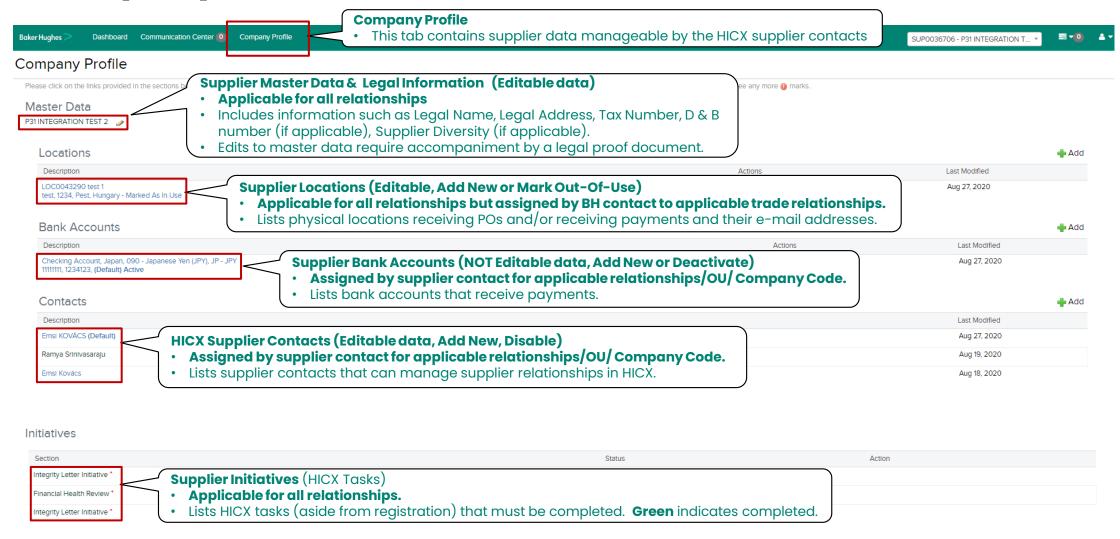
Supplier Company Profile

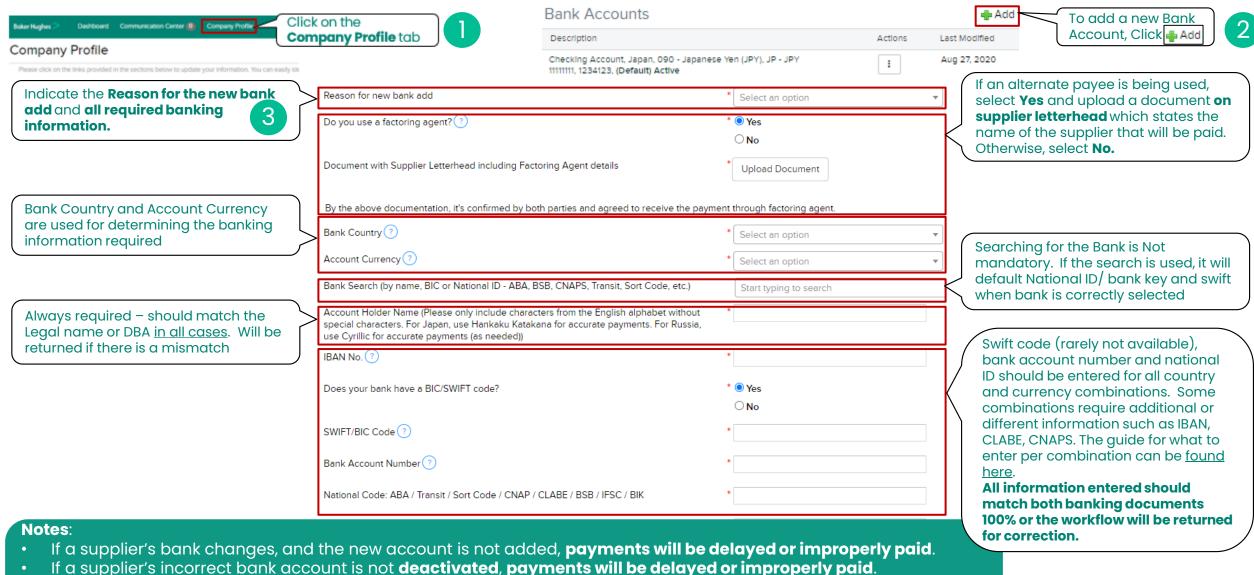


Note:

- 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)



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

All information entered should match both banking documents 100% or the workflow will be returned.

Hughes point of contact to request a change from the vendor master team.

