

# Supplier Management System HICX Supplier Training

# Contents

<b>1</b>	<b>Revision History .....</b>	<b>3</b>
<b>2</b>	<b>Introduction .....</b>	<b>4</b>
<b>3</b>	<b>Supplier Registration .....</b>	<b>5</b>
3.1	Invitation .....	5
3.2	First time Login .....	5
3.3	Subsequent Logins .....	7
<b>4</b>	<b>My Tasks .....</b>	<b>8</b>
4.1	Notifications .....	8
4.2	New Relationship Registration .....	9
4.3	Initiatives/Questionnaires .....	16
<b>5</b>	<b>Company Profile .....</b>	<b>22</b>
5.1	Master Data .....	22
5.2	Add Address .....	23
5.3	Add Location .....	24
5.4	View and Edit Location .....	26
5.5	Mark Location Out-Of-Use .....	27
5.6	View Bank Account .....	29
5.7	Add Bank Account .....	30
5.8	View and Edit Contact .....	31
5.9	Add Contact .....	32
5.10	Initiatives .....	33
<b>6</b>	<b>Relationship Status .....</b>	<b>35</b>
<b>7</b>	<b>Profile Settings .....</b>	<b>36</b>
7.1	Change Language .....	36
<b>8</b>	<b>Communication Center .....</b>	<b>37</b>

# 1 Revision History

Revision History				
Rev.	RDR	Amendment Detail	Writer	Effective Date
1	--	Initial Release	Attila Simon	17 July 2020

## 2 Introduction

---

Welcome to the Baker Hughes Supplier Portal, powered by HICX! If you are receiving this training, then you were probably asked to register in the Supplier Portal. This training package explains the purpose of the Supplier Portal and how Suppliers / You can use it.

The Supplier Portal provides an avenue for you to self-manage your data and documents as well as provides a central location for collaborations and communications. Only Suppliers who have been on-boarded and registered are allowed access to the Portal.

Quick and accurate responses / updates from the Suppliers will help PO`s to be issued and Invoices to be paid quicker.



### 3 Supplier Registration

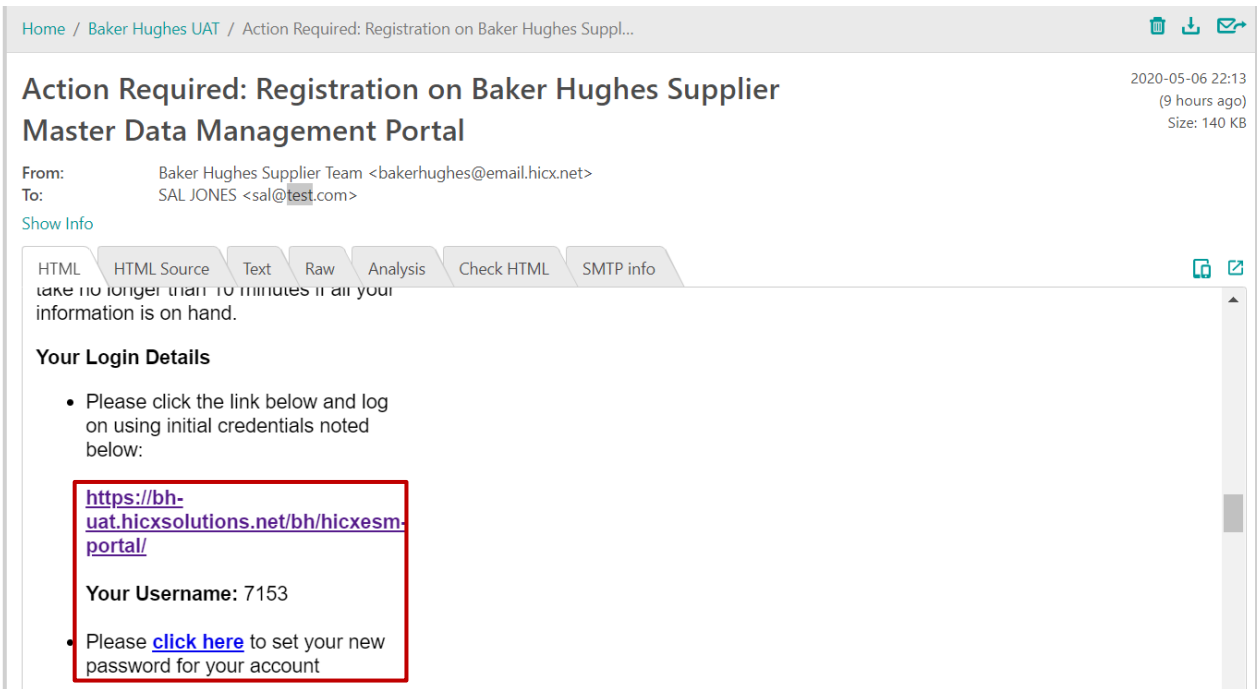
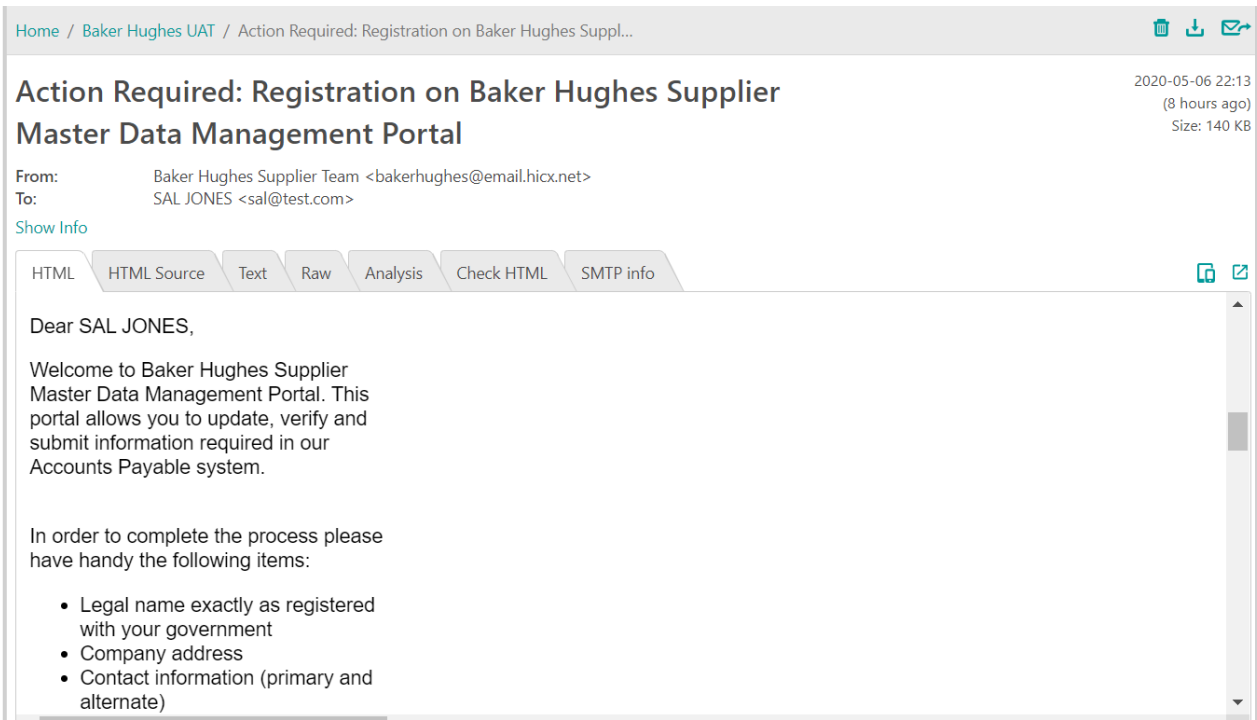
#### 3.1 Invitation

