

# Required Documents

## Notes:

- All documents and information in HICX must **match 100%** (most frequent mismatch is bank account holder name).
- An invoice is not considered supplier letterhead for new supplier adds (with the exception of certain scenarios).
- An invoice can be considered supplier letterhead for banking adds **only to existing suppliers**.
- If supplier letterhead or banking letterhead is non-English, the **Banking Information Template** is also required.
- A differing bank country declaration is required if the supplier's banking country is different than their country of incorporation.
- Letterhead documents must be submitted in a non-editable format (pdf, image).

## Document Requirements per Workflow Request Type

	Legal Proof Document	Supplier Letterhead with Banking	Bank Letterhead with Banking	Supplier Letterhead with Factoring Information	Banking Information Template	Differing Bank Country Declaration
New Supplier Add	X	X	X		X*	X*
Factoring Bank Add (New supplier)	X	X	X	X	X*	X*
Supplier Legal Information Update	X					
New Bank Add (Existing Supplier)		X	X		X*	X*
Factoring Bank Add (Existing Supplier)		X	X	X	X*	X*

\*Applicable under certain conditions

# Required Documents – Legal Proof Documents

- Notes:**
- Required when onboarding a new supplier or if the Legal Name or Legal Address are changing, this document must 100% match HICX.
  - Must contain: Legal Name, DBA Name (if applicable), Legal Address, Legal Structure, VAT/ Tax Information.
  - Most likely a Tax Document (ex. if US based supplier should be W9).
  - Tax/ VAT changes are only allowed under certain circumstances (reach out to your BH POC).
  - The Legal Proof Document must be uploaded into the workflow.

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)**

Upload Document

**Form W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
123 Manufacturing

2 Business name/disregarded entity name, if different from above  
Smith Manufacturing

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any)  
Exemption from FATCA reporting code (if any)

5 Address (number, street, and apt. or suite no.) See instructions.  
123 Main Street

6 City, state, and ZIP code  
Houston, TX 77001

7 List account numbers here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number  
Employer identification number  
1 2 - 1 2 3 4 5 6 7

W9 Form

**EXAMPLE LTD**  
VAT Registration Number: 123 4567 89

**VAT Certificate**

VAT Registration Number: 123 4567 89  
VAT registration status: Registered

**Business details**

Registered name: EXAMPLE LTD  
Trading name: Not provided  
Principal Place of Business address line 1: Crunch Towers  
Principal Place of Business address line 2: Preston Road  
Principal Place of Business address line 3: Brighton  
Principal Place of Business address line 4:  
Postcode: BN1 6AF  
Email address: SUPPORT@COMPANY.UK  
Bank account number: \*\*\*\*\*1234  
Bank sort code: 10 20 30  
Type of business: Incorporated company  
Trade classification (SIC code): 70229  
Business activity description: Management consultancy activities other than financial management

**Important dates**

Effective Date of Registration: 01 January 2021  
Date of certificate: 21 May 2021  
VAT return period end date: 30 June 2021  
Frequency of returns: Quarterly in March, June, September & December

VAT Certificate

# Required Documents – Banking Documents

## Supplier Letterhead

- Required for all new supplier banking set ups and new bank adds to existing suppliers.
- Should contain the Legal Name, Legal Address, Logo of the supplier, and Tax information as well as Bank Name, Bank Address, Account Holder Name, Account number, National ID/ Sort code (regionally used account information such as SWIFT/ BIC, IBAN, CLABE, CNAPs, etc.).
- If supplier letterhead is not in English, it is recommended to provide the Banking Information Template.

## Bank Letterhead

- Required for all new supplier banking set ups, and new bank adds to existing suppliers
- Should contain the Bank Name, Bank Address and Logo of the Bank, Account Holder Name, Account number, SWIFT/ BIC, National ID/ Sort code (regionally used account information such as IBAN, CLABE, CNAPs, etc.)

Supplier Type/ Scenario	Supplier Letterhead	Bank Letterhead
Government Supplier, Government Owned Utility Supplier, Tax Authority, Supplier who is Financial Institution (ex. Citibank), Debt Collector, Legal Settlement, Customer Proposal Bidding Access, Charity, Insurance Company	<ul style="list-style-type: none"> <li>• Letter from supplier, on supplier letterhead</li> <li>• Letter from supplier, without letterhead, containing stamp and/ or signature from supplier (both required in most countries)</li> <li>• If none of the above can be provided, an invoice, statement or settlement agreement from the supplier, including banking information</li> </ul>	<ul style="list-style-type: none"> <li>• Bank statement</li> <li>• Screenshot of statement (including URL)</li> <li>• Voided Check</li> <li>• Deposit Slip</li> <li>• Letter from bank</li> <li>• If none of the above can be provided, the banking information template can be submitted (does not require stamp and/or signature)</li> </ul>
All other suppliers (including Sole Proprietor, Individuals and Standard)	<ul style="list-style-type: none"> <li>• Letter from supplier, on supplier letterhead</li> <li>• Letter from supplier, without letterhead, containing stamp and/ or signature from supplier (both required in most countries)</li> <li>• If none of the above can be provided, the banking information template can be submitted (requires stamp and/ or signature)</li> </ul>	<ul style="list-style-type: none"> <li>• Bank statement</li> <li>• Screenshot of statement (including URL)</li> <li>• Voided Check</li> <li>• Deposit Slip</li> <li>• Letter from bank</li> </ul>


