

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 Banking Data (Adding a New Bank 1)

1 Click on the **Company Profile** tab

2 To add a new Bank Account, Click **+ Add**

Bank Accounts

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

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

Reason for new bank add *

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.)

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)) *

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 *

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**.

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

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.

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

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

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

- 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)

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

Choose which relationships should use the new bank account

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

Bank Name and Address Information should match the Letterhead Documents

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) *

Account Type (?) * Checking Account x v

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 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 **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.