



## 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 & 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 of public order, we urge you to collaborate with “**MyProcurement**” which is the Company that GE 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 GE supplier to:

- Fulfill YOUR OBLIGATIONS to provide the MANDATORY DOCUMENTS in a simple and trackable way;
- Be updated on the regulation thanks to reminders;
- Provide the MANDATORY DOCUMENTS to all your clients (i.e. all other GE entities) using the MyProcurement platform by uploading these only once;
- Appear as COMPLIANT in GE’s tracker which is a CONDITION PRECEDENT for GE 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 GE 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 MyProcurement customer Service:

**Tel: 0033.1.44.56.30.30 / Mail: [support@myprocurement.fr](mailto:support@myprocurement.fr)**

Best Regards,  
**GE Sourcing Compliance Team**  
[GESourcing.Compliance@ge.com](mailto:GESourcing.Compliance@ge.com)

## APPENDIX A

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

#### **- Social Certificates (article D8222-5 1° of the French Labor code)**

Receipt for delivery of social declarations and payment of contributions delivered by the collecting welfare agency dating from less than 6 months old.

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

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

A certificate of incorporation (KBIS) dating from less than 3 months old.

or an identification card or proof of registration with the "Repertoire des Métiers"

or a quote, an advertising document, a professional correspondence.

or a receipt of the ongoing registration process with the adequate formality center

#### **- List of registered foreign employees (articles L.5221-2 and D. 8254-2 of the French Labor Code)**

The list of foreign workers employed by the supplier and subject to work permits specifying for each employee: the date of hire, nationality, the type, and number of 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 (according to article D.8222-8 of the French Labor Code those documents are to be provided in French language or accompanied with a French translation)**

#### **- 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 evidencing supplier's identity and address

or, if applicable, the details of supplier's tax representative in France;

#### **- Social certificates**

A document attesting to the validity of the social situation of the supplier under Regulation (EC) No 883/2004 of April 29, 2004 or under an international social security agreement

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 contributions, or an equivalent document or, failing that, the certificate provided for in Article L.243-15 of the French Social Security Code.

#### **- Proof of incorporation if mandatory in the supplier's country of establishment**

A document issued by the authorities or equivalent document evidencing the company's incorporation;

or a quote, an advertising document, or a professional correspondence, including the name of the supplier, its full address and the nature of the registration;

or for companies being created, an official document dating from less than six months stating the application for incorporation is pending.