# Required Documents – Banking Documents

## Letterhead Documents (Other Information):

- The letterhead documents are uploaded in this part of the workflow
- If more than 2 documents are required for a banking set up, then the documents can be zipped or merged and then uploaded
- If the documents are not in English, the [Banking Information Template](#) is also required
- At least one of the letterhead documents must be dated within six months of the workflow date
- Data on all bank documents and in HICX must match. Mismatch will result in workflow return for correction.

## Letterhead Documents (Common Problems):

- Supplier Letterhead Document address does not match the Addresses that BH has on file. If this occurs, an additional document can be submitted indicating the relationship of the additional address or a Partner Update can be requested, correcting the legal address.
- Bank Account Holder Name and supplier Legal Name/DBA Name are different. If this occurs, either update data in HICX or submit an additional document highlighting the relationship between the different names.

Banking Information Proof Document with <b>SUPPLIER</b> letterhead (e.g. Letter from supplier <b>WITH</b> supplier letterhead, stamp or signature) Proof Document (supplier letterhead with banking information) <b>Important:</b> 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 <u>all</u> 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 	<input type="button" value="Upload Document"/>
Banking Information Proof Document with <b>BANK</b> letterhead (e.g. Screenshot of statement, Voided check, Letter from bank) <b>Important:</b> 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	<input type="button" value="Upload Document"/>

# Banking Documents – National ID Required

Country	Currency	National ID	Comments	IBAN	Country	Currency	National ID	Comments	IBAN
AR	any	National ID: first three digits of the CBU (Clave Bancaria Uniforme) Number	CBU: 22 digits are required for example: 1234567890123456789012	N	MX	Any	National ID (OFS/SAPBHI: 3-digit Bank Number; Oracle,DS/SAPP3I: First 6 digits of CLABE)	CLABE Number (18-digits) for example: 123456789012345678 Bank Account Number must contain CLABE	N
AU	any	National ID (6-digit BSB )		N	MZ	any	Bank Code (7th and 8th Digit of IBAN)		Y
BN	any	National ID (6 digit Bank Branch Code)		N	NA	any	6 digit BON		N
BO	any	National ID (5-digit NCC code and 4-digit Branch Code)		N	NG	any	National ID (9-digit local routing/sort code/CBN)		N
BR	BRL	National ID (3-digit Bank Local Number and 4-digit Bank Branch Code. For Boletto payments, always enter 0333689 for successful payment, otherwise workflow will be sent back.)		N	NO	any	National ID (4-digit branch code)	7 digit Bank Account Number is required	Y
BR	non-BRL	National ID (3-digit Bank Local Number and 4-digit Bank Branch Code. For Boletto payments, always enter 0333689 for successful payment, otherwise workflow will be sent back.)	For cross-border payments IBAN is required.	Y	NZ	any	National ID (6 digits National Clearance Code: First 2- digits specifying the bank, 4 digits specifying the bank branch)		N
CA	any	National ID/EFT Routing Number (4-digit bank or institution code number with leading zero and 5-digit branch code or transit number) To help find the right code, click here or here.		N	PE	any	BCRP - Codigo Bancario (3 digits bank code – first three digits of CCI)		N
CL	any	National ID: 3 digit Bank code number (CLRN Bank/Branch code)		N	PG	any	National ID: 6 digit Bank State Branch		N
CN	any	National ID (12-digit CNAPS code )		N	PR	any	National ID: 9 digits Routing Number		N
CO	any	National ID (three digits are required. Add a preceding 0 (zero) if there are only two digits)		N	RU	any	9-digit RCBIC – Bank Identification Code		N
DZ	any	National ID (3-digits Bank Code and 5-digits Branch Code)		N	SG	any	National ID/MAS/Clearing Code (4-digit bank code and 3-digit branch code)		N
EC	any	8 digitCodigo de Compensacion / CCE (National ID)		N	SL	any	National ID: 6 digit SLBC is required. 3 digits bank code number + 3 digits branch code number		N
GA	any	National ID (5-digit Bank Clearance Code)		Y	SZ	any	National ID: 6 digit Bank Branch Code - 2 digits bank code number + 1 digit checksum + 3 digits branch code number		N
GH	any	National ID (6 digit National Clearing Code)		N	TH	any	National ID (seven digit National Clearing Code or BAHTNET bank identifier/bank code is required)		N
GQ	any	National ID: 10 digit CEMAC Bank/Branch Code		N	TJ	any	National ID: 9 digits Bank Identification Code (NBT)		N
GY	any	National ID (8 digits: 1st digit: check digit; 2nd-5th: four digit branch code, 6th-8th: three digits bank code)		N	TM	any	National ID		N
HK	any	National ID (6 digit Clearing Code/HKICL)		N	TT	any	National ID (5, 6, 7 or 8 digits National Clearing Code)		N
ID	any	National ID/Clearing Code (3-digit Bank Local Number and 4-digit Bank Branch Code)		N	TW	any	National ID: 3-digits bank code followed by a 4-digits branch code. Some ID's contain the letter 'R' for 'Representative Office'. Leave the R out for successful payments.		N
IM	any	National ID: 6 digit Sort Code		N	US	any	9-digit ACH-ABA Routing Number in this format: 999999999 or 123456789		N
IN	any	National ID (11-digit IFSC code). Confirm IFSC here: <a href="https://bank.codes/india-ifsc-code/">https://bank.codes/india-ifsc-code/</a>		N	UZ	any	National ID: five digit MFO code/bank code number		N
JE	any	National ID: 6 digit Sort Code		N	VE	any	National ID (four digit numerical Codigo de Banco is required for successful payments)		N
JM	any	National ID: 8 digit Bank Transit Code		N	VI	any	National ID: 9 digits Routing Number		N
JP	any	National ID (7 digit Bank-Branch Code - Zengin Code)		N	VN	any	National ID (8 digit CITAD is required: 2 digit area code number + 3 digit bank code number + 3 digit branch code number)		N
KE	any	National ID (5 digit KBA sort code)		N	ZA	any	National ID (6 digit Bank Branch Code)		N
KR	any	National ID (7-digit National Clearance Code/bank code/BOK)		N	ZW	any	National ID: 5 digit Sort Code		N
LK	any	National ID: 7 digit Bank Branch Code		N					