You will receive an invitation to the Supplier Portal, when for the first time a Supplier Account Creation or Initialization has been requested and approved by Baker Hughes employees. You will receive an email, containing your log on credentials and will be invited to complete your registration online in the Supplier Portal.

You are responsible for providing the information Baker Hughes needs to create your initial record(s) as well as maintenance of your legal and remit to addresses, contact information, compliance documentation such as insurance certifications, agreements and other information.

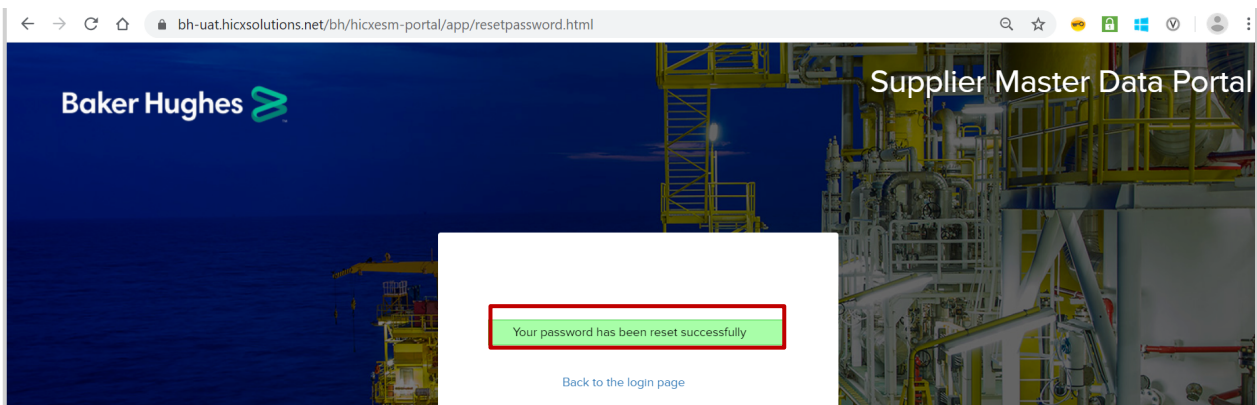
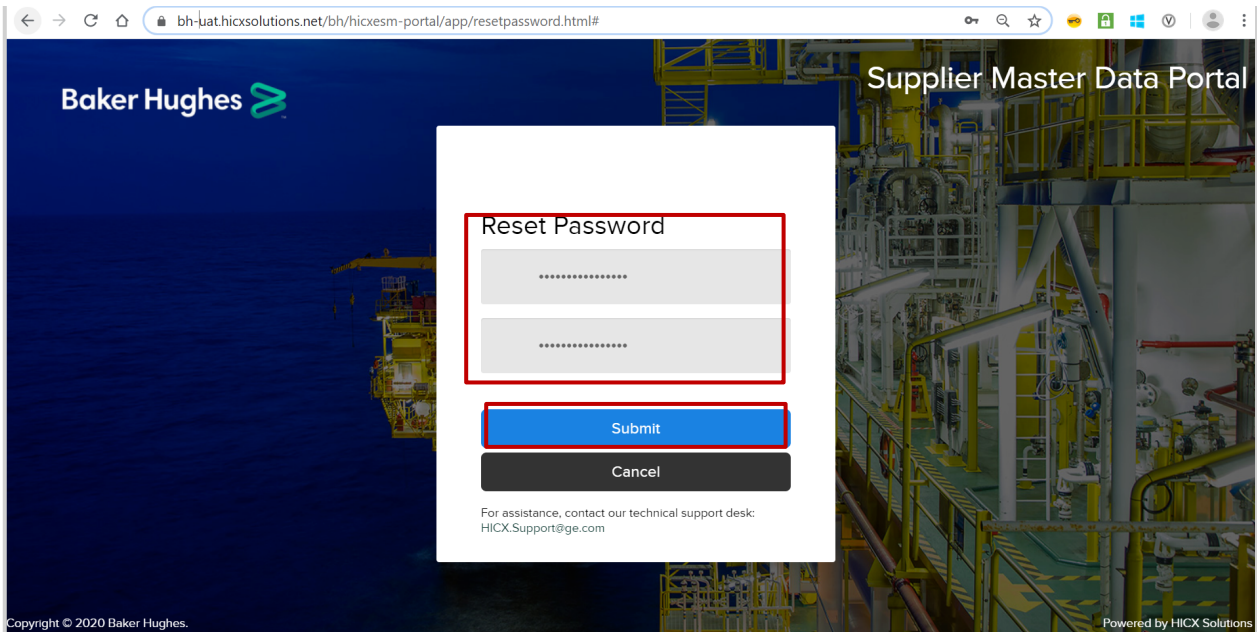
#### 3.2 First time Login

