

April 7, 2021

Subject: *Notice of “No PO, No Pay” Policy*

Dear Valued Supplier,

The purpose of this letter is to advise you that Mahindra Automotive North America will be strictly enforcing its policy that all work, projects, hardware, and services ordered from our external suppliers must be based on an approved Mahindra Automotive North America Purchase Order (PO).

Mahindra Automotive North America has a strict “No PO, No Pay” policy, which means that referencing the PO number on each invoice is mandatory. Please make sure that you as a supplier always ask Mahindra Automotive North America to initiate a PO, and you have received a PO from an authorized Mahindra Automotive North America representative 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.

If you are currently providing goods or services without a PO, please contact us immediately so we can remedy.

Should you have any questions about this policy, please feel free to contact the undersigned at dose.kent@mahindra.com or your responsible buyer.

We thank you for your understanding and cooperation.

Sincerely yours,



Kent Dose
VP of Purchasing North America