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- Login to HICX [here](#)

HICX Registration

Upon being invited to register in HICX, you will receive an email indicating that you have a required action.

Take note of your username

“Click here” to initiate a password set request.

Upon submitting your password reset, Click **Back to the login page**

Notes:

- If you do not receive an email but know your username and password, the supplier portal can be opened [here](#).

Baker Hughes **1**

Dear Johnny Supplier,

Welcome to Baker Hughes Supplier Master Data Management Portal. This portal allows you to update, verify and submit information required in our Accounts Payable system.

In order to complete the process please have handy the following items:

- Legal name exactly as registered with your government
- Company address
- Contact information (primary and alternate)
- Tax Information (if outside US, relevant tax form may be needed)
- Banking Information (2 documents – one on your letterhead and one Voided Check, Blank Check, Deposit Slip, Bank Statement, or a letter from your bank confirming the same Bank Data Account)

The following may apply – please discuss with your Baker Hughes contact in case of questions:

- A completed Non-Disclosure Agreement (where applicable)
- Your annual financial statement
- Depending on the nature of your product or service or your location, additional information and documentation may be required

Please complete all the tasks listed until no more tasks are showing. This should take no longer than 10 minutes if all your information is on hand.

Your Login Details

- Please click the link below and log on using initial credentials noted below:
<https://bh-usa.hicxsolutions.net/bh/hicxesm-portal>

Your Username: 849089

- Please [click here](#) to set your new password for your account

If you have any questions or need assistance, please reach out to your business contact or e-mail our help desk at VMCoE.HicxSupport@bakerhughes.com.

Reset Password **2**

- Password must be at least 8 characters in length.
- Password must contain at least 1 digit characters.
- Password must contain at least 1 uppercase characters.
- Password must contain at least 1 lowercase characters.
- Password matches 0 of 3 character rules, but 3 are required.

.....

.....|

Submit

Cancel

For assistance, contact our technical support desk:
VMCoE.HicxSupport@bakerhughes.com

Enter a password which meets the password requirements; Click **Submit**

Your password has been reset successfully

[Back to the login page](#) **3**

Baker Hughes

If you received an email invitation to register, please login with your provided details below.

849089

.....

Log In

[Forgot Password?](#) [Forgot User](#) **4**

Enter your Username and your Password; Click **Log In**

HICX Registration

HICX End User License Agreement (EULA)

EN

Welcome, and thank you for your interest in HICX ("HICX," "we," "our" or "us") and our website at <https://bh-uaat.hicxsolutions.net/bh/hicxsm-portal>, along with our related websites, networks, applications, mobile applications, and other services provided by us (collectively, the "Service"). This End User License Agreement ("Agreement" or "EULA") and the Privacy Policy govern your use of the Service. This Agreement is a legally binding contract between you and us regarding your use of the Service.

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY.

By clicking "I Agree" (or words to similar effect during the registration process) or by otherwise accessing or using the Service, you agree that you have read and understood, and, as a condition to your use of the Service, you agree to be bound by this Agreement. If you are not eligible, or do not agree to be bound by this Agreement, then you do not have our permission to use the Service. Your use of the Service, and our provision of the Service to you and express license for you to use Service, constitute an agreement between us and you to be bound by this Agreement.

- Service Overview.** As part of the Service, we provide access to our platform for organizations to manage supplier data. You may use this platform and the Service to manage your information.
- Eligibility.** You must be at least 18 years old to use the Service. By agreeing to this Agreement, you represent and warrant to us that: (a) you (i) have legal capacity to agree to this Agreement; and (ii) are fully able and competent to enter into these Agreement; (b) you have not previously been suspended or removed from the Service; and (c) your registration and your use of the Service is and will be in compliance with any and all applicable laws, rules, and regulations. If you are an organization (e.g., a company), the individual accepting this Agreement on your behalf represents and warrants that he or she has the authority to bind you to this Agreement and you agree to be bound by this Agreement.
- Accounts and Registration.** To access most features of the Service, you must register for an account. When you register for an account, you may be required to provide us with some information about yourself, such as your name, email address, address, and other contact information. You agree that the information you provide to us is accurate and that you will keep it accurate and up-to-date at all times. When you register, you will be asked to provide a password. You are solely responsible for maintaining the confidentiality of your account and password, and you accept responsibility for all activities that occur under your account. If you believe that your account is no longer secure, then you must immediately update your password and notify us at VMCoE.HicxSupport@bakerhughes.com.
- License.**

Username
11363177

Supplier Name
Test for Kellie

I Disagree I Agree

1

Once logged into HICX, you must first agree to the End User License Agreement (EULA)

Privacy policy

EN

Privacy Notice

We know that you care about your personal data and how it is used, and we want you to trust that Baker Hughes Company uses your personal data carefully. This Privacy Notice will help you understand what personal data we collect, why we collect it and what we do with it. Please take a moment to familiarize yourself with our privacy practices and let us know if you have any questions by sending us an email. Please refer to the global privacy policies by clicking on the below link. <https://www.bakerhughes.com/privacy>

Username
11363177

Supplier Name
Test for Kellie

I Disagree I Agree

2

Then you must Agree to the Privacy Policy

Note: The default language can be changed for the EULA and Privacy Policy

HICX Supplier Home Screen

The screenshot shows the HICX Supplier Home Screen for Baker Hughes. The top navigation bar is dark green and contains the following elements:

- Baker Hughes** logo and navigation links: [Dashboard](#), [Communication Center](#) (with a red notification bubble containing '0'), and [Company Profile](#).
- Supplier information: **SUP0036706 - P31 INTEGRATION T...** with a dropdown arrow.
- Menu icon, notification bubble (0), and user profile icon.

Callout boxes provide the following descriptions:

- Supplier Home Page**: Points to the navigation bar.
- History of Supplier Messages**: Points to the 'Communication Center' link.
- Access to supplier master data & making change requests**: Points to the 'Company Profile' link.
- HICX supplier number and name**: Points to the supplier ID and name in the top right.
- User Profile**: Points to the user profile icon in the top right.
- Task count & List**: Points to the notification bubble in the top right.
- Open tasks to be completed by the supplier**: Points to the 'My Tasks' section.
- BH Operating Units extended to supplier**: Points to the 'Relationship Status' table.

My Tasks

Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.

Date	Activity Name
No tasks to display	

Relationship Status

Organization	Status
1500_NEXUS CONTROLS LLC_LO00 [Baker Hughes Company]	ACCEPTED
1820_DRUCK, LLC_1820 [Baker Hughes Company]	ACCEPTED
3230_TURBINAS Y MECANICAS_VZ00 [Baker Hughes Company]	ACCEPTED
6040 - BAKER HUGHES DIGITAL SOLUTIONS GMBH_6043/6044/6045/6046/DE00/6047 [Baker Hughes Company]	ACCEPTED
BAKER HUGHES HUNGARY KFT./SAP P31/6000/HU00 [Baker Hughes Company]	STARTED
BAKER HUGHES PRESSURE CONTROL DE MEXICO, S.A. DE C.V./ORACLEPASCAL/OU_IF1830_MX [Baker Hughes Company]	ACCEPTED
BAKER HUGHES SERVICES EGYPT, LLC/SAP P31/5170 [Baker Hughes Company]	SUBMITTED
PANAMETRICS LLC/SAP P31/1830 [Baker Hughes Company]	ACCEPTED

Supplier User Profile

Supplier Number and Name

SUP0036706 - P31 INTEGRATION T... 0

Need Help? If you require any assistance, or have any questions, please contact: VMCoE.HicxSupport@bakerhughes.com

Company P31 INTEGRATION TEST 2
User: 2207400

Privacy Policy

End User License Agreement

Preferences

Sign out

Supplier Name and User ID

Information on how your data is stored/used

Information on how HICX is used

User Preferences

Preferences

Change Language

Use the list below to select the language of the application.

Language

German

Change Language

Change Username

Use the form below to change the login id for your account. Usernames must be at least 8 characters long.

Password *

New Username *

New Username Confirmation *

Change Username

Change Password

Use the form below to change the password for your account. Passwords must be 8 characters long and are case sensitive.

Old Password *

New Password *

New Password confirmation *

Change Password

- To change your default language, select the desired language from the dropdown and click **Change Language**
- It is not recommended to change the username
- To change your password, enter your old password, followed by your new one (twice) and click **Change Password**

HICX Registration

The welcome screen includes a welcome letter including some high-level requirements

Specific documents are listed in a separate guide [Supplier Documents](#)

A task is an activity in HICX that must be completed by either a BH requestor, approver or supplier. Supplier tasks are viewable here under **"My Tasks"**.

Click on the task to open and respond to it.

Each BH organization unit (OU) assigned to a supplier is listed under Relationship Status".

Welcome Information

Dear Business Partner:

Welcome to our Supplier Master Data Management Portal. This portal allows you to update, verify and submit information required in our Accounts Payable system.

In order to complete the process please have handy the following items:

- Legal name, exactly as registered with your government.
- Company address
- Contact information (primary and alternate)
- Tax Information (if outside US, relevant tax form may be needed)
- Banking Information (2 documents – one on your letterhead and one Voided Check, Blank Check, Deposit Slip, Bank Statement, or a letter from your bank confirming the same Bank Data Account)

The following may apply – please discuss with your Baker Hughes contact in case of questions:

- A completed Non-Disclosure Agreement (where applicable)
- Your annual financial statement
- Depending on the nature of your product or service or your location, additional information and documentation may be required

Please complete all the tasks listed until no more tasks are showing. This should take no longer than 10 minutes if all your information is on hand.

If you have any questions or need assistance, please reach out to your business contact, e-mail our help desk at VMCoE.HicxSupport@bakerhughes.com

Best regards,
Baker Hughes

My Tasks

Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.

Date	Activity Name
Mar 02, 2023	RIV0097263 1200_BENTLY NEVADA, LLC_0012 - New Relationship Registration

Relationship Status

Organization	Status
1000_OS OPERATIONS, LLC_0001 T01 [Baker Hughes Company]	STARTED
1200_BENTLY NEVADA, LLC_0012 [Baker Hughes Company]	STARTED
1500_NEXUS CONTROLS LLC_LO00 [Baker Hughes Company]	STARTED
1600_REUTER-STOKES LLC_RS01 [Baker Hughes Company]	STARTED

Notes:

- If the supplier contact receiving the registration task is not correct or no longer with the supplier, contacting your Baker Hughes representative with the new contact information.