**Notes:**

- National ID is the domestic identifier of a bank institution (regardless of bank account currency), used for domestic payments.
- Each bank that is registered in a country where banks have a domestic identifier must have a National ID.
- It often has a specific denomination depending on country (ex. CNAP, sort code, IFSC, BSB, Routing Number, bank code.)
- Baker Hughes collects this number and SWIFT/BIC for all suppliers in these countries regardless of domestic or international payments.



# Banking Documents – National ID not Required

Country	IBAN
AD	Y
AE	Y
AF	N
AG	N
AI	N
AL	Y
AM	N
AO	Y
AS	N
AT	Y
AW	N
AX	Y
AZ	Y
BA	Y
BB	N
BD	N
BE	Y
BF	N
BG	Y
BH	Y
BI	N
BJ	N
BL	Y
BM	N
BQ	N
BS	N
BT	N
BV	N
BW	N
BY	Y
BZ	N
CC	N
CD	N
CF	N
CG	N
CH	Y
CI	Y
CK	N
CM	Y
CR	Y

Country	IBAN
CU	N
CV	N
CW	N
CX	N
CY	Y
CZ	Y
DE	Y
DJ	N
DK	Y
DM	N
DO	Y
EE	Y
EG	Y
EH	N
ER	N
ES	Y
ET	N
FI	Y
FJ	N
FK	N
FM	N
FO	Y
FR	Y
GB	Y
GD	N
GE	Y
GF	Y
GG	N
GI	Y
GL	Y
GM	N
GN	N
GP	Y
GR	Y
GT	Y
GU	N
GW	N
HM	N
HN	N

Country	IBAN
HR	Y
HT	N
HU	Y
IE	Y
IL	Y
IO	N
IQ	Y
IR	N
IS	Y
IT	Y
JO	Y
KG	N
KH	N
KI	N
KM	N
KN	N
KP	N
KW	Y
KY	N
KZ	Y
LA	N
LB	Y
LC	Y
LI	Y
LR	N
LS	N
LT	Y
LU	Y
LV	Y
LY	N
MA	N
MC	Y
MD	Y
ME	Y
MF	Y
MG	N
MH	N
MK	Y
ML	N

Country	IBAN
MM	N
MN	N
MO	N
MP	N
MQ	Y
MR	Y
MS	N
MT	Y
MU	Y
MV	N
MW	N
MY	N
NC	N
NE	N
NF	N
NI	N
NL	Y
NP	N
NR	N
NU	N
OM	N
PA	N
PF	N
PH	N
PK	Y
PL	Y
PM	Y
PN	N
PT	Y
PW	N
PY	N
QA	Y
RE	Y
RO	Y
RS	Y
RW	N
SA	Y
SB	N
SC	Y

