

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)

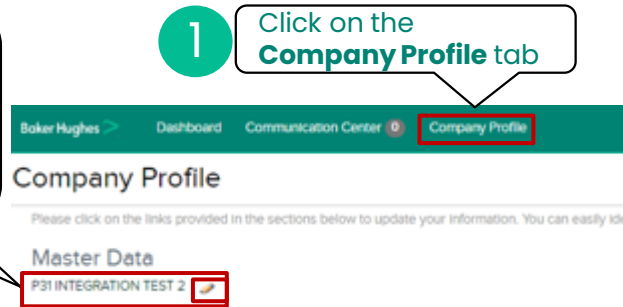
- Applicable for all relationships.
- Lists HICX tasks (aside from registration) that must be completed. **Green** indicates completed.

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 Supplier Master Data (View/ Edit)

Click on the supplier's name to **View** the supplier's master data or click on the pencil to **Edit** it.



Reason for change:

3 Enter the Reason for the change

Overview

A Legal Name (English characters only, otherwise payments will fail)

B Doing Business As (DBA) Name (English characters only)

C Country of Incorporation

Company Telephone

D Legal Address (Does not interface to ERP. Go to Locations to change address in ERP. important: Only use English characters. DO NOT use special characters and non-English characters.)

Company Email (does not integrate to ERP. To update PO or remit email address, please update Location)

Company Website

E Legal Structure

Is the company a subsidiary or branch to a parent company or a JV to another company? Yes No

Transacting Information

F Tax Number

VAT Number

Business Registration Number

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)

Do you have a DUNS #? Yes No

PO Transmissions Supported Fax Email

PO Language

4 Save when complete

Fields with the most frequent questions:

- A** **Legal name** and **DBA name** (if applicable) must match the *Legal Proof Document*, bank account holder name and banking letterhead documents.
- B** **Country of incorporation** and **tax number** are the unique identifiers of a supplier. The country of incorporation must match the *Legal Proof Document* address and can't be changed to another country. If the incorporation country changes, it will be considered a new supplier.
- C** **Legal Address** must match the *Legal Proof Document* and recommended to be listed on the banking supplier letterhead document. Legal address can only be updated with a new Legal proof document.
- D** **Legal Structure** must match the *Legal Proof Document* and (along with **country of incorporation**) determine which tax numbers are required
- E** **Tax Numbers** must match the *Legal Proof Document* and can't be changed within Baker Hughes records (in most cases). **If the supplier's tax number changes (due to acquisition, change of ownership, change of legal structure, etc.), contact your Baker Hughes representative to begin a new supplier add workflow.**
- F** **Legal Proof document** must match all partner level supplier information. Must be uploaded for any change to partner level data.