HICX Registration – Completing the New Registration – Overview

All information must match legal proof document 100%

Legal Name: Supplier's legally registered name
DBA Name: (if applicable) Alternate or fantasy name of the supplier
Country of Incorporation: Supplier's registered country

Legal Address: Supplier's legally registered address. Defaults to address entered by BH requestor but can be changed by clicking +.

Legal Structure: registered structure of the company. The structure, along with the country of incorporation, will impact what tax information is required.

Overview

Org Unit Country UNITED STATES OF AMERICA

Legal Name (English characters only, otherwise payments will fail) ?	* Testing for External Supplier Training
Doing Business As (DBA) Name (English characters only) ?	
Country of Incorporation	* United States x
Company Telephone	*
Legal Address (Does <u>not</u> interface to ERP. Go to Locations to change address in ERP. Important: Only use English characters. DO NOT use special characters and non-English characters.)	* 123 N MAIN ST, HOUSTON, 77001, Texas, ... +
Company Email (does <u>not</u> integrate to ERP. To update PO or remit email address, please update Location)	
Company Website	
Legal Structure ?	* Select an option
Is the company a subsidiary or branch to a parent company or a JV to another company?	* <input type="radio"/> Yes <input type="radio"/> No
Please select which you will be supplying	* Select an option

Registered phone number

Parent Company confirmation

Goods/ service provider designation

Notes:

- If the legal proof document does not match the data entered into HICX 100% (Legal Name, DBA Name, Legal Address, Legal Structure, Tax Information), the workflow will be returned for correction.
- Special characters will cause problems for payment. Avoid these characters: & / : @ ! % [] | \ \$ ` { } ^ < > # = " _ ~ *

HICX Registration – Completing the New Registration – Transacting Information

Populate Tax number. Different tax information may be required depending on the company's legal structure. Examples of tax data include TIN, SSN, VAT, BRN, Pan, GST/HST.
Must match legal proof document 100%

Legal Proof Document will be used to validate:
Legal Name,
Legal Address,
Legal Structure,
Tax information.
Must match 100% with the information entered in the workflow and any other provided documentation or workflow will be returned.

Tax Number *

Do you have a DUNS #? * Yes
 No

D-U-N-S? number *

Identify if you have a **Dun & Bradstreet number** and populate the number, if applicable

Proof document containing Legal Name, Address, and Tax Number applicable as per supplier country of incorporation. Example: for US: W9, India: GST/VAT Certificate, etc. (**Important:** To ensure first-pass approval: 1) non-editable format is required e.g.pdf. 2) non-English tax document requires in addition the BH Supplier Template filled in by requestor in English, zipped together, attached to workflow) *

PO Transmissions Supported (?) Fax Email

Default for PO transmission is Email but can be changed to fax

PO Language (?)

Default for Po display language is English

Notes:

- If the supplier is incorporated in the **USA**, then the W9 **MUST** be provided as the Legal Proof Document.
- If the supplier is incorporated in **India**, then the Pan Card **MUST** be provided as the Legal Proof Document.
- For countries **outside of the US and India**, upload your tax registration document.
- Examples of Legal Proof documents can be found [here](#).

HICX Registration – Completing the New Registration – Primary Contact

This supplier contact will respond to HICX inquiries, manage supplier data in HICX and manage supplier access in HICX

This user will serve as the primary administrator of the supplier portal allowing them to update company information and administer user access.

Enter the first and last name of the contact that can administer the HICX portal for the supplier. This will not pass to the ERP. The contact entered for registration will default.

Contact Type * Select an option

Contact's relationship to Baker Hughes

First Name * JOHN

Last Name * SMITH

Position

Business address of the contact. The address entered by the BH requestor will default but can be changed by selecting the or add a new address selecting +

Email *

Email of the contact listed above

Telephone *

Phone number of the contact listed above

Address (does not interface to ERP. Go to Location for addresses that migrate to ERP) * Start typing to search +

Notes:

- Additional contacts can be added after registration is completed



HICX Registration – Completing the New Registration – Purchasing Location

Business address where POs will be received and what POs will display. The address entered by the BH requestor will default but can be changed by clicking +

Address (interfaces to ERP) * 123 N MAIN ST, HOUSTON, 77001, Texas, ...

Location Purpose

- Purchasing
- Payment
- Drop Ship

Select **Purchasing and Payment**

Indicate if the location has a separate Dun & Bradstreet (DUNS) number

Do you have a DUNS number for this location? * Yes No

PO Contact Name *

Person receiving the PO or acknowledging the order

Email address for POs to be sent or of person receiving the order (ERP PO Email)

PO Transmission Email (interfaces to ERP) *

Email address for remittance statement to be sent (ERP Remittance Email)

Remittance Email (Interfaces to ERP) *

Fax

Telephone *

Phone number for this supplier location

Notes:

- PO and Remit To Email will pass to the affected ERPs

HICX Registration – Completing the New Registration – Banking

[Link to Bank Rule Table](#)

If an alternate payee is being used, select **Yes** and upload a document **on supplier letterhead** which states the name of the supplier that will be paid. Otherwise, select **No**.

Do you use a factoring agent? ? Yes No

Document with Supplier Letterhead Including Factoring Agent details

By the above documentation, it's confirmed by both parties and agreed to receive the payment through factoring agent.

Bank Country x v

Account Currency x v

Bank Search (by name, BIC or National ID - ABA, BSB, CNAPS, Transit, Sort Code, etc.)

Bank Name (Requester entry can get overwritten by automatic bank validation)

Street Address (Requester entry can get overwritten by automatic bank validation)

City (Requester entry can get overwritten by automatic bank validation)

Select an option v

Account Type x v

Account Holder Name (Please only include characters from the English alphabet without special characters. For Japan, use Hankaku Katakana for accurate payments. For Russia, use Cyrillic for accurate payments (as needed))

Does your bank have a BIC/SWIFT code? Yes No

SWIFT/BIC Code

Bank Account Number

National ID (9-digit ACH-ABA Routing Number)

Reference Details

Banking Country and account currency determine the banking information required

Always required – should be matched to National ID and SWIFT

Swift code (rarely not available), bank account number and national ID should be entered for all country and currency combinations. Some combinations require additional or different information such as IBAN, CLABE, CNAPS. The guide for what to enter per combination can be [found here](#). **All information entered should match both banking documents 100%. The workflow will be returned for correction if they don't match.**

Not mandatory. Will default National ID/ bank key and swift when bank is correctly selected

Street and city of the bank are required for the ERP interface

Populate as savings or checking, when required

Always required – should match the Legal name or DBA in all cases. Will be returned if there is a mismatch

Notes:

- Some payment methods do not require banking information, and in those cases banking information is not required to be entered in HICX.
- If the workflow requires banking information, it can't be fully submitted without entering the information and uploading the required documents.
- All information entered into HICX and the data present on the uploaded documents must match 100% or the workflow will be returned.
- A more thorough explanation of banking documents can be found [here](#).

HICX Registration – Completing the New Registration – Banking Documents

Banking Information Proof Document with **SUPPLIER** letterhead (e.g. Letter from supplier **WITH** supplier letterhead, stamp or signature) * Upload Document
Proof Document (supplier letterhead with banking information)
Important: To ensure first-pass approval:
1) non-editable format is required e.g.pdf.
2) non-English document requires in addition the BH Bank Template filled in by requestor in English, zipped together, attached to workflow
3) data in **all** bank documents must match with each other and with data in HICX WF, otherwise WF will be sent back
4) address on letterhead to match HICX Legal or Location address
?

Banking information in HICX should 100% match the information on **supplier letterhead**. Supplier letterhead can be any of the following:

- Letter from supplier, on supplier letterhead
- Letter from supplier with stamp and/or signature
- BH banking information template pasted onto supplier letterhead or with supplier stamp and/or signature

Banking Information Proof Document with **BANK** letterhead (e.g. Screenshot of statement, Voided check, Letter from bank) * Upload Document
Important: To ensure first-pass approval:
1) non-editable format is required e.g.pdf.
2) non-English document requires in addition the BH Bank Template filled in by requestor in English, zipped together, attached to workflow. If BH Bank Template was already filled in for supplier letterhead, no need to attach here
3) data in all bank documents must match with each other and with data in HICX WF, otherwise WF will be sent back
?

Banking information in HICX should 100% match the information on **bank letterhead**. Bank letterhead can be any of the following:

- Bank statement
- Screenshot of bank statement (including URL)
- Voided check
- Deposit slip
- Letter from bank

Is your banking country different than your country of incorporation? ? Yes No
Why is your banking country different than your country of incorporation? ?
*

If the supplier's bank and the supplier's country of incorporation are in different countries, additional information must be provided. Enter the reason for the difference here.

The declaration must include the reason for the difference and confirm that no laws of the supplier's country are being broken. A template can be found [here](#).

On the basis of our integrity policy, payment of supplier invoices must be remitted in the country into which the supplier has granted the services or, if possible only in the presence of a written declaration from an authorized official of the recipient stating the reason for such exception and that such p.
Declaration Documentat ? * Upload Document

Notes:

- **All documents must be non-editable** (pdf, image, etc.)
- There must be two documents, one on supplier letterhead and one on bank letterhead.
- If the same document is uploaded twice, **the workflow will be returned**

HICX Registration – Completing the New Registration – Supplier Diversity

Indicate whether your company is **registered** as a diverse supplier.

Is your company diverse? [?](#) Yes No

Indicate which **diversity registrations you hold** and upload your diversity certificate as required.

Business Ownership [?](#)

- HUBZONE (Historically Underutilized Business Zone)
- SBE (Small Business Enterprise)
- MWBE (Minority Women Business Enterprise)
- Minority Owned or Minority Business Enterprise (MBE)
- SBA-8(a) Small Disadvantaged Business Concerns (SDB)
- Women Owned or Women Business Enterprise
- Women Owned Small Business Concerns (WOSB)
- SBA certified Small Disadvantaged Business Concerns (SDB)
- Self-Certified Small Disadvantaged Business Concern (SDB)
- HUBZone Small Business Concerns
- Veteran (V)
- Service-Disabled Veteran (SDV)
- Veteran-Owned Small Business Concerns (VOSB)
- Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB)

Other diversity certificate (optional) [?](#)

Indicate if you track your spend with diverse suppliers.