Baker Hughes 🔰

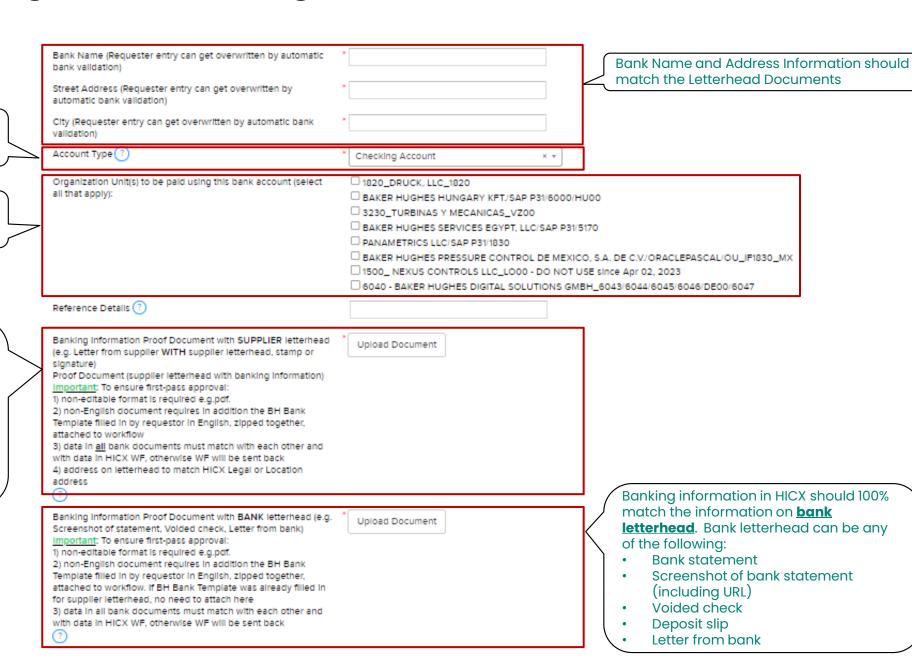
Managing Banking Data (Adding a New Bank 2)

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

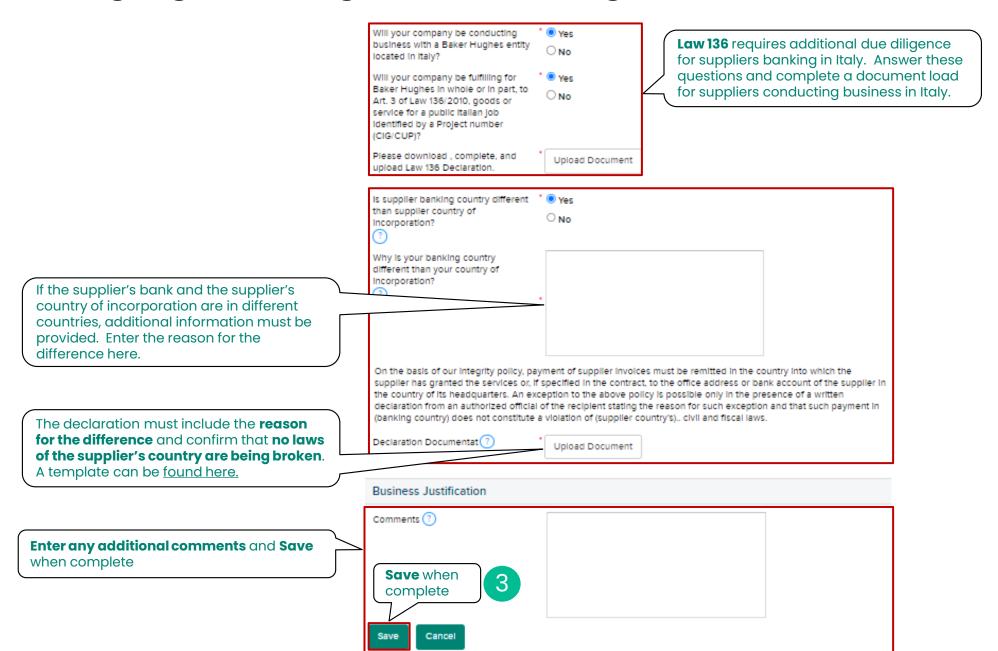
Choose which relationships should use the new bank account

Banking information in HICX should 100% match the information on <u>supplier</u> <u>letterhead</u>. 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

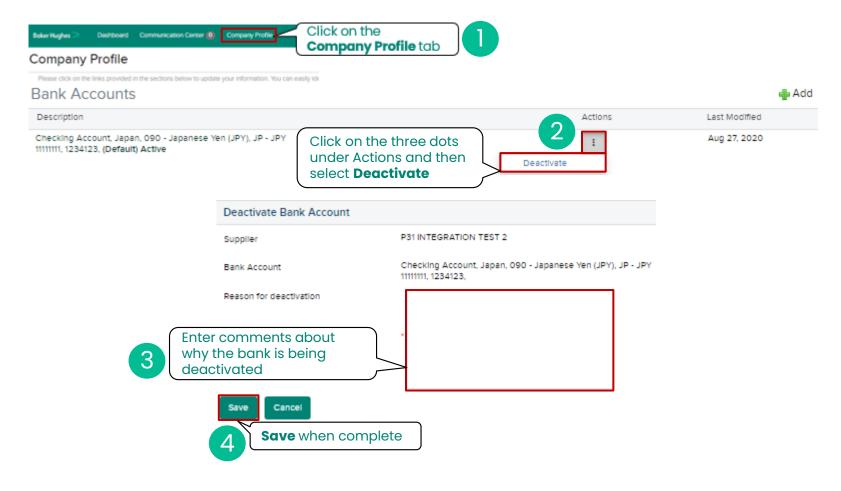


Managing Banking Data (Adding a New Bank 3)





Managing Bank (Deactivate a Bank Account)



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.

