



## **Our Objectives**

- To purchase goods and services which meet or exceed our quality and quantity specifications at the lowest cost and to deliver them on time.
- To manage the expenditure of corporate funds with integrity according to corporate policies and procedures and to ensure that all purchase transactions maximize the return to investment.
- To ensure CenterPoint Energy is held in the highest esteem by maintaining an impeccable reputation for conducting all business transactions in an ethical, efficient, and professional manner.

## **Expectations from Suppliers**

- To respond promptly and accurately to inquiries.
- To honor and meet all contractual obligations as described in the terms and conditions of the contract/agreement, unless modifications are negotiated and integrated into the contract/agreement and executed between the parties.
- To answer promptly and accurately to questions or requests for information.

## **Supplier Diversity**

- Every employee at CenterPoint Energy is encouraged to promote diversity and inclusion. In fact, employees actively participate in diversity awareness training. That's why we continue to work and volunteer together in a corporate-wide commitment to diversity in which everyone at the company has a role.
- Diversity at CenterPoint Energy has three elements: workplace diversity and inclusion, supplier diversity, and community relations. All three are an important part of our vision to be America's leading energy delivery company...and more.
- We embrace the power of diversity because it enriches our work environment and provides social and economic benefits to the communities we serve. It is not only a focus that our employees, customers, communities and shareholders expect from us, but it is also the right approach from a business standpoint.

## **Quotation Process**

- All quotations and similar requests for proposal must be submitted in writing. RFI and RFP responses may be submitted electronically via E-Sourcing or email. Requests for bids will be solicited only after a vendor has been deemed a valid candidate. All bid response submissions are to be concise and in the proper format. Quotes that exceed the performance of price, quality, delivery, etc. are accepted only if the original requirements are met.
- The issuing of a purchase orders for goods or services can only be done by CenterPoint Energy's Purchasing personnel. Suppliers should not ship goods or provide services without a purchase order. Invoices submitted without referencing a PO may be returned and/or result in delayed processing. All invoices should be submitted electronically to: [AP.Invoices@CenterPointenergy.com](mailto:AP.Invoices@CenterPointenergy.com)
- As part of our fraud prevention, CenterPoint Energy reserves the right to would utilize a third party/software to verify and confirm the banking information you provide. Your completion of this form indicates your acceptance of this fraud prevention process