Required Documents – Legal Proof Documents
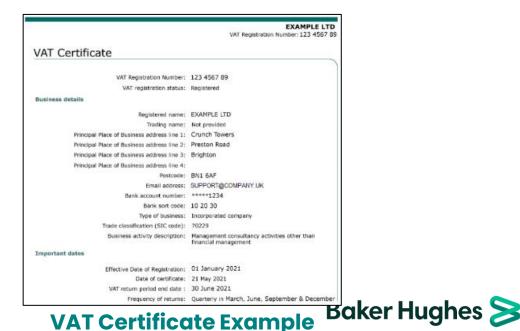
Legal Proof Document
- Required when onboarding a new supplier or if the Legal Name or Legal Address are changing, this document must 100% match HICX.
- Must contain: Legal Name, DBA Name (if applicable), Legal Address, Legal Structure, VAT/ Tax Information.
- Most likely a Tax Document (ex. if US based 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

W9 Form Example

VAT Certificate Example

Baker Hughes