Country	IBAN
SD	N
SE	Y
SH	N
SI	Y
SJ	N
SK	Y
SM	Y
SN	Y
SO	N
SR	N
SS	N
ST	Y
SV	Y
SX	N
SY	N
TC	N
TD	N
TF	Y
TG	N
TK	N
TL	Y
TN	Y
TO	N
TR	Y
TV	N
TZ	N
UA	Y
UG	N
UM	N
UY	N
VA	Y
VC	N
VG	Y
VU	N
WF	N
WS	N
YE	N
YT	Y
ZM	N

- Notes:
- A National ID is not required to be entered into HICX for this list of countries. In some cases, the National ID populates in HICX from the IBAN.
- An IBAN may or may not be required.
- Baker Hughes collects the SWIFT/BIC for all suppliers in these countries regardless of domestic or international payments.

# Required Documents – Banking – Factoring Letter (if applicable)

## Notes:

- Must be on the letterhead of the supplier who receives the order/ provides goods or services and contain information about the factoring supplier who will receive the payment
- Must be provided in addition to supplier letterhead and banking letterhead documents (which contain the banking information)
- Supplier letterhead document can be on the payee's letterhead

To whom it may concern;

ABC Distributing, registered under DE123456789, has engaged in a financing agreement with Smith Financial and as such has agreed to payments going to their attention. Remittances should be processed as follows:

Account Name:	ABC Distributing Care of Smith Financial
Bank Name:	Bank of America
Account Name:	ABC Distributing
Account number:	123456789
SWIFT Code:	BOFAUS3N

Thank you for your support and please contact me with any questions.

Best Regards,

J. Smith

Treasurer, ABC Distributing

**Factoring Supplier (On Supplier Letterhead)**

# Required Documents – Banking – Banking Information Template (if applicable)

## Notes:

- The Banking Information Template contains all of the required fields for setting up a bank account in HICX.
- Can be copied into supplier letterhead document provided by the supplier
- Can be used in lieu of supplier letterhead for specific supplier types listed above
- If banking documents are non-English, template must be provided in addition to the non-English document
- Template must be fully completed so that it can be properly reviewed
- If supplier is completing this template, a signature and stamp are both required in most countries
- Template must match 100% with HICX and the other banking document

Enter the following supplier information					
Supplier Legal Entity name:					
Legal Address line 1:					
Legal Address Line 2:					
City:	Postal Code:	US State:			
Province: - Country (Nation):					
VAT <input type="checkbox"/>	TAX ID <input type="checkbox"/>				
Trade Style or Doing Business as Name					
Enter the following information related to the supplier's bank					
Bank Name	Bank Number				
Bank Physical Address line 1					
Bank Physical Address Line 2					
City	Postal Code:	US State			
Province - Country (Nation)					
Enter the following information related to the supplier's bank account					
Name on Bank Account:				Account Currency	
IBAN <input type="checkbox"/>	Bank Account <input type="checkbox"/>				
(9 digit) ACH ABA Clearing Code/ Routing No	SWIFT/ BIC Code	Sort/ BLZ Code			
Enter the following information about the intermediary bank, if applicable					
Intermediary Bank Name:					
Bank Physical Address line 1:					
Bank Physical Address Line 2:					
City:	Postal Code:	US State:			
Province: - Country (Nation):					
Routing No <input type="checkbox"/>	SWIFT Code <input type="checkbox"/>				
Enter information about who completed this form					
Printed Name					
Signed Name				Date signed	
Email				Phone	

Bank Information Template



# Required Documents – Banking – Differing Bank Country Declaration (if applicable)

## Notes:

- Required when the supplier's banking country is different from the supplier's country of incorporation
- Select **Yes** to the question | Is supplier banking country different than supplier country of incorporation?
- Explain why the banking country is different than the country of incorporation.
- Review the following statement:

*On the basis of our (Baker Hughes') 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.*

To whom it may concern;

ABC Distributing is located in Celle, Germany and registered under DE123456789. Payments made to ABC Distributing for goods or services rendered in Celle, Germany may be made to the account below located in the USA:

Bank Name:	Bank of America
Account Name:	ABC Distributing
Account number:	123456789
SWIFT Code:	BOFAUS3N

Payments are made in the USA, as this is the location of our corporate headquarters. Payments made in the USA do not constitute a violation of German civil or fiscal laws.

Best Regards,  
J. Smith  
Treasurer, ABC Distributing

**Declaration Example (On Supplier Letterhead)**