

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

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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 Location Data (View/Edit)

1 Click on the **Company Profile** tab

2 Click on the **Address** to **View** or **Edit** the data

3 Click **Edit**

Notes:

- By **Editing** an existing Location, **you will be editing** the data associated with the vendor number in the ERP (including the Location's Address or Email)
- **Purchasing** and **Payment flag** should both **remain checked**, withdrawing one of them can result in a blocked payment.
- Suppliers must have both an **PO Email** and **Remit to Email** on file. Missing one of them can result in a blocked payment.
- For countries such as India and Brazil, where a site may have a different tax number for that location, it can be listed here.
- For an address change, the Vendor Master team may seek an additional proof document containing the supplier Legal Name and new address.

Fields with the most frequent questions:	
A	Address of the location where purchase orders will be received/ processed. Can be edited by clicking
B	Location Purpose must be retained as Purchasing and Payment. Do not uncheck these flags.
C	Contact Name identifies the person that will receive the orders/ manages the Baker Hughes' business.
D	PO Email will receive purchase orders or (for non-PO) is the contact email where Baker Hughes services are arranged; Remittance Email will receive Remittance notifications at the time of payment.
E	Fax and Telephone Numbers are additional ways to reach the Contact listed above.
F	VAT number differences are to be identified here when the tax information at the site level is different from the Partner level information (India & Brazil).

4 Enter the **Reason for the change** and any other updates

5 **Save** when complete

A Address (Interfaces to ERP) test 1, test, 1234, Pest, Hungary

B Location Purpose Purchasing Payment Drop Ship

C Contact Name

D PO Transmission Email (Interfaces to ERP): Important: [if the email domain and/or extension changes, Independent Verification \(IV\) is required.](#) See more in Help Text. po@test.com

D Remittance Email (Interfaces to ERP): Important: [if the email domain and/or extension changes, Independent Verification \(IV\) is required.](#) See more in Help Text. an@test.com

E Fax

E Telephone 1234567890

F Is the VAT number for this location is different than the (e.g.: VAT, India GST, Brazil 14-digit CNPJ) Legal Entity Tax ID? Yes No

Save Cancel

Managing Location Data (Add a Location)

1 Click on the **Company Profile** tab

2 To add a new Location, Click **+ Add**

Description	Actions	Last Modified
LOC0043290 test 1 test, 1234, Pest, Hungary - Marked As In Use		Jul 14, 2023

Fields with the most frequent questions:	
A	Address of the location where purchase orders will be receive/ processed. Can be edited by clicking
B	Location Purpose must be retained as Purchasing and Payment. Do not uncheck these flags
C	Contact Name identifies the person that will receive the orders/ manages the Baker Hughes' business
D	PO Email will receive purchase orders or (for non-PO) is the contact email where Baker Hughes services are arranged; Remittance Email will receive Remittance notifications at the time of payment
E	Fax and Telephone Numbers are additional ways to reach the Contact listed above
F	VAT number differences are to be identified here when the tax information at the site level is different from the Partner level information (India & Brazil).
G	Enter additional Comments as needed

3 Populate the information below

4 Save when complete

Location Details

A Address (Interfaces to ERP) * Start typing to search

B Location Purpose * Purchasing Payment Drop Ship

C Contact Name

D PO Transmission Email (Interfaces to ERP): Important: If the email domain and/or extension changes, Independent Verification (IV) is required. See more in Help Text. *

Remittance Email (Interfaces to ERP): Important: If the email domain and/or extension changes, Independent Verification (IV) is required. See more in Help Text. *

E Fax

E Telephone

F Is the VAT number for this location is different than the (e.g.: VAT, India GST, Brazil 14-digit CNPJ) Legal Entity Tax ID? * Yes No

G Comments

Save Cancel

Notes:

- **Adding** a Location will result in an **additional unique vendor ID** at Baker Hughes.
- The Vendor Master team may seek an additional proof document containing the supplier Legal Name and new address.

Managing Location Data (Mark Out-Of-Use)

The screenshot illustrates the process of marking a location as out-of-use in the Baker Hughes system. It is divided into four numbered steps:

- Step 1:** Click on the **Company Profile** tab in the top navigation bar.
- Step 2:** Click on the three dots under the **Actions** column for the location entry and select **Mark Out-Of-Use**.
- Step 3:** Enter comments regarding the location status in the **Comment** field.
- Step 4:** Click the **Save** button to complete the process.

The interface shows the **Company Profile** page with a **Locations** table. The table has columns for **Description**, **Actions**, and **Last Modified**. A location entry is shown with the description "LOC0043290 test 1 test, 1234, Pest, Hungary - Marked As In Use" and a last modified date of "Jul 14, 2023". The **Actions** column for this entry contains a three-dot menu with the option **Mark Out-Of-Use**. Below the table, there is a form titled **Mark as Not In Use** with fields for **Location** (pre-filled with "LOC0043290 test 1 test, 1234, Pest, Hungary") and **Comment**. At the bottom of the form are **Save** and **Cancel** buttons.

Notes:

- By Marking a location **Out-Of-Use**, you are triggering a deactivation request of the address to Baker Hughes.
- If you are intending to update the location, make an edit request instead