Does your company track its diverse supplier spend? [?](#) Yes No

HICX Registration – Completing the Initiatives

- Initiatives are separate tasks from registration that allow Baker Hughes to collect additional information about the supplier. They are dependent on supplier type, commodities identified, supplier responses in the registration questionnaire and the BH organization unit with which the supplier is registering.
- Initiatives will be automatically assigned if they are required.

Initiative	Description
Non-Disclosure Agreement (NDA)	Legal contract outlining how confidential material, knowledge or information will be shared and is required for certain supplier types and commodities and must be signed by BH and supplier and be active
Integrity Guide	Agreement ensuring that suppliers (employees, workers, representatives, suppliers and subcontractors) comply with the standards of conduct required by Baker Hughes.
Financial Health Assessment (FHA)	List of questions used to assess the supplier's financial health.
Supplier Social Responsibility Program (SSRP)	List of questions used to assess the supplier's engagement level of social responsibility.
W8	Tax information required for non-US based suppliers in a trade relationship with a Baker Hughes US organization. Accompanied by a non-US resident questionnaire.
CTPAT	Customs-Trade Partnership Against Terrorism – assesses whether supplier participates in the program.
France Registration	Documentation required for loading French suppliers.

HICX Registration – Non-Disclosure Agreement (NDA)

1. NDA

1.1) Do you have an Ariba Contract Management (ACM) ID from an electronically signed NDA? (Each signed NDA is accompanied by an ACM ID. If you do not have an ACM ID, please work with your Baker Hughes contact.)

Yes 1

No

1.2) Enter the ACM ID (numeric portion only) *

1.1) Do you have an Ariba Contract Management (ACM) ID from an electronically signed NDA? (Each signed NDA is accompanied by an ACM ID. If you do not have an ACM ID, please work with your Baker Hughes contact.) *

Yes 2

No

1.3) If no, please upload completed NDA or MSA. *

Upload Document

1.6) First Name *

1.7) Last Name *

1.8) Position *

Enter your first name, last name, and role/ title at the supplier (ex. Sales, AR, Quality, etc.) 3

Click **Submit** 4

Submit Cancel Save Draft

If an NDA was signed electronically in Ariba, and you have the ACM ID, select **Yes** and then enter the **ACM ID**.

...OR

If you do not have this number, select **No** and then **Upload a copy of the NDA**

Notes:

- An NDA is a Legal contract outlining how confidential material, knowledge or information will be shared and is required for certain supplier types and commodities and must be signed by **BH and supplier** and be active
- If uploaded by BH into HICX workflow, supplier won't see this task
- If you do not have a mutually signed NDA, connect with your Baker Hughes representative

HICX Registration – Integrity Guide

1 Supporting Documents

Download a copy of the integrity guide in your desired language by clicking the link.

- BH Supplier Integrity Guide (En) Rev January 23rd, 2023-Italian-clean version.pdf
- BH Supplier Integrity Guide (En) English (Final August 31, 2022) .pdf
- BH Supplier Integrity Guide (En) Rev January 23rd 2023-Chinese clean version.pdf
- BH Suppliers Integrity Guide (En) Rev January 23rd 2023-Japanese clean version.pdf
- BH Supplier Integrity Guide (En) Rev January 23rd 2023-Russian clean version.pdf
- BH Supplier Integrity Guide (En) Rev January 23rd 2023-German clean version.pdf
- BH Supplier Integrity Guide (En) Rev January 23rd 2023-Spanish clean version.pdf
- BH Supplier Integrity Guide (En) Rev January 23rd, 2023-French clean version.pdf
- BH Supplier Integrity Guide (En) Rev January 23rd, 2023-Portuguese-clean version.pdf
- BH Supplier Integrity Guide (En) Rev January 23rd 2023 Arabic clean version.pdf

3) I agree

2

Read the guide and then click the checkbox, which acknowledges that typing your name and clicking on "I agree" constitutes your electronic signature and is legally binding.

1.4) Supplier First Name *

3

1.5) Supplier Last Name *

1.6) Supplier Position *

Enter your first name, last name, and role/ title at the supplier (ex. Sales, AR, Quality, etc.)

4

Click **Submit**

Submit

Cancel

Save Draft

Notes:

- Required for certain supplier types and commodities
- Agreement ensuring that suppliers (employees, workers, representatives, suppliers and subcontractors) comply with the standards of conduct required by Baker Hughes.
- Documents are also available at www.bakerhughes.com/suppliers and searching "integrity".

HICX Registration – Financial Health Assessment (1)

1.1) Comments:

Enter any comments that help to explain the responses below.

1.2) Upload a copy of your annual financial report from the most recently completed fiscal year. *

Upload your most recent fiscal report.

Upload Document

1.3) Please select type of company *

Enter if you are a manufacturing company, and if so, what type.

Publicly traded Manufacturing company
 Private Manufacturing company
 Non Manufacturing company

1.4) Most recently completed fiscal year: *

The fiscal year should match the uploaded document.

1.5) Please clarify which currency is used to fill out this form e.g. USD or GBP

Select an option

1.6) Please clarify which order of magnitude used to fill out this form (e.g. millions or billions). *

The currency and order of magnitude allow the approver to better understand the information provided

* Select an option

Notes:

- Required for certain supplier types and commodities to assess the supplier's financial health.
- Respond to all financial health questions with information matching fiscal report, balance sheet, P&L and/or Income statement.
- All data entered is confidential and will not be shared with additional parties.

HICX Registration – Financial Health Assessment (2)

1.7)
Enter values below based on the end of the most recently completed fiscal year:

Sales:
Gross/ Total Sales

1.8) Sales (OR Revenue; From Income OR P&L Statement) *

1.9) Operating Profit (OR Operating Income OR EBIT - Earnings Before Interest & Tax; From Income OR P&L Statement) *

Operating Profit:
Profit before interest and taxes

Finance Cost:
Costs incurred borrowing funds

1.10) Finance Cost (OR Interest Cost; From Income OR P&L Statement) *

1.11) Current Assets (Assets that are expected to be converted in to cash in duration of one year; From Balance Sheet) *

Current Assets:
Value of company owned assets convertible to cash within 12 months

Current Liabilities:
Debts paid during a normal operating cycle (AP, salaries, taxes, deferred revenues, etc.)

1.12) Current Liabilities (Liabilities that are to be paid in duration of one year; From Balance Sheet) *

1.13) Total Assets (Total assets are made of current & non-current assets. The difference between current & non-current is defined by the convertibility time in to cash.; From Balance Sheet) *

Total Assets:
Value of company owned assets convertible to cash within 12 months

Total Liabilities:
Combined debts and obligations owed to outside parties

1.14) Total Liabilities (Total liabilities are made of current & non-current liabilities. The difference between current & non-current is defined by the timing of obligation.; From Balance Sheet) *

Respond to all financial health questions with information matching, fiscal report, balance sheet, P&L and/or Income statement

HICX Registration – Financial Health Assessment (3)

Total Debt:

Total debts associated with outstanding loans

1.15) Total Debt (OR Long Term Loans OR Bank Loans OR Notes Payable; From Non-Current Liabilities section of the Balance Sheet) *

1.16) Total Shareholders Funds (OR Total Shareholders Equity; From Balance Sheet) *

Total Shareholders Funds:

Total Assets – Total Liabilities

Retained Earnings:

Profit after payments

1.17) Retained Earnings (From Shareholders equity/funds section of the Balance Sheet) *

1.18) Total number of outstanding shares (OR Total Ordinary Shares; Based on the format the company is using to report financial statements, it can be found from either balance sheet in the Shareholders equity/funds section or in the annexure of share capital or in the Earnings per share annexure in annual report. For Listed companies the data can be extracted from online portals tracking companies' share price movements) *

Outstanding Shares:

Number of shares issued to investors (if none issued, enter 0)

1.19) Market price of one share as of the end of the most recently completed fiscal year (This is available only for listed companies. Can be found on Online portals tracking companies' share price movements. Would not be present in case company is private. Enter zero if a private company). *

Market Price per Share:

If public company, enter market value; if private, enter 0)

1.20) Book value of one share as of the end of the most recently completed fiscal year (This would be either given directly in the annual report or can be calculated by dividing the "Total Shareholders Funds" by the "Total number of outstanding shares") *

Book Value per Share:

(Total Assets – Total Liabilities) /
Outstanding Shares (if none issued, enter 0)

Click **Submit** when complete

Submit

Cancel

Save Draft

Respond to all financial health questions with information matching, fiscal report, balance sheet, P&L and/or Income statement

HICX Registration – Supplier Social Responsibility Program (SSRP)

1.1) Please Indicate if this facility is providing housing to employees? *

Yes

No

1.2) Please Indicate if this facility hires employees from other countries (other than facility location)? *

Yes

No

1.3) Is there a dedicated resource for HSE, located at the facility? *

Yes

No

1.4) Do you have employees under the age of 16? *

Yes

No

1.6) Does this facility utilize active/current Prison Labor to perform any activity (including prisoner work programs, etc.)? *

Yes

No

1.7) Do you hold an ISO Certification for Occupational H&S Management Systems? *

Yes

No

1.9) Do you hold an ISO Certification for Environmental Management Systems? *

Yes

No

1

Answer the questions related to your facility and labor profile. Document uploads may be required for **Yes** answers.

1.11) Do you have any of the following Written Management Systems in Place?

Environmental Management System

Labor and Employment

Health and Safety

Security

Energy and Water

Chemicals and/or Waste

Permits

Other *

Yes

No

1.12) If yes, select all that apply: *

Environmental Management System

Labor and Employment

Health and Safety

Security

Energy and Water

Chemicals and/or Waste

Permits

Other

1.13) If indicating existence of any of these Management Systems, please provide an example of any one written system. *

Upload Document

2

Answer the question regarding Management Systems in place. If Yes is selected, indicate which systems and upload an example of the system.

