should you have any questions regarding this communication please feel free to reach out to your Sensata contact or review our Sensata Supplier Portal located at <https://sensata.com/resources/portals/suppliers>.

Best Regards,

Sensata Technologies

Frank DeVita

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