You will get a notification email for login to **“Supplier Portal”** link with your **Username** along with **password** reset link:

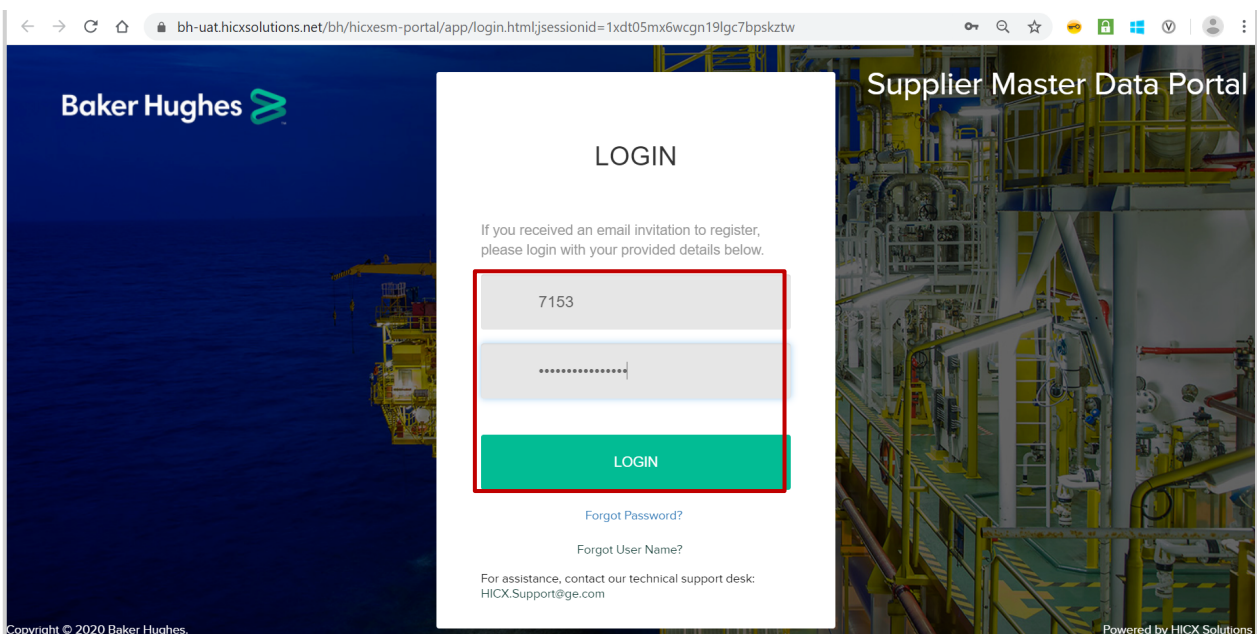


Here are the following steps that you should follow:

**Step 1:** Click on the above link for the registration and reset password. Click Submit. A confirmation message will show the success.



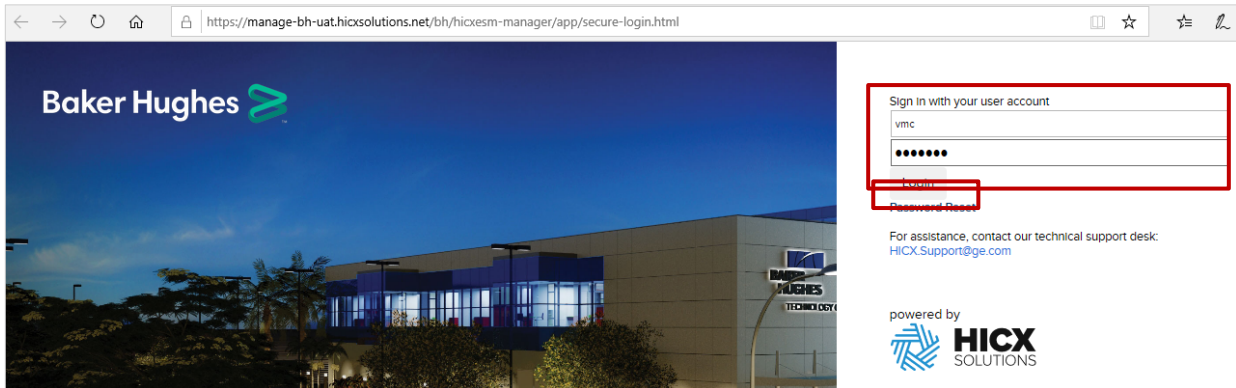
**Step 2:** After resetting the password successfully, login to the supplier portal page with the credentials:



### 3.3 Subsequent Logins

After the first login the supplier can log back into the Supplier Portal any time, using the following details:

- Link to the Supplier Portal: <https://bh.hicx.net/bh/hicxsm-portal>
- Login / Username: The User ID that was sent by Baker Hughes in the first / invitation email to HICX
- Password: That you have provided during the first login. If you forgot your password, then select "Password Reset".



## 4 My Tasks

If a Task has been assigned to you that means that a workflow is pending your immediate action. Please complete these tasks as soon as possible, so that your information in the Supplier Portal can be updated and the correct business transactions can be completed by Baker Hughes (e.g. Issuing Purchase Order or Payment).

In this Sections there is information and guidance on how to complete some of the most common Task Types. Please note that there may be other type of Tasks as well assigned to you.

### 4.1 Notifications

You will receive Notifications that a Task has been assigned to you in the following ways. Please open the task in any of the 3 ways and complete it as soon as you can.