Abestos Abatement

Casting, Forging

Chemical Cleaning

Chemical Encapsulation

Lead Containing Materials

Machining (Lathe Work, Drilling, Boring, Grinding, etc.)

Material Lifting Activities (Cranes, Rigging, Fork Trucks, Manlifts, etc.)

NDT Operations (Aerosols)

NDT Operations (Dipping, etc.)

Painting Operations (Aerosol, Brush, etc.)

Painting Operations (Paint Booth)

Potential Explosive Atmosphere

Pressure Testing

Punch Pressing

Scaffolding

Surface Treatment

Transportation of our product

Working at Heights

Xray

Not Applicable

Submit Cancel Save Draft

3

Check the boxes next to the activities performed at your facility.

Click **Submit** when complete.

Note:

- Required for certain supplier types and commodities to assess the supplier's engagement level of social responsibility.

HICX Registration – W8

[Link Non-US Resident Reporting Questionnaire](#)

[Link to www.irs.gov](#)

1 Supporting Documents

Download the Non-US resident questionnaire.

[2020 Non-US Resident Questionnaire RevB.docx](#)

1. Upload Document

1.1) Please upload a completed W8. For more information please see <https://www.irs.gov> *

2 Go to www.irs.gov and download the applicable W8 form based on your legal structure type. (you can search W8)

Upload Document 3

1.2) Please download the US Nonresident Reporting Questionnaire from [link above](#), complete and upload. *

Upload Document 4

1. Regarding the income that Baker Hughes pays your company, please check all of the following that will apply to the work being provided:

a) Products and/or goods are provided	<input type="checkbox"/>
b) Services - provided outside the United States	<input type="checkbox"/>
c) Services - provided inside the United States	<input type="checkbox"/>
d) Income received from assets located in the United States (i.e. rental property)	<input type="checkbox"/>

**If you check only a) and/or b), you do not need to answer the remaining questions. Please sign and date this form, and submit this form into your Baker Hughes account with HICX.*

2. Are you an individual (not a separate legal entity) who is receiving payment for one of the following:

a) Independent personal services performed in the United States.	Yes	No
b) Dependent personal services performed in the United States.		

**If you answer "Yes" to question #2, please specify which letter(s) above applies to the type of*

Submit Data Cancel Save Draft

Submit when complete 5

Filter by...

- General Information (80)
- Forms and Instructions (13)
- About IRS (3)
- News (1)
- Legal Guidance (Authoritative) (1)

Recommended by IRS

[Instructions for the Requester of Forms W-8BEN, W-8BEN-E, W-8ECI, W-8EXP, and W-8IMY](#)

These instructions supplement the instructions for Forms W-8BEN, W-8BEN-E, W-8ECI, W-8EXP, and W-8IMY. For general information and the purpose of each of the forms described in these instructions, see those forms and their accompanying instructions.

Found 13 Matching Items; Displaying 1 - 10.

[Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting \(Individuals\)](#)

Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

Information for... [Instructions for Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting \(Individuals\)](#)

Instructions for Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)

Review and respond to the questionnaire based on the work that will be provided to Baker Hughes.

Upload it when complete.

Note: Unsigned, undated or documents older than 6 months will be returned.

Review and respond to the W8 form based on your legally registered information.

Upload it when complete.

Note: Unsigned, undated or documents older than 6 months will be returned.

Note:

- Required for non-US based suppliers in a trade relationship with a Baker Hughes US organization. Accompanied by a non-US resident questionnaire.

HICX Registration – CTPAT

1
Read the information about Baker Hughes commitment to US Customs Trade Partnership Against Terrorism (CTPAT)

1.1)
"Baker Hughes is a certified and validated member of the U. S. Customs Trade Partnership Against Terrorism (CTPAT) program [CTPAT program link](#). The CTPAT program works with the trade community to strengthen international supply chains and improve United States border security. As part of the ongoing process, Baker Hughes must assess its own security practices as well as communicate CTPAT security recommendations to international business partners to promote, review and enhance their security processes where needed. In addition, Baker Hughes must ensure that U.S customs mandatory supply chain security requirements are being met, thus ensuring our business partners are aware they are instrumental in the success of this program. We expect that your company will comply with CTPAT guidelines that Customs has published via [Link CBP link to MSC](#).

1.2)
Supplier enrollment in the CTPAT program is not mandatory but strongly encouraged. By signing and returning this form, you hereby acknowledge that your company has reviewed and will comply with the minimum security criteria set forth by the CTPAT program.

2
Indicate whether you participate in CTPAT. If you answer **Yes**, enter your registered name.

1.3) Do you participate in Customs Trade Partnership Against Terrorism (CTPAT)? *

Yes

No

1.4) Registered CTPAT name *

3
Indicate whether you participate in a foreign supply chain security program. If you answer **Yes**, upload related documentation and enter the security program name.

1.5) Do you participate in Foreign Supply Chain Security Program? *

Yes

No

1.6) Please provide proof documentation. *

Choose File No file chosen

1.7) Foreign security program name *

4
Submit when complete

Submit Data

Cancel

Save Draft

Note:

- Required for when supplier is not incorporated in the USA and BH OU is in the USA.

HICX Registration – France Registration

1 Upload the URSAFF document

(for checking reporting obligations and the payment of social security contributions).

French Law reference : article D8222-5 §1° of the French Labor code

The supplier must provide an official valid attestation which will be checked on the site : <https://www.urssaf.fr/portail/home/utile-et-pratique/verification-attestation.html?ut=outils-en-ligne>

3 Upload the Supplier declaration conformity for the employment of foreign person

To be valid, the submitted declaration must be conform with these points :

1. Pdf format document
2. Signed document
3. Dated less than 6 months ago
4. Indicates the supplier's legal information (name of the company, registration number)
5. Indicates the list of foreign employees with (for each of them) :
 1. Name, First name
 2. Date of hire,
 3. Nationality,
 4. Type and serial number of the work permit

1.1) Valid certification of social contributions declaration and payment (URSAFF) *

Choose File No file chosen

1.2) Valid tax registration doc (Kbis) *

Choose File No file chosen

1.3) Supplier's declaration regarding his conformity for the employment of foreign person (with the list of foreign emp

Choose File No file chosen

4

Submit Data

Cancel

Save Draft

Submit when complete

2

2 Upload the KBIS document

(for checking supplier registration)

French Law reference : article D8222-5 §2° of the French Labor code

The supplier may provide one of the following document :

1. An extract of the entry in the Commercial Register (K or K bis);
2. An identification document justifying the registration to the « répertoire des métiers »
3. A quotation, advertising document or professional letter, that includes the legal entity name , the full address and the registration number of the company in the global company register or in the register "répertoire des métiers", or the registration number to a professional order, or the approval number of a competent authority.
4. A receipt for the filing of a declaration at a business formalities center for an on-going registration

Note:

- Required for when supplier is incorporated in France and BH OU is in France.

Required Documents – Legal Proof Documents

Legal Proof Document

- Required when onboarding a new supplier or if the Legal Name or Legal Address are changing, this document must 100% match HICX.
- Must contain: Legal Name, DBA Name (if applicable), Legal Address, Legal Structure, VAT/ Tax Information.
- Most likely a Tax Document (ex. if US based supplier should be W9, India it should be Pan Card).
- Tax/ VAT changes are only allowed under certain circumstances (reach out to your BH POC).
- The Legal Proof Document must be uploaded into the workflow.

Proof document containing Legal Name, Address, and Tax Number applicable as per supplier country of incorporation. Example: for US: W9, India: GST/VAT Certificate, etc. **(Important:** To ensure first-pass approval: 1) non-editable format is required e.g.pdf. 2) non-English tax document requires in addition the BH Supplier Template filled in by requestor in English, zipped together, attached to workflow) (Use this guide for [Finding Supplier Documents in HICX.pdf](#))

Upload Document

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.		Give Form to the requestor. Do not send to the IRS.
See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. 123 Manufacturing			
	2 Business name/disregarded entity name , if different from above Smith Manufacturing			
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.			
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC			
	<input checked="" type="checkbox"/> C Corporation			
	<input type="checkbox"/> S Corporation			
	<input type="checkbox"/> Partnership			
<input type="checkbox"/> Trust/estate				
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶				
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.				
<input type="checkbox"/> Other (see instructions) ▶				
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)		Exemption from FATCA reporting code (if any)		(Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 123 Main Street		Requester's name and address (optional)		
6 City, state, and ZIP code Houston, TX 77001				
7 List account number(s) here (optional)				
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.				
Social security number		Employer identification number		
<input type="text"/> - <input type="text"/> - <input type="text"/>		<input type="text"/> - <input type="text"/> - <input type="text"/>		
or		<input type="text"/>		
<input type="text"/>		<input type="text"/>		
<input type="text"/>		<input type="text"/>		
<input type="text"/>		<input type="text"/>		
<input type="text"/>		<input type="text"/>		
<input type="text"/>		<input type="text"/>		
<input type="text"/>		<input type="text"/>		

W9 Form Example

VAT Certificate EXAMPLE LTD VAT Registration Number: 123 4567 89	
VAT Registration Number: 123 4567 89 VAT registration status: Registered	
Business details	
Registered name: EXAMPLE LTD Trading name: Not provided Principal Place of Business address line 1: Crunch Towers Principal Place of Business address line 2: Preston Road Principal Place of Business address line 3: Brighton Principal Place of Business address line 4: Postcode: BN1 6AF Email address: SUPPORT@COMPANY.UK Bank account number: ****1234 Bank sort code: 10 20 30 Type of business: Incorporated company Trade classification (SIC code): 70229 Business activity description: Management consultancy activities other than financial management	
Important dates	
Effective Date of Registration: 01 January 2021 Date of certificate: 21 May 2021 VAT return period end date: 30 June 2021 Frequency of returns: Quarterly in March, June, September & December	

VAT Certificate Example



Required Documents – Banking Documents

Notes:

- All documents and information in HICX must **match 100%** (most frequent mismatch is bank account holder name).
- An invoice is not considered supplier letterhead for new supplier adds (with the exception of certain scenarios).
- An invoice can be considered supplier letterhead for banking adds to **existing suppliers**.
- If supplier letterhead or banking letterhead is non-English, the **Banking Information Template** is also required.
- A differing bank country declaration is required if the supplier’s banking country is different than their country of incorporation.
- Letterhead documents must be submitted in a non-editable format (pdf, image).

