

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 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:

A Contact Type * Contract Administrator

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

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

4 Save when complete

Save Cancel

Managing Contact (Add a Contact)

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

Click on the **Company Profile** tab 1

Company Profile

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

Contacts

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

| 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