#### Via email

Click on the link received in the email to complete the task

## Account Activated - Baker Hughes Supplier Portal

From: Baker Hughes Supplier Team <bakerhughes@email.hicx.net>

To: ASHWIN NARAYAN <ashwin.a.narayan@accenture.com>

[Show Info](#)

HTML

HTML Source

Text

Raw

Analysis

Check HTML

SMTP info

We would like to inform you that **Visy Global** has completed the onboarding process and is now active to do business with **6150\_NUOVO PIGNONE S.P.A.-ALG. - AL00**.

You can use your login details to maintain and update your information, and also receive periodic notifications and requests from us.

- Please click the link and log on using initial credentials noted below:

<https://bh-uat.hicxsolutions.net/bh/hicxsm-portal>

**Your User ID: 1513219**

- Access Preferences to change your password or your user ID

#### Via My Tasks

On the Home page under My Tasks, click on the Activity Name to answer the Task.



## My Tasks

Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.

Date	Activity Name
Jul 15, 2020	RIV0000199 AERO SERVICE TECHNOLOGY ITALY SRL - New Relationship Registration
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Non-Disclosure Agreement
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Integrity Letter Initiative
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Financial Health Review

## Relationship Status

Organization	Status
AERO SERVICE TECHNOLOGY ITALY SRL [Baker Hughes Company]	STARTED

### Via notifications as per the supplier portal

On the HICX Menu top right, click on the Notifications icon and click on the Activity Name to answer the Task.

The screenshot shows the Baker Hughes portal interface. In the top right corner, there is a notification icon (a speech bubble with a red '4' inside) which is highlighted with a red box. Below the navigation bar, a list of tasks is displayed. The first task, '15-Jul-2020 RIV0000199 AERO SERVICE TECHNOLOGY ITALY SRL - New Relationship Registration', is highlighted with a red box. The other tasks are 'Respond to Questionnaire - Non-Disclosure Agreement', 'Respond to Questionnaire - Integrity Letter Initiative', and 'Respond to Questionnaire - Financial Health Review'.

## 4.2 New Relationship Registration

After logging in to the portal for the first time the below page will open. Under **“My Task”**, proceed with registration by clicking the “New Relationship Registration” task as marked below:

The screenshot shows the Baker Hughes portal interface. The 'My Tasks' section is visible, with the first task, 'Jul 15, 2020 RIV0000199 AERO SERVICE TECHNOLOGY ITALY SRL - New Relationship Registration', highlighted with a red box. The 'Relationship Status' section below it shows the organization 'AERO SERVICE TECHNOLOGY ITALY SRL [Baker Hughes Company]' with a status of 'STARTED'.

After selecting the above task, the new registration page will open. Validate / amend / enter all the necessary details as it is required by the form. Below is an example, but your specific form might look different depending on what Baker Hughes needs to know about you.

## Overview

Submit Data

Cancel

Save Draft

### Overview

Legal Name <sup>?</sup>

\* HICX TESTSK

Doing Business As (DBA) Name <sup>?</sup>

\* Saikat

Country of Incorporation

Ireland x v

Legal Address

6-8 Park st Monaghan, LINE2, Monaghan, ... + 📍

Company Telephone

9035887076

Company Email

nama.chennakesavulu@accenture.com

Company Website

Legal Structure <sup>?</sup>

\* C Corporation x v

Is the company a subsidiary or branch to a parent company or a JV to another company?

Yes  
 No

Please select which you will be supplying

\* Goods and Services x v

Will you be shipping or manufacturing products for shipment, to Baker Hughes locations in the United States from another country

Yes  
 No

From which countries will you be delivering services from or producing goods for Baker Hughes?

Start typing to search

Confirm the “**Legal Name**”

Supplier can also put “**Doing Business As (DBA) Name**”

Verify the “**Country of Incorporation**”

(**Incorporation** is the legal process used to form a corporate entity or company. A corporation is the resulting legal entity that separates the firm's assets and income from its owners and investors. It is the process of legally declaring a corporate entity as separate from its owners.)

Verify the “**Legal Address**”

Verify “**Company Telephone**” number entered by requester

Select “**Legal Structure**” in drop-down list as per legal documents.

- 1. Individual/Sole Proprietorship** – Entity where one person owns and controls the business.
- 2. Partnership** – Entity where two or more individuals share control of the business.
- 3. C Corporation** – Corporation with one or more owners, and the corporation is supervised by shareholders, board of directors and management. The corporation files and pays taxes.
- 4.S Corporation** – Corporation with one or more owners, and the corporation is supervised by shareholders, board of directors and management. The shareholders files and pays taxes at the personal level.
- 5.Limited Liability Company (LLC)** – (All types) Hybrid entity where owners choose how they will be taxed.
- 6.Trust/Estate** – Entity that acts as a fiduciary, agent, or trustee on behalf of a person or business for the purpose of administration, management, and eventual transfer of assets to a beneficial party.

**7.Other** – This relates to any entity establishment other than those mentioned above.

Select “**Yes**” or “**No**” option in brach to parent company or JV to another company, if supplier select “**No**” no need to fill the details, if select “**Yes**” provide the details

Review the field of “**supplying**”

Shipping or manufacturing confirmation, if “**No**” then no need of further confirmation

(Item shipped means your item is going to be packed and ready for transportation. Once the item is sent to shipping that is when it comes into transit and your order status gets to **Shipped**.)

**Manufacturing** is the making of goods by hand or by machine that upon completion the business sells to a customer. Items used in manufacture may be raw materials or component parts of a larger product. The manufacturing usually happens on a large-scale production line of machinery and skilled labour.) But if “**Yes**”, then mention your delivery country.

## Transacting Information

Transacting Information	
Tax Number	<input type="text" value="123456789"/>
VAT Number	<input type="text" value="123456789"/>
Business Registration Number	<input type="text" value="123456789"/>
Proof document containing Legal Name, Address, and Tax Number ?	<input type="text" value="View Document"/>
Do you have a DUNS #?	<input type="radio"/> Yes <input checked="" type="radio"/> No
PO Transmissions Supported ?	<input type="checkbox"/> Fax <input checked="" type="checkbox"/> Email
PO Language ?	<input type="text" value="English"/>

Select “**Tax Type**” in drop-down option.