Document Requirements per Workflow Request Type

	Legal Proof Document	Supplier Letterhead with Banking	Bank Letterhead with Banking	Supplier Letterhead with Factoring Information	Banking Information Template	Differing Bank Country Declaration
New Supplier Add	X	X	X		X*	X*
Factoring Bank Add (New supplier)	X	X	X	X	X*	X*
Supplier Legal Information Update	X					
New Bank Add (Existing Supplier)		X	X		X*	X*
Factoring Bank Add (Existing Supplier)		X	X	X	X*	X*

*Applicable under certain conditions

Required Documents – Banking Documents

Supplier Letterhead

- Required for all new supplier banking set ups and new bank adds to existing suppliers.
- Should contain the Legal Name, Legal Address, Logo of the supplier, and Tax information as well as Bank Name, Bank Address, Account Holder Name, Account number, National ID/ Sort code (regionally used account information such as SWIFT/ BIC, IBAN, CLABE, CNAPs, etc.).
- If supplier letterhead is not in English, it is recommended to provide the Banking Information Template.

Bank Letterhead

- Required for all new supplier banking set ups, and new bank adds to existing suppliers
- Should contain the Bank Name, Bank Address and Logo of the Bank, Account Holder Name, Account number, SWIFT/ BIC, National ID/ Sort code (regionally used account information such as IBAN, CLABE, CNAPs, etc.)

Supplier Type/ Scenario	Supplier Letterhead	Bank Letterhead
Government Supplier, Government Owned Utility Supplier, Tax Authority, Supplier who is Financial Institution (ex. Citibank), Debt Collector, Legal Settlement, Customer Proposal Bidding Access, Charity, Insurance Company	<ul style="list-style-type: none"> • Letter from supplier, on supplier letterhead • Letter from supplier, without letterhead, containing stamp and/ or signature from supplier (both required in most countries) • If none of the above can be provided, an invoice, statement or settlement agreement from the supplier, including banking information 	<ul style="list-style-type: none"> • Bank statement • Screenshot of statement (including URL) • Voided Check • Deposit Slip • Letter from bank • If none of the above can be provided, the banking information template can be submitted (does not require stamp and/or signature)
All other suppliers (including Sole Proprietor, Individuals and Standard)	<ul style="list-style-type: none"> • Letter from supplier, on supplier letterhead • Letter from supplier, without letterhead, containing stamp and/ or signature from supplier (both required in most countries) • If none of the above can be provided, the banking information template can be submitted (requires stamp and/ or signature) 	<ul style="list-style-type: none"> • Bank statement • Screenshot of statement (including URL) • Voided Check • Deposit Slip • Letter from bank

Required Documents – Banking Documents

Letterhead Documents (Other Information):

- The letterhead documents are uploaded in this part of the workflow
- If more than 2 documents are required for a banking set up, then the documents can be zipped or merged and then uploaded
- If the documents are not in English, the [Banking Information Template](#) is also required
- At least one of the letterhead documents must be dated within six months of the workflow date
- Data on all bank documents and in HICX must match. Mismatch will result in workflow return for correction.

Letterhead Documents (Common Problems):

- Supplier Letterhead Document address does not match the Addresses that BH has on file. If this occurs, an additional document can be submitted indicating the relationship of the additional address or a Partner Update can be requested, correcting the legal address.
- Bank Account Holder Name and supplier Legal Name/DBA Name are different. If this occurs, either update data in HICX or submit an additional document highlighting the relationship between the different names.

<p>Banking Information Proof Document with SUPPLIER letterhead (e.g. Letter from supplier WITH supplier letterhead, stamp or signature)</p> <p>Proof Document (supplier letterhead with banking information)</p> <p>Important: To ensure first-pass approval:</p> <ol style="list-style-type: none">1) non-editable format is required e.g.pdf.2) non-English document requires in addition the BH Bank Template filled in by requestor in English, zipped together, attached to workflow3) data in <u>all</u> bank documents must match with each other and with data in HICX WF, otherwise WF will be sent back4) address on letterhead to match HICX Legal or Location address <p>?</p>	<p>Upload Document</p>
<p>Banking Information Proof Document with BANK letterhead (e.g. Screenshot of statement, Voided check, Letter from bank)</p> <p>Important: To ensure first-pass approval:</p> <ol style="list-style-type: none">1) non-editable format is required e.g.pdf.2) non-English document requires in addition the BH Bank Template filled in by requestor in English, zipped together, attached to workflow. If BH Bank Template was already filled in for supplier letterhead, no need to attach here3) data in all bank documents must match with each other and with data in HICX WF, otherwise WF will be sent back	<p>Upload Document</p>

Banking Documents – National ID Required

Country	Currency	National ID	Comments	IBAN	Country	Currency	National ID	Comments	IBAN
AR	any	National ID: first three digits of the CBU (Clave Bancaria Uniforme) Number	CBU: 22 digits are required for example: 1234567890123456789012	N	MX	Any	National ID (OFS/SAPBHI: 3-digit Bank Number; Oracle,DS/SAPP3I: First 6 digits of CLABE)	CLABE Number (18-digits) for example: 123456789012345678 Bank Account Number must contain CLABE	N
AU	any	National ID (6-digit BSB)		N	MZ	any	Bank Code (7th and 8th Digit of IBAN)		Y
BN	any	National ID (6 digit Bank Branch Code)		N	NA	any	6 digit BON		N
BO	any	National ID (5-digit NCC code and 4-digit Branch Code)		N	NG	any	National ID (9-digit local routing/sort code/CBN)		N
BR	BRL	National ID (3-digit Bank Local Number and 4-digit Bank Branch Code. For Boletto payments, always enter 0333689 for successful payment, otherwise workflow will be sent back.)		N	NO	any	National ID (4-digit branch code)	7 digit Bank Account Number is required	Y
BR	non-BRL	National ID (3-digit Bank Local Number and 4-digit Bank Branch Code. For Boletto payments, always enter 0333689 for successful payment, otherwise workflow will be sent back.)	For cross-border payments IBAN is required.	Y	NZ	any	National ID (6 digits National Clearance Code: First 2- digits specifying the bank, 4 digits specifying the bank branch)		N
CA	any	National ID/EFT Routing Number (4-digit bank or institution code number with leading zero and 5-digit branch code or transit number) To help find the right code, click here or here.		N	PE	any	BCRP - Codigo Bancario (3 digits bank code – first three digits of CCI)		N
CL	any	National ID: 3 digit Bank code number (CLRN Bank/Branch code)		N	PG	any	National ID: 6 digit Bank State Branch		N
CN	any	National ID (12-digit CNAPS code)		N	PR	any	National ID: 9 digits Routing Number		N
CO	any	National ID (three digits are required. Add a preceding 0 (zero) if there are only two digits)		N	RU	any	9-digit RCBIC – Bank Identification Code		N
DZ	any	National ID (3-digits Bank Code and 5-digits Branch Code)		N	SG	any	National ID/MAS/Clearing Code (4-digit bank code and 3-digit branch code)		N
EC	any	8 digitCodigo de Compensacion / CCE (National ID)		N	SL	any	National ID: 6 digit SLBC is required. 3 digits bank code number + 3 digits branch code number		N
GA	any	National ID (5-digit Bank Clearance Code)		Y	SZ	any	National ID: 6 digit Bank Branch Code - 2 digits bank code number + 1 digit checksum + 3 digits branch code number		N
GH	any	National ID (6 digit National Clearing Code)		N	TH	any	National ID (seven digit National Clearing Code or BAHTNET bank identifier/bank code is required)		N
GQ	any	National ID: 10 digit CEMAC Bank/Branch Code		N	TJ	any	National ID: 9 digits Bank Identification Code (NBT)		N
GY	any	National ID (8 digits: 1st digit: check digit; 2nd-5th: four digit branch code, 6th-8th: three digits bank code)		N	TM	any	National ID		N
HK	any	National ID (6 digit Clearing Code/HKICL)		N	TT	any	National ID (5, 6, 7 or 8 digits National Clearing Code)		N
ID	any	National ID/Clearing Code (3-digit Bank Local Number and 4-digit Bank Branch Code)		N	TW	any	National ID: 3-digits bank code followed by a 4-digits branch code. Some ID's contain the letter 'R' for 'Representative Office'. Leave the R out for successful payments.		N
IM	any	National ID: 6 digit Sort Code		N	US	any	9-digit ACH-ABA Routing Number in this format: 999999999 or 123456789		N
IN	any	National ID (11-digit IFSC code). Confirm IFSC here: https://bank.codes/india-ifsc-code/		N	UZ	any	National ID: five digit MFO code/bank code number		N
JE	any	National ID: 6 digit Sort Code		N	VE	any	National ID (four digit numerical Codigo de Banco is required for successful payments)		N
JM	any	National ID: 8 digit Bank Transit Code		N	VI	any	National ID: 9 digits Routing Number		N
JP	any	National ID (7 digit Bank-Branch Code - Zengin Code)		N	VN	any	National ID (8 digit CITAD is required: 2 digit area code number + 3 digit bank code number + 3 digit branch code number)		N
KE	any	National ID (5 digit KBA sort code)		N	ZA	any	National ID (6 digit Bank Branch Code)		N
KR	any	National ID (7-digit National Clearance Code/bank code/BOK)		N	ZW	any	National ID: 5 digit Sort Code		N
LK	any	National ID: 7 digit Bank Branch Code		N					

Notes:

- National ID is the domestic identifier of a bank institution (regardless of bank account currency), used for domestic payments.
- Each bank that is registered in a country where banks have a domestic identifier must have a National ID.
- It often has a specific denomination depending on country (ex. CNAP, sort code, IFSC, BSB, Routing Number, bank code.)
- Baker Hughes collects this number and SWIFT/BIC for all suppliers in these countries regardless of domestic or international payments.



