

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 green and contains the following elements:

- Supplier Home Page**: A callout box pointing to the 'Baker Hughes' logo and navigation links.
- History of Supplier Messages**: A callout box pointing to the 'Communication Center' link, which has a notification badge with the number '0'.
- Access to supplier master data & making change requests**: A callout box pointing to the 'Company Profile' link.
- HICX supplier number and name**: A callout box pointing to the dropdown menu showing 'SUP0036706 - P31 INTEGRATION T...'.
- Task count & List**: A callout box pointing to the notification badge with the number '0' next to the user profile icon.
- User Profile**: A callout box pointing to the user profile icon.

The main content area is divided into two sections:

- My Tasks**: A section with a sub-header 'Open tasks to be completed by the supplier'. Below the sub-header is a table with columns 'Date' and 'Activity Name'. The table content is 'No tasks to display'.
- Relationship Status**: A section with a sub-header 'BH Operating Units extended to supplier'. Below the sub-header is a table with columns 'Organization' and '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...

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

Email of the contact listed above

Email *

Telephone *

Phone number of the contact listed above

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 +

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

Person receiving the PO or acknowledging the order

PO Contact Name *

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

Account Currency

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

Account Type

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

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

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.**

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

Submit Data

Cancel

Save Draft

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.