- **Not Tax Registered or No Tax ID (Govt Agency)** will not required any more details.
- **VAT Number (EU)** and **VAT Number (Non-EU)**: The **VAT** (Value Added Tax) identification number is an identifier used in many countries , including the countries of the European Union. The EU has some particularities about VAT, hence there are EU and non-EU options for VAT. Later on you will have the option to provide different VAT numbers for different locations.
- **US Federal Tax**: The federal income tax is the tax levied by the Internal Revenue Service (IRS) of the United States on the annual earnings of individuals, corporations, trusts, and other legal entities.
- **Social Security Number**: A Social Security number (SSN) is a nine-digit number that the U.S. government issues to all U.S. citizens and eligible U.S. residents who apply for one. The government uses this number to keep track of your lifetime earnings and the number of years worked.
- **Foreign Tax**: Foreign Tax Identifying Number. As of 1 January 2018, the US Internal Revenue Service (IRS) requires that the Form W-8BEN include your Foreign Tax Identifying Number (Foreign TIN). Otherwise, the form will not be considered complete. Your Foreign TIN is issued by your country of permanent residence.
- **GST/HST Number**: The Federal GST (Goods and Services Tax), a 5 percent tax on most Canadian goods and services, began on January 1, 1991, replacing the hidden 13.5% Manufacturer's Sales Tax. Provinces that did combine their sales taxes with the GST charge what is known as the Harmonized Sales Tax (HST).
- **PAN Number**: A Permanent Account Number (**PAN**) is a ten-character alphanumeric identifier, issued in the form of a laminated "PAN card", by the Indian Income Tax Department, to any "person" who applies for it or to whom the department allots the number without an application. A PAN is necessary for filing income tax returns.

Attach the “**Legal Document**” i.e. “**Tax Document**”

**Legal Documents** – It is a proof of document that contains Legal Name, Legal Address and the Tax number of your company. It is mandatory to provide the document and upload by the side of the proof document field as above.

Provide “**DUNS**” number after selecting “**Yes**”, or else select “**No**”:

(The Dun & Bradstreet (DUNS) Number is a unique nine-digit identifier for businesses. This number is assigned once the DUNS patented identity resolution process identifies a company as being unique from any other in the Dun & Bradstreet Data Cloud. It is designed to enhance the credibility of businesses and enable potential customers, lenders and you to learn about those companies.)

## Primary Contact

**Primary Contact**

This user will serve as the primary administrator of the supplier portal allowing them to update company information and administer user access.

Contact Type	* Accounts Receivable/Billing x v
First Name	* ERIC
Last Name	* OH
Position	MANAGER
Email	* nama.chennakesavulu@accenture.com
Telephone	* 12345678
Address	* 6-8 Park st Monaghan, LINE2, Monaghan, ... + 🍷

Select the “**Contact Type**” in drop-down

Enter the “**First Name**”

Enter the “**Last Name**”

Update “**Email**” address

Contact “**Address**” of supplier

You will have the option to provide multiple business contacts. These people are NOT necessarily going to use HICX. They are for information only to help any business correspondence with Baker Hughes. To add other HICX Users for the Supplier please go to the “Add or Edit Contact” section.



## Purchasing Location

Purchasing Location	
Address	<input type="text" value="6-8 Park st Monaghan, LINE2, Monaghan, ..."/>
Please check the box if this location is used for manufacturing.	<input checked="" type="checkbox"/> Manufacturing
Do you have a DUNS number for this location?	<input type="radio"/> Yes <input checked="" type="radio"/> No
PO Contact Name	<input type="text" value="CHENNA"/>
PO Transmission Email	<input type="text" value="nama.chennakesavulu@accenture.com"/>
Telephone	<input type="text" value="9035887076"/>
Fax	<input type="text"/>
Is the VAT number for this location different than the Legal Entity VAT number?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Please provide the full **“Address”** of your purchasing location.

Please check the box if this location is used for manufacturing, or else keep uncheck

Please provide if you have **“DUNS Number”** of that location, after checking the **“Yes”** box, or else check the box **“No”**.

Update **“PO Contact Name”** and **“PO Transmission Email”**

If VAT No. of this location is different from the legal entity location, then provide the VAT number after checking the box **“Yes”**, or else check the box **“No”**

## Remittance/Payment Information

Remittance/Payment Information	
Are you using the location above for payment?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Remittance Email	<input type="text" value="nama.chennakesavulu@accenture.com"/>

By default

**“Are you using the location above for payment?”**: Usually the Purchasing and Payment locations would be the same, however select **No** if you need to enter a different payment location.

**“Remittance Email Address”**: A remittance is a payment that gets sent somewhere else. To "remit" is to send money or make a payment and what you send is called remittance.

## Banking Information

### Banking Information

Bank Country	<input type="text" value="Ireland"/>
Account Currency	<input type="text" value="EUR"/>
Account Holder Name	<input type="text" value="Chenna"/>
IBAN No.	<input type="text" value="12345678"/>
Bank Account Number	<input type="text" value="12345678"/>
Reference Details	<input type="text"/>
Proof Document (supplier letterhead with banking information) ?	<input type="text" value="View Document"/>
Proof Document (bank letterhead with banking information) ?	<input type="text" value="View Document"/>

Will your company be fulfilling for Baker Hughes in whole or in part, to Art. 3 of Law 136/2010, goods or service for a public Italian job identified by a Project number (CIG/CUP)?

Yes  
 No

Provide "**Bank Country**" relating to the bank account

Provide "**Currency**" relating to the account. Please note, we only allow submission of multiple bank accounts if they are for different currencies. We only allow 1 bank account per currency.

Provide "**Account Holder Name**"

Provide "**Bank Account Number**"

Provide "**Bank Code**" as per the country

Attach two separate "**Proof documents**".