Banking Documents – National ID not Required

Country	IBAN
AD	Y
AE	Y
AF	N
AG	N
AI	N
AL	Y
AM	N
AO	Y
AS	N
AT	Y
AW	N
AX	Y
AZ	Y
BA	Y
BB	N
BD	N
BE	Y
BF	N
BG	Y
BH	Y
BI	N
BJ	N
BL	Y
BM	N
BQ	N
BS	N
BT	N
BV	N
BW	N
BY	Y
BZ	N
CC	N
CD	N
CF	N
CG	N
CH	Y
CI	Y
CK	N
CM	Y
CR	Y

Country	IBAN
CU	N
CV	N
CW	N
CX	N
CY	Y
CZ	Y
DE	Y
DJ	N
DK	Y
DM	N
DO	Y
EE	Y
EG	Y
EH	N
ER	N
ES	Y
ET	N
FI	Y
FJ	N
FK	N
FM	N
FO	Y
FR	Y
GB	Y
GD	N
GE	Y
GF	Y
GG	N
GI	Y
GL	Y
GM	N
GN	N
GP	Y
GR	Y
GT	Y
GU	N
GW	N
HM	N
HN	N

Country	IBAN
HR	Y
HT	N
HU	Y
IE	Y
IL	Y
IO	N
IQ	Y
IR	N
IS	Y
IT	Y
JO	Y
KG	N
KH	N
KI	N
KM	N
KN	N
KP	N
KW	Y
KY	N
KZ	Y
LA	N
LB	Y
LC	Y
LI	Y
LR	N
LS	N
LT	Y
LU	Y
LV	Y
LY	N
MA	N
MC	Y
MD	Y
ME	Y
MF	Y
MG	N
MH	N
MK	Y
ML	N

Country	IBAN
MM	N
MN	N
MO	N
MP	N
MQ	Y
MR	Y
MS	N
MT	Y
MU	Y
MV	N
MW	N
MY	N
NC	N
NE	N
NF	N
NI	N
NL	Y
NP	N
NR	N
NU	N
OM	N
PA	N
PF	N
PH	N
PK	Y
PL	Y
PM	Y
PN	N
PT	Y
PW	N
PY	N
QA	Y
RE	Y
RO	Y
RS	Y
RW	N
SA	Y
SB	N
SC	Y

Country	IBAN
SD	N
SE	Y
SH	N
SI	Y
SJ	N
SK	Y
SM	Y
SN	Y
SO	N
SR	N
SS	N
ST	Y
SV	Y
SX	N
SY	N
TC	N
TD	N
TF	Y
TG	N
TK	N
TL	Y
TN	Y
TO	N
TR	Y
TV	N
TZ	N
UA	Y
UG	N
UM	N
UY	N
VA	Y
VC	N
VG	Y
VU	N
WF	N
WS	N
YE	N
YT	Y
ZM	N

- Notes:
- A National ID is not required to be entered into HICX for this list of countries. In some cases, the National ID populates in HICX from the IBAN.
- An IBAN may or may not be required.
- Baker Hughes collects the SWIFT/BIC for all suppliers in these countries regardless of domestic or international payments.

HICX Supplier Home Screen

The screenshot shows the HICX Supplier Home Screen for Baker Hughes. The top navigation bar is dark green and contains the following elements:

- Baker Hughes >** (Logo and breadcrumb)
- Dashboard** (Link)
- Communication Center** (Link with a red notification bubble containing the number 0)
- Company Profile** (Link)
- HICX supplier number and name**: SUP0036706 - P31 INTEGRATION T... (Dropdown menu)
- Task count & List**: A red notification bubble containing the number 0, with a callout box pointing to it.
- User Profile**: A user icon with a dropdown arrow, with a callout box pointing to it.

The main content area is divided into two sections:

My Tasks

Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.

Date	Activity Name
No tasks to display	

Relationship Status

Organization	Status
1500_NEXUS CONTROLS LLC_LO00 [Baker Hughes Company]	ACCEPTED
1820_DRUCK, LLC_1820 [Baker Hughes Company]	ACCEPTED
3230_TURBINAS Y MECANICAS_VZ00 [Baker Hughes Company]	ACCEPTED
6040 - BAKER HUGHES DIGITAL SOLUTIONS GMBH_6043/6044/6045/6046/DE00/6047 [Baker Hughes Company]	ACCEPTED
BAKER HUGHES HUNGARY KFT./SAP P31/6000/HU00 [Baker Hughes Company]	STARTED
BAKER HUGHES PRESSURE CONTROL DE MEXICO, S.A. DE C.V./ORACLEPASCAL/OU_IF1830_MX [Baker Hughes Company]	ACCEPTED
BAKER HUGHES SERVICES EGYPT, LLC/SAP P31/5170 [Baker Hughes Company]	SUBMITTED
PANAMETRICS LLC/SAP P31/1830 [Baker Hughes Company]	ACCEPTED

Callout boxes provide additional context:

- Supplier Home Page**: Points to the navigation bar.
- History of Supplier Messages**: Points to the Communication Center link.
- Access to supplier master data & making change requests**: Points to the Company Profile link.
- Open tasks to be completed by the supplier**: Points to the My Tasks section.
- BH Operating Units extended to supplier**: Points to the Relationship Status table.

Supplier User Profile

Supplier Number and Name

SUP0036706 - P31 INTEGRATION T... 0

Need Help? If you require any assistance, or have any questions, please contact: VMCoE.HicxSupport@bakerhughes.com

Company P31 INTEGRATION TEST 2
User: 2207400

Privacy Policy

End User License Agreement

Preferences

Sign out

Supplier Name and User ID

Information on how your data is stored/used

Information on how HICX is used

User Preferences

Preferences

Change Language

Use the list below to select the language of the application.

Language

German

Change Language

Change Username

Use the form below to change the login id for your account. Usernames must be at least 8 characters long.

Password *

New Username *

New Username Confirmation *

Change Username

Change Password

Use the form below to change the password for your account. Passwords must be 8 characters long and are case sensitive.

Old Password *

New Password *

New Password confirmation *

Change Password

- To change your default language, select the desired language from the dropdown and click **Change Language**
- It is not recommended to change the username
- To change your password, enter your old password, followed by your new one (twice) and click **Change Password**

Supplier Company Profile

Baker Hughes > Dashboard > Communication Center > **Company Profile**

Company Profile

- This tab contains supplier data manageable by the HICX supplier contacts

Please click on the links provided in the sections below.

Master Data

P31 INTEGRATION TEST 2

Supplier Master Data & Legal Information (Editable data)

- Applicable for all relationships
- Includes information such as Legal Name, Legal Address, Tax Number, D & B number (if applicable), Supplier Diversity (if applicable).
- Edits to master data require accompaniment by a legal proof document.

Locations

Description	Actions	Last Modified
LOC0043290 test 1 test, 1234, Pest, Hungary - Marked As In Use		Aug 27, 2020

Supplier Locations (Editable, Add New or Mark Out-Of-Use)

- Applicable for all relationships but assigned by BH contact to applicable trade relationships.
- Lists physical locations receiving POs and/or receiving payments and their e-mail addresses.

Bank Accounts

Description	Actions	Last Modified
Checking Account, Japan, 090 - Japanese Yen (JPY), JP - JPY 11111111, 1234123, (Default) Active		Aug 27, 2020

Supplier Bank Accounts (NOT Editable data, Add New or Deactivate)

- Assigned by supplier contact for applicable relationships/OU/ Company Code.
- Lists bank accounts that receive payments.

Contacts

Description	Last Modified
Emsi KOVACS (Default)	Aug 27, 2020
Ramya Srinivasaraju	Aug 19, 2020
Emsi Kovacs	Aug 18, 2020

HICX Supplier Contacts (Editable data, Add New, Disable)

- Assigned by supplier contact for applicable relationships/OU/ Company Code.
- Lists supplier contacts that can manage supplier relationships in HICX.

Initiatives

Section	Status	Action
Integrity Letter Initiative *		
Financial Health Review *		
Integrity Letter Initiative *		

Supplier Initiatives (HICX Tasks)

- Applicable for all relationships.
- Lists HICX tasks (aside from registration) that must be completed. **Green** indicates completed.

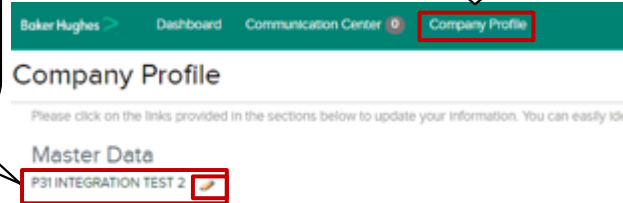
Note:

- There is no reason to be concerned if you see the same address or bank account listed multiple times.
- In most cases, this is because of the different ERPs that are using the location or bank account.

Managing Supplier Master Data (View/ Edit)

Click on the supplier's name to **View** the supplier's master data or click on the pencil to **Edit** it.

1 Click on the **Company Profile** tab



2

Fields with the most frequent questions:

- A** **Legal name** and **DBA name** (if applicable) must match the *Legal Proof Document*, bank account holder name and banking letterhead documents.
- B** **Country of incorporation** and **tax number** are the unique identifiers of a supplier. The country of incorporation must match the *Legal Proof Document* address and can't be changed to another country. If the incorporation country changes, it will be considered a new supplier.
- C** **Legal Address** must match the *Legal Proof Document* and recommended to be listed on the banking supplier letterhead document. Legal address can only be updated with a new Legal proof document.
- D** **Legal Structure** must match the *Legal Proof Document* and (along with **country of incorporation**) determine which tax numbers are required
- E** **Tax Numbers** must match the *Legal Proof Document* and can't be changed within Baker Hughes records (in most cases). **If the supplier's tax number changes (due to acquisition, change of ownership, change of legal structure, etc.), contact your Baker Hughes representative to begin a new supplier add workflow.**
- F** **Legal Proof document** must match all partner level supplier information. Must be uploaded for any change to partner level data.

Enter the **Reason** for the change

3

Reason for change:

Overview

A Legal Name (English characters only, otherwise payments will fail)

B Doing Business As (DBA) Name (English characters only)

C Country of Incorporation

Company Telephone

D Legal Address (Does not interface to ERP. Go to Locations to change address in ERP. important: Only use English characters. DO NOT use special characters and non-English characters.)