The bank document contains supplier Legal name, address, bank account number along with their bank code, basically supplier banking details in their company's letter head and bank letter head along with seal and sign.

## Submission

### Banking Information

Bank Country	* Ireland x
Account Currency	* EUR x
Account Holder Name	* Chenna
IBAN No.	* 12345678
Bank Account Number	* 12345678
Reference Details	
Proof Document (supplier letterhead with banking information) ?	* View Document
Proof Document (bank letterhead with banking information) ?	* View Document
Will your company be fulfilling for Baker Hughes in whole or in part, to Art. 3 of Law 136/2010, goods or service for a public Italian job identified by a Project number (CIG/CUP)?	* <input type="radio"/> Yes <input checked="" type="radio"/> No

Submit Data

Cancel

Save Draft

At the bottom of the form you have the following options. Click on one of them as per below instructions.

**“Submit Data”** will submit your answers to the Baker Hughes approvers. If they find any errors they will send the form back to you asking you to correct the errors. If they approve then the information will be stored in the system.

**“Cancel”** will take you back to the home page WITHOUT saving anything.

**“Save Draft”** will save you answers but will not submit it. It will take you back to the homepage and you will be able to come back later to finish and submit. Use this button if you need more time to find some of the requested information.

After the request is submitted, the below screen will appear, where it will show that the task is submitted.

The screenshot shows the Baker Hughes interface. At the top, there is a navigation bar with 'Baker Hughes', 'Dashboard', 'Resource Center', and 'Communication Center'. A green notification banner at the top states 'The task was submitted successfully'. Below this, the 'My Tasks' section is visible, with a sub-header 'Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.' A table lists three tasks:

Date	Activity Name
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Non-Disclosure Agreement
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Integrity Letter Initiative
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Financial Health Review

Below the tasks, the 'Relationship Status' section is shown, with a table:

Organization	Status
AERO SERVICE TECHNOLOGY ITALY SRL (Baker Hughes Company)	STARTED

## 4.3 Initiatives/Questionnaires

### Overview

An Initiative/Questionnaire is a workflow that allows Baker Hughes to collect some information about the supplier. Most initiatives are triggered based on the type or location of the supplier or the location of the Baker Hughes Legal Entity that the supplier will do business with. Initiatives/Questionnaires can also be ad-hoc, for example understanding the impact of COVID-19 on the supplier. In this section we will be looking at the various initiatives and how to complete them.

### Integrity Letter Initiative

Along with the master data registration, supplier will also get the Integrity Letter Initiative task to complete. After logging to the supplier portal, supplier would get the integrity letter initiative link as below:

Click on the highlighted link

The screenshot shows the Baker Hughes portal interface. At the top, there is a navigation bar with 'Baker Hughes', 'Dashboard', 'Resource Center', and 'Communication Center'. Below this, the 'My Tasks' section is displayed, with a sub-header 'Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.' A table lists tasks with columns 'Date' and 'Activity Name'. The task 'Jul 15, 2020 RIV0000199 Respond to Questionnaire - Integrity Letter Initiative' is highlighted with a red border. Below the 'My Tasks' section, the 'Relationship Status' section is shown, with a table listing the organization 'AERO SERVICE TECHNOLOGY ITALY SRL [Baker Hughes Company]' and its status 'STARTED'.

This activity is to register supplier's electronic signature for the future business transactions with the company. This electronic signature is legally binding, same as signing a paper document.

**"Checked"** for agreeing to integrity letter regarding the electronic signature.

Provide **"First Name"** of supplier

Provide **"Last Name"** of supplier

Mention the **"Title"** of the person within the business e.g. Sales Manager.

After all the fields are filled with required details, supplier can **"Submit"** the request.

The screenshot shows the 'Integrity Letter Initiative' form. At the top, there is a list of links for integrity guides in various languages. Below this, the form is divided into sections. The first section is '1. Integrity Letter', which contains instructions for downloading and agreeing to the integrity letter. The second section is '1.4) First Name \*', with a text input field containing 'Chennakesavulu'. The third section is '1.5) Last Name \*', with a text input field containing 'Nama'. The fourth section is '1.6) Position \*', with a text input field containing 'Sales Manager'. At the bottom of the form, there are three buttons: 'Submit', 'Cancel', and 'Save Draft'.

Baker Hughes > Dashboard Resource Center Communication Center bh-uat.hicxsolutions.net says

**Integrity Letter Initiative**

- BakerHughes\_Suppliers\_Integrity\_Guide-English.pdf
- BakerHughes\_Suppliers\_Integrity\_Guide-Russian-040320.pdf
- BakerHughes\_Suppliers\_Integrity\_Guide-Spanish-040320.pdf
- BakerHughes\_Suppliers\_Integrity\_Guide-German-040320-2.pdf
- BakerHughes\_Suppliers\_Integrity\_Guide-Portuguese-040620.pdf
- BakerHughes\_Suppliers\_Integrity\_Guide-French-040620.pdf
- BakerHughes\_Suppliers\_Integrity\_Guide-Japanese-040320.pdf
- BakerHughes\_Suppliers\_Integrity\_Guide-Chinese-040320.pdf

1. Integrity Letter

1.1) Download the Integrity Letter published above and acknowledge that you have read and agree.

1.2) I understand that typing my name where indicated below and clicking on "I agree" constitutes my electronic signature executed as of the date and time of submission, and that by doing so I am consenting to the use of electronic means to sign this form. I understand that my electronic signature is legally binding just as if I had signed a paper document.

3) I agree

1.4) First Name \*

Chemakesavulu

1.5) Last Name \*

Nama

1.6) Position \*

Sales Manager

Submit Cancel Save Draft

OK Cancel

You have clicked on Submit, are you sure you want to proceed?

After submitting, the below pop-up will show that the task has been submitted successfully.

The task was submitted successfully

**My Tasks**

Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.

Date	Activity Name
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Non-Disclosure Agreement
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Financial Health Review

**Relationship Status**

Organization	Status
AERO SERVICE TECHNOLOGY ITALY SRL [Baker Hughes Company]	STARTED

## Non-Disclosure Agreement

Baker Hughes > Dashboard Resource Center Communication Center

**My Tasks**

Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.

Date	Activity Name
Jul 15, 2020	RIV0000199 AERO SERVICE TECHNOLOGY ITALY SRL - New Relationship Registration
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Non-Disclosure Agreement
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Integrity Letter Initiative
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Financial Health Review

**Relationship Status**

Organization	Status
AERO SERVICE TECHNOLOGY ITALY SRL [Baker Hughes Company]	STARTED

**Non-Disclosure Agreement** - A non-disclosure agreement (**NDA**), also known as a confidentiality agreement (CA), confidential disclosure agreement (CDA), proprietary information agreement (PIA) or secrecy agreement (SA), is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to.

It is a contract through which the parties agree not to disclose information covered by the agreement. An NDA creates a confidential relationship between the parties, typically to protect any type of confidential and proprietary information or trade secrets. As such, an NDA protects non-

public business information. Like all contracts, they cannot be enforced if the contracted activities are felonies.

### Non-Disclosure Agreement

**Task Description**  
Choose Save to save your work and return later, or Submit to submit the task for approval.  
Complete response for Initiative: **Non-Disclosure Agreement v2**

**1. NDA**

**1.1) Do you have an Ariba Contract Management (ACM) ID from an electronically signed NDA? (Each signed NDA is accompanied by an ACM ID. If you do not have an ACM ID, please work with your Baker Hughes contact) \***

Yes  
 No

**1.3) If no, please upload completed NDA or MSA. \***

If you have, then please provide the Ariba Contract Management ID.

If you do not have the ACM ID then please upload your NDA or “Master Service Agreement” (MSA). If don't have anything please get in touch with your Baker Hughes contact.

Once you have responded to all questions and/or uploaded the documents click **“Submit”**.

**1. NDA**

**1.1) Do you have an Ariba Contract Management (ACM) ID from an electronically signed NDA? (Each signed NDA is accompanied by an ACM ID. If you do not have an ACM ID, please work with your Baker Hughes contact) \***

Yes  
 No

**1.3) If no, please upload completed NDA or MSA. \***

▾

**1.4) I understand that typing my name where indicated below constitutes my electronic signature executed as of the date and time of submission, and that by doing so I am consenting to the use of electronic means to sign this form. I understand that my electronic signature is legally binding just as if I had signed a paper document.**

**1.6) First Name \***

**1.7) Last Name \***

**1.8) Position \***

After submitting the request, the below pop-up will show that the task has been submitted successfully.

The task was submitted successfully

### My Tasks

Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.

Date	Activity Name
Jul 15, 2020	RIV0000199 Respond to Questionnaire - Financial Health Review

### Relationship Status

Organization	Status
AERO SERVICE TECHNOLOGY ITALY SRL [Baker Hughes Company]	STARTED

## 3PS CyberSecurity

Cybersecurity is the protection of internet-connected systems such as hardware, software and data from cyber-threats. The practice is used by individuals and enterprises to protect against unauthorized access to data centers and other computerized systems.

Please follow the instructions in this initiative in order to receive 3PS CyberSecurity approval.

## 3PS CyberSecurity

Submit Save Cancel Assign To... Assign To Me Create New Linked Activity

### Task Description

Choose Save to save your work and return later, or Submit to submit the task for approval.

Complete response for Supplier: abc cyber for Initiative: 3PS CyberSecurity

#### 1. 3PS CyberSecurity

##### 1.1)

Please click the following link to respond to third party security assessment: <https://app.processunity.net/bakerhughes/>

1.2) Please provide reference number from the third party security assessment. \*

Submit Save Cancel Assign To... Assign To Me Create New Linked Activity

## Financial Health Review

Please follow the instructions and attach your latest Financial Statements and enter the required figures into HICX, in order to help Baker Hughes understand your company's financial health.

## CTPAT – Customs–Trade Partnership Against Terrorism

**The Customs–Trade Partnership Against Terrorism (CTPAT or C-TPAT)** is a voluntary supply-chain security program led by U.S. Customs and Border Protection (CBP) focused on improving the security of private companies' supply chains with respect to terrorism.

Companies who achieve CTPAT certification must have a documented process for determining and alleviating risk throughout their international supply chain. This allows companies to be considered low risk, resulting in expedited processing of their cargo, including fewer customs examinations.

The supplier would also receive this task to complete along with the registration activity. The below page contains the details of the page concerned and fields related therewith.

The screenshot shows a web interface for Baker Hughes. The top navigation bar includes: Dashboard, Company Profile, Invoicing, Requests, Resource Center, History, Communication Center, and Help. Below the navigation is a 'Back' button and a section titled 'CT PAT'. The main content area contains the following text: "Baker Hughes is a certified and validated member of the U. S. Customs Trade Partnership Against Terrorism (CTPAT) program CTPAT program link. The CTPAT program works with the trade community to strengthen international supply chains and improve United States border security. As part of the ongoing process, Baker Hughes must assess its own security practices as well as communicate CTPAT security recommendations to international business partners to promote, review and enhance their security processes where needed. In addition, Baker Hughes must ensure that U.S customs mandatory supply chain security requirements are being met, thus ensuring our business partners are aware they are instrumental in the success of this program. We expect that your company will comply with CTPAT guidelines that Customs has published via link CBP link to MSC. Supplier enrollment in the CTPAT program is not mandatory but strongly encouraged. By signing and returning this form, you hereby acknowledge that your company has reviewed and will comply with the minimum security criteria set forth by the CTPAT program." Below this text are two radio button questions: "Do you participate in Customs-Trade Partnership Against Terrorism (CT-PAT)?" with 'Yes' and 'No' options, and "Do you participate in Foreign Supply Chain Security Program?" with 'Yes' and 'No' options. Below these are input fields for "Foreign security program name" and "Country".

Here supplier would be asked for two questions:

1. Whether the supplier participates Customs–Trade Partnership Against Terrorism (CT-PAT)?
2. Whether the supplier participates in Foreign Supply Chain Security Program?