Company Email (does not Integrate to ERP. To update PO or remit email address, please update Location)

Company Website

E Legal Structure

Is the company a subsidiary or branch to a parent company or a JV to another company? Yes No

Transacting Information

F Tax Number

VAT Number

Business Registration Number

Proof document containing Legal Name, Address, and Tax Number applicable as per supplier country of Incorporation. Example: for US: W9, India: GST/VAT Certificate, etc. (important: To ensure first-pass approval: 1) non-editable format is required e.g.pdf. 2) non-English tax document requires in addition the BH Supplier Template filled in by requestor in English, zipped together, attached to workflow) (Use this guide for Finding Supplier Documents in HICX.pdf)

Do you have a DUNS #? Yes No

PO Transmissions Supported Fax Email

PO Language

4 Save when complete

Managing Location Data (View/Edit)

1 Click on the **Company Profile** tab

2 Click on the **Address** to **View** or **Edit** the data

3 Click **Edit**

Notes:

- By **Editing** an existing Location, **you will be editing** the data associated with the vendor number in the ERP (including the Location's Address or Email)
- **Purchasing** and **Payment flag** should both **remain checked**, withdrawing one of them can result in a blocked payment.
- Suppliers must have both an **PO Email** and **Remit to Email** on file. Missing one of them can result in a blocked payment.
- For countries such as India and Brazil, where a site may have a different tax number for that location, it can be listed here.
- For an address change, the Vendor Master team may seek an additional proof document containing the supplier Legal Name and new address.

Fields with the most frequent questions:	
A	Address of the location where purchase orders will be received/ processed. Can be edited by clicking
B	Location Purpose must be retained as Purchasing and Payment. Do not uncheck these flags.
C	Contact Name identifies the person that will receive the orders/ manages the Baker Hughes' business.
D	PO Email will receive purchase orders or (for non-PO) is the contact email where Baker Hughes services are arranged; Remittance Email will receive Remittance notifications at the time of payment.
E	Fax and Telephone Numbers are additional ways to reach the Contact listed above.
F	VAT number differences are to be identified here when the tax information at the site level is different from the Partner level information (India & Brazil).

4 Enter the **Reason for the change** and any other updates

A Address (Interfaces to ERP) test 1, test, 1234, Pest, Hungary

B Location Purpose Purchasing Payment Drop Ship

C Contact Name

D PO Transmission Email (Interfaces to ERP): Important: [if the email domain and/or extension changes, Independent Verification \(IV\) is required.](#) See more in Help Text. * po@test.com

D Remittance Email (Interfaces to ERP): Important: [if the email domain and/or extension changes, Independent Verification \(IV\) is required.](#) See more in Help Text. * an@test.com

E Fax

E Telephone 1234567890

F Is the VAT number for this location is different than the (e.g.: VAT, India GST, Brazil 14-digit CNPJ) Legal Entity Tax ID? * Yes No

5 **Save** when complete

Managing Location Data (Add a Location)

Baker Hughes > Dashboard > Communication Center > **Company Profile**

Company Profile

Please click on the links provided in the sections below to update your information. You can easily edit

Locations

Description	Actions	Last Modified
LOC0043290 test 1 test, 1234, Pest, Hungary - Marked As In Use		Jul 14, 2023

Fields with the most frequent questions:	
A	Address of the location where purchase orders will be received/processed. Can be edited by clicking
B	Location Purpose must be retained as Purchasing and Payment. Do not uncheck these flags
C	Contact Name identifies the person that will receive the orders/manages the Baker Hughes' business
D	PO Email will receive purchase orders or (for non-PO) is the contact email where Baker Hughes services are arranged; Remittance Email will receive Remittance notifications at the time of payment
E	Fax and Telephone Numbers are additional ways to reach the Contact listed above
F	VAT number differences are to be identified here when the tax information at the site level is different from the Partner level information (India & Brazil).
G	Enter additional Comments as needed

Location Details

3 Populate the information below

A Address (Interfaces to ERP) * Start typing to search

B Location Purpose * Purchasing Payment Drop Ship

C Contact Name

D PO Transmission Email (Interfaces to ERP): Important: If the email domain and/or extension changes, Independent Verification (IV) is required. See more in Help Text. *

Remittance Email (Interfaces to ERP): Important: If the email domain and/or extension changes, Independent Verification (IV) is required. See more in Help Text. *

E Fax

F Telephone

F Is the VAT number for this location is different than the (e.g.: VAT, India GST, Brazil 14-digit CNPJ) Legal Entity Tax ID? * Yes No

G Comments

4 Save when complete

Save Cancel

Notes:

- **Adding** a Location will result in an **additional unique vendor ID** at Baker Hughes.
- The Vendor Master team may seek an additional proof document containing the supplier Legal Name and new address.

Managing Location Data (Mark Out-Of-Use)

1 Click on the **Company Profile** tab

2 Click on the three dots under **Actions** and then select **Mark Out-Of-Use**

3 Enter comments regarding the location status

4 **Save** when complete

Company Profile

Please click on the links provided in the sections below to update your information. You can easily edit

Locations + Add

Description	Actions	Last Modified
LOC0043290 test 1 test, 1234, Pest, Hungary - Marked As In Use	⋮ Mark Out-Of-Use	Jul 14, 2023

Mark as Not In Use

Location: LOC0043290 test 1
test, 1234, Pest, Hungary

Comment:

Notes:

- By Marking a location **Out-Of-Use**, you are triggering a deactivation request of the address to Baker Hughes.
- If you are intending to update the location, make an edit request instead

Managing Banking Data (Adding a New Bank 1)

[Link to Bank Rule Table](#)

Baker Hughes > Dashboard > Communication Center > **Company Profile**

Click on the **Company Profile** tab

1

Bank Accounts

+ Add

To add a new Bank Account, Click + Add

2

Company Profile
Please click on the links provided in the sections below to update your information. You can easily edit

Description	Actions	Last Modified
Checking Account, Japan, 090 - Japanese Yen (JPY), JP - JPY 11111111, 1234123, (Default) Active		Aug 27, 2020

Indicate the **Reason for the new bank add** and **all required banking information**.

Reason for new bank add * Select an option

If an alternate payee is being used, select **Yes** and upload a document on **supplier letterhead** which states the name of the supplier that will be paid. Otherwise, select **No**.

Do you use a factoring agent? Yes No

Document with Supplier Letterhead including Factoring Agent details * Upload Document

By the above documentation, it's confirmed by both parties and agreed to receive the payment through factoring agent.

Bank Country and Account Currency are used for determining the banking information required

Bank Country * Select an option

Account Currency * Select an option

Searching for the Bank is Not mandatory. If the search is used, it will default National ID/ bank key and swift when bank is correctly selected

Bank Search (by name, BIC or National ID - ABA, BSB, CNAPS, Transit, Sort Code, etc.) Start typing to search

Always required – should match the Legal name or DBA **in all cases**. Will be returned if there is a mismatch

Account Holder Name (Please only include characters from the English alphabet without special characters. For Japan, use Hankaku Katakana for accurate payments. For Russia, use Cyrillic for accurate payments (as needed)) *

Swift code (rarely not available), bank account number and national ID should be entered for all country and currency combinations. Some combinations require additional or different information such as IBAN, CLABE, CNAPS. The guide for what to enter per combination can be [found here](#). **All information entered should match both banking documents 100% or the workflow will be returned for correction.**

IBAN No. *

Does your bank have a BIC/SWIFT code? Yes No

SWIFT/BIC Code *

Bank Account Number *

National Code: ABA / Transit / Sort Code / CNAP / CLABE / BSB / IFSC / BIK *

- Notes:**
- If a supplier's bank changes, and the new account is not added, **payments will be delayed or improperly paid.**
 - If a supplier's incorrect bank account is not **deactivated**, **payments will be delayed or improperly paid.**
 - Suppliers can only **Add a New Bank Account** or **Deactivate** an existing Bank Account. **They can't edit existing data.**
 - If the existing bank account number is correct but other data is missing/ incorrect, please reach out to your Baker Hughes point of contact to request a change from the vendor master team.
 - **All information entered should match both banking documents 100% or the workflow will be returned.**

Managing Banking Data (Adding a New Bank 2)

Bank Name (Requester entry can get overwritten by automatic bank validation) *

Street Address (Requester entry can get overwritten by automatic bank validation) *

City (Requester entry can get overwritten by automatic bank validation) *

Bank Name and Address Information should match the Letterhead Documents

A savings account can be selected to receive payment, but the default is Checking

Account Type (?) * Checking Account x v

Choose which relationships should use the new bank account

Organization Unit(s) to be paid using this bank account (select all that apply):

- 1020_DRUCK, LLC_1020
- BAKER HUGHES HUNGARY KFT./SAP P31/6000/HU00
- 3230_TURBINAS Y MECANICAS_VZ00
- BAKER HUGHES SERVICES EGYPT, LLC/SAP P31/5170
- PANAMETRICS LLC/SAP P31/1030
- BAKER HUGHES PRESSURE CONTROL DE MEXICO, S.A. DE C.V./ORACLEPASCAL/OU_IF1030_MX
- 1500_NEXUS CONTROLS LLC_LO00 - DO NOT USE since Apr 02, 2023
- 6040 - BAKER HUGHES DIGITAL SOLUTIONS GMBH_6043/6044/6045/6046/DE00/6047

Reference Details (?)