After the above fields are filled, please submit the task.

## W8 BEN

Please follow the instructions and attach your W8–BEN form.

Form W8–BEN, Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding, is used by a foreign person to establish both foreign status and beneficial ownership, and to claim income



tax treaty benefits with respect to income other than compensation for personal services. Tax document contain their legal name and address along with tax number. Forms W-8 are valid for the year in which they are signed and for the next three calendar years. For example, a Form W-8BEN signed on March 5, 2018, remains valid through December 31, 2021, and must be resubmitted to IBKR no later than January 30, 2022. Failure to update your W-8 form will result in withholding on all income including gross proceeds from securities sales.

*Note: The criteria to trigger this initiative is that Baker Hughes is in United States of America and supplier is from Non-US region.*

## W9 Form

Please follow the instructions and attach your W9 form.

A W-9 form is an Internal Revenue Service (IRS) tax form that is used to confirm a person's name, address, and taxpayer identification number (TIN) for employment or other income-generating purposes. The confirmation can be requested for either an individual defined as a U.S. citizen or a person defined as a resident alien.

A W-9 form is also known as a Request for Taxpayer Identification Number and Certification form. After the completion, the **W-9** forms do not **expire**. However, the IRS requires them to be replaced when specific information is changed, including changes in names, type of business entity or a taxpayer ID number.

*Note: The criteria to trigger this initiative is that Baker Hughes and supplier both are in United States of America.*

## French Registration

The French **URSSAF** (Unions de Recouvrement des Cotisations de Sécurité Sociale et d'Allocations Familiales, meaning the Organizations for the Collection of Social Security and Family Benefit Contributions) is a network of private organizations created in 1960 whose main task is to collect employee and employer social security contributions that finance the Régime general (general account) of France's social security system, including state health insurance (Assurance maladie en France [fr]).

**URSSAF** employees are not, as commonly assumed, civil servants, and thus they are covered by the same employment agreements as other social security employees.

When the you are onboarded with internally handled, the requestor will get the below "**France Registration**" initiative regarding your registration in the portal.

The screenshot shows a web interface for 'France Registration'. At the top, there is a navigation bar with 'Baker Hughes', 'Dashboard', 'Resource Center', 'Communication Center', and 'Company Profile'. Below the navigation bar, the title 'France Registration' is displayed. There are three buttons: 'Submit', 'Cancel', and 'Save Draft'. The main content area is titled 'Task Description' and contains the text: 'Choose Save to save your work and return later, or Submit to submit the task for approval. Complete response for Initiative: France Registration'. Below this, there are three numbered steps for document uploads: '1. Upload Document', '1.1) Valid certification of social contributions declaration and payment (URSAFF)', and '1.2) Valid tax registration doc (Kbis)'. Each step has a 'Choose File' button and the text 'No file chosen'. At the bottom, there are three buttons: 'Submit', 'Cancel', and 'Save Draft'.



## Italian Law 136 Declaration

The “Extraordinary plan against mafia, and delegation to Government on anti-mafia legislation” (Law 136/2010) came into force on September 7, 2010. This legislation requires companies that participate in any capacity in public procurement, to use current accounts (bank or post office) that are dedicated, even on a non-exclusive basis, to public-sector procurement contracts and to use them for every relevant financial transaction.

In addition, Art. 3, paragraph 1 of Law 136/2010 requires all financial transactions relating to such procurement contracts to be made by bank or post office transfer or by other means of collection or payment that allow transactions to be traced.

Therefore, in order to comply with the above regulations, you are invited to communicate the coordinates of the bank or post office current account to which Fincantieri will make payments, using the attached facsimile and expressly stating the details of the contract(s) concerned.

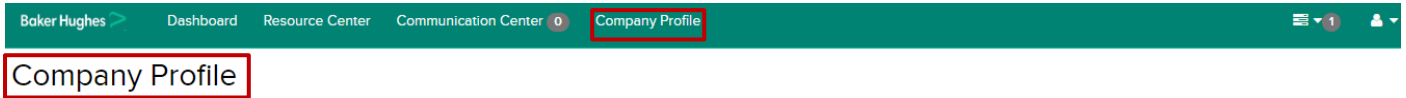
We take this opportunity to remind you that you are also required to provide the contracting authority with a statement containing identifying details of the dedicated current accounts, the names and tax numbers of the authorized signatories, as well as any future changes in the information previously sent (see Related resources, Traceability of flows).

There are 1 Approvals Pending for Bank Account

Contacts		+ Add
Description		Last Modified
Shary Simon (Default)		Jul 16, 2020
Ramya Srinivasraju		Jul 16, 2020

## 5 Company Profile

Under the Menu **“Company Profile”** you can view and proactively update information about your company.



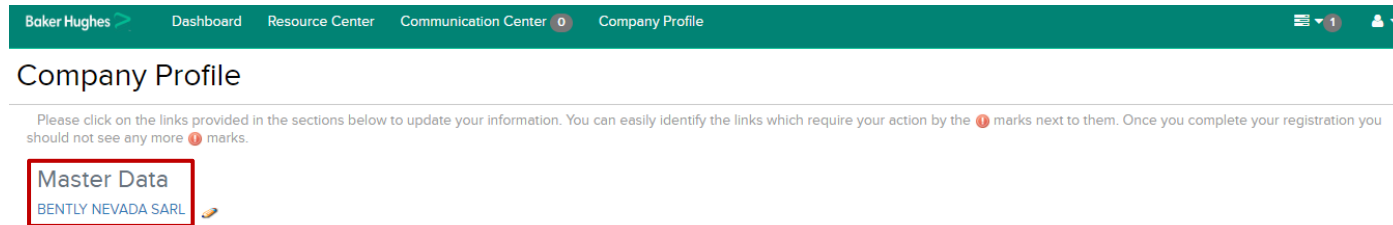
In this section we are going to explore each option. After submitting and any change request you should receive the below confirmation message.



Your updates have been received. If these changes require approvals, they will not be reflected on your profile until the approvals have been completed.