Banking Information Proof Document with **SUPPLIER** letterhead (e.g. Letter from supplier WITH supplier letterhead, stamp or signature) *

Upload Document

Proof Document (supplier letterhead with banking information)

Important: To ensure first-pass approval:

- 1) non-editable format is required e.g.pdf.
- 2) non-English document requires in addition the BH Bank Template filled in by requestor in English, zipped together, attached to workflow
- 3) data in all bank documents must match with each other and with data in HICX WF, otherwise WF will be sent back
- 4) address on letterhead to match HICX Legal or Location address

Banking information in HICX should 100% match the information on **supplier letterhead**. Supplier letterhead can be any of the following:

- Letter from supplier, on supplier letterhead
- Letter from supplier with stamp and/or signature
- BH banking information template pasted onto supplier letterhead or with supplier stamp and/or signature

Banking Information Proof Document with **BANK** letterhead (e.g. Screenshot of statement, Voided check, Letter from bank) *

Upload Document

Important: To ensure first-pass approval:

- 1) non-editable format is required e.g.pdf.
- 2) non-English document requires in addition the BH Bank Template filled in by requestor in English, zipped together, attached to workflow. If BH Bank Template was already filled in for supplier letterhead, no need to attach here
- 3) data in all bank documents must match with each other and with data in HICX WF, otherwise WF will be sent back

Banking information in HICX should 100% match the information on **bank letterhead**. Bank letterhead can be any of the following:

- Bank statement
- Screenshot of bank statement (including URL)
- Voided check
- Deposit slip
- Letter from bank

Managing Banking Data (Adding a New Bank 3)

Will your company be conducting business with a Baker Hughes entity located in Italy? Yes No

Will your company be fulfilling for Baker Hughes in whole or in part, to Art. 3 of Law 136/2010, goods or service for a public Italian job identified by a Project number (CIG/CUP)? Yes No

Please download, complete, and upload Law 136 Declaration.

Law 136 requires additional due diligence for suppliers banking in Italy. Answer these questions and complete a document load for suppliers conducting business in Italy.

Is supplier banking country different than supplier country of Incorporation? Yes No

Why is your banking country different than your country of Incorporation?

On the basis of our integrity policy, payment of supplier invoices must be remitted in the country into which the supplier has granted the services or, if specified in the contract, to the office address or bank account of the supplier in the country of its headquarters. An exception to the above policy is possible only in the presence of a written declaration from an authorized official of the recipient stating the reason for such exception and that such payment in (banking country) does not constitute a violation of (supplier country's) civil and fiscal laws.

Declaration Documentat

If the supplier's bank and the supplier's country of incorporation are in different countries, additional information must be provided. Enter the reason for the difference here.

The declaration must include the **reason for the difference** and confirm that **no laws of the supplier's country are being broken**. A template can be [found here](#).

Enter any additional comments and **Save** when complete

Business Justification

Comments

Save when complete **3**

Managing Bank (Deactivate a Bank Account)

1 Click on the **Company Profile** tab

2 Click on the three dots under **Actions** and then select **Deactivate**

3 Enter comments about why the bank is being deactivated

4 **Save** when complete

Deactivate Bank Account

Supplier	P31 INTEGRATION TEST 2
Bank Account	Checking Account, Japan, 090 - Japanese Yen (JPY), JP - JPY 11111111, 1234123,
Reason for deactivation	<input type="text"/>

Notes:

- If a bank account is no longer active, you must create a **deactivation request**.
- If you are adding a new bank to replace an existing one, it is recommended to create the deactivation request first.
- By deactivating a bank account, you are triggering a request to terminate the bank account in the affected ERP.
- Failure to deactivate a closed bank account may result in payment delays or improper payments.

Managing Contact (View/Edit Contact)

4 Enter the Reason for the change and the updated Contact's information

1 Click on the Company Profile tab

2 To View/Edit a Contact click on the name

3 Click Edit

Fields with the most frequent questions:	
A	Contact Type – type of contact supporting the Baker Hughes relationships.
B	First Name, Last Name, Email, Position, Telephone – general information about the contact
C	Organization Units – OU relationships that the contact maintains.
D	Can Login – Indicates that the user is able to login. To disable the contact, update the bubble to No and Save .
E	SuperUser – Indicates if the user can manage other supplier contact profiles in HICX. To identify a SuperUser, update the bubble to Yes and Save . If a SuperUser leaves, and no one is left to maintain the contacts, seek support from your Baker Hughes point of contact.
F	Two Factor Authentication – indicates an additional level of security while logging into HICX
G	Attach Document, Comments – additional documents can be uploaded or comments can be added regarding the contact

Notes:

- The Default Contact is the first contact created for the supplier.
- A SuperUser has the ability to delete other supplier contacts.
- Two Factor authentication adds a second level of security while logging into HICX.

Reason for change:

Contact Details

A Contact Type * Contract Administrator x

B First Name * Emsi

B Last Name * KOVACS

B Email (does not integrate to ERP. To update PO or remit email address, please update Location) * emese.kovacs@bakerhughes.com

B Position

B Telephone * +2

B Fax

C Organization Unit(s) *

- 1020_DRUCK, LLC_1020
- BAKER HUGHES HUNGARY KFT/SAP P31/6000/HU00
- 3230_TURBINAS Y MECANICAS_VZ00
- BAKER HUGHES SERVICES EGYPT, LLC/SAP P31/5170
- PANAMETRICS LLC/SAP P31/1030
- BAKER HUGHES PRESSURE CONTROL DE MEXICO, S.A. DE C.V./ORACLEPASCAL/OU_IF1030_MX
- 1500_NEXUS CONTROLS LLC_LO00 - DO NOT USE since Apr 02, 2023
- 6040 - BAKER HUGHES DIGITAL SOLUTIONS GMBH_6043/6044/6045/6046/DE00/6047

D Can Login? * Yes No

E Super User? (?) * Yes No

F Two Factor Authentication Enabled Yes No

G Attach document (Non-editable format only. Zip more together, attach zip.) Upload Document

G Comments

Save when complete 4

Save Cancel

Managing Contact (Add a Contact)

Baker Hughes > Dashboard > Communication Center > **Company Profile** 1 Click on the **Company Profile** tab

Company Profile

Please click on the links provided in the sections below to update your information. You can easily id

Contacts 2 To add a New Contact, Click **+ Add** **+ Add**

Description	Last Modified
Emsi KOVÁCS (Default)	Aug 27, 2020

Fields with the most frequent questions:	
A	Contact Type – type of contact with respect to the Baker Hughes relationships.
B	First Name, Last Name, Email, Position, Telephone – general information about the contact
C	Organization Units – OU relationships that the contact maintains.
D	Can Login – Indicates that the user is able to login. This can be modified to disable contacts as needed.
E	SuperUser – Indicates if the user can manage other supplier contact profiles in HICX
F	Two Factor Authentication – indicates an additional level of security while logging into HICX
G	Attach Document, Comments – additional documents can be uploaded or comments can be added regarding the contact

Notes:

- A SuperUser has the ability to delete other supplier contacts.
- Two Factor authentication adds a second level of security while logging into HICX.

3 Enter the **Contact's information**

Contact Details

A Contact Type * Select an option

B First Name *

Last Name *

Email (does not integrate to ERP. To update PO or remit email address, please update Location) *

Position

Telephone *

Fax

C Organization Unit(s) * 1820_DRUCK, LLC_1820
 BAKER HUGHES HUNGARY KFT./SAP P31/6000/HU00
 3230_TURBINAS Y MECANICAS_VZ00
 BAKER HUGHES SERVICES EGYPT, LLC/SAP P31/5170
 PANAMETRICS LLC/SAP P31/1830
 BAKER HUGHES PRESSURE CONTROL DE MEXICO, S.A. DE C.V./ORACLEPASCAL/OU_IF1830_MX
 1500_NEXUS CONTROLS LLC_LO00 - DO NOT USE since Apr 02, 2023
 6040 - BAKER HUGHES DIGITAL SOLUTIONS GMBH_6043/6044/6045/6046/DE00/6047

D Can Login? * Yes
 No

E Super User? ⓘ * Yes
 No

F Two Factor Authentication Enabled Yes
 No

Attach document (Non-editable format only. Zip more together, attach zip.)

G Comments

Save when complete 4

Troubleshooting

Problem	What does the supplier do?
Supplier's Legal Name/ DBA Name changed but tax numbers remained the same	Edit supplier master data in HICX
Supplier's Address changed but tax numbers remained the same	Edit supplier master data in HICX
Supplier's Legal Structure has changed but tax numbers remained the same	Edit supplier master data in HICX
Supplier's tax number is incorrect on BH records but did not change.	Edit supplier master data in HICX, indicate in "Reason for Change" field an explanation of the correction.
Supplier's tax numbers have changed	Contact BH point of contact for create new supplier request
The supplier's diversity registration has changed	Edit supplier master data in HICX
Supplier's MSME data has changed	Edit supplier master data in HICX
The supplier's current bank account is wrong and needs to be replaced	Bank Account deactivation workflow and Bank Account Add workflow
The supplier has added a new bank and the remaining bank is also active	New Bank Account Add workflow
The supplier's current bank account is no longer active	Bank Account Deactivation workflow
The address where the supplier's POs are processed is wrong	Edit Location workflow
The supplier's POs or remit to email addresses are wrong	Edit Location workflow
Purchasing location has a different tax ID than the Legal tax ID	Edit Location workflow
The supplier has a new contact to manage HICX data	New Supplier Contact Add workflow
The supplier has a new contact to manage HICX data and the current contact(s) is/are no longer with the company	Contact your BH point representative or person who created the workflow request to add a new contact
The supplier contact listed in HICX is no longer needed.	Edit contact workflow
Supplier contact is correct but includes some incorrect information (after supplier registration)	Edit contact workflow
The supplier contact receiving the supplier registration task is not correct/ no longer with the supplier.	Contact your BH point representative or person who created the workflow request, provide the correct contact information
The Laws on my country (supplier's country) do not require me to disclose financial information	Contact your BH point representative or person who created the workflow request
The banking information in my extend workflow is correct, but some details are missing	Contact VMCOE for additional support

Glossary

Item	Definition
BH	Baker Hughes
HICX	The name of Baker Hughes supplier onboarding and data management tool
EULA	End User License Agreement
DBA	Doing Business As name or trade name
CTPAT	Customs-Trade Partnership Against Terrorism
SSRP	Supplier Social Responsibility Program
NDA	Non-Disclosure Agreement
FHA	Financial Health Assessment
ID	Identifier
OU	Organization Unit or Operating Unit – represents the Baker Hughes Legal Entity
PO	Purchase Order
POC	Point of Contact
Special Character	Keyboard character not part of the Latin Alphabet
Does not interface to the ERP	The information entered will only be contained in HICX and will not pass to the system of record for PO/ Invoice Management
Interfaces to ERP	The information entered will pass to the system of record for PO/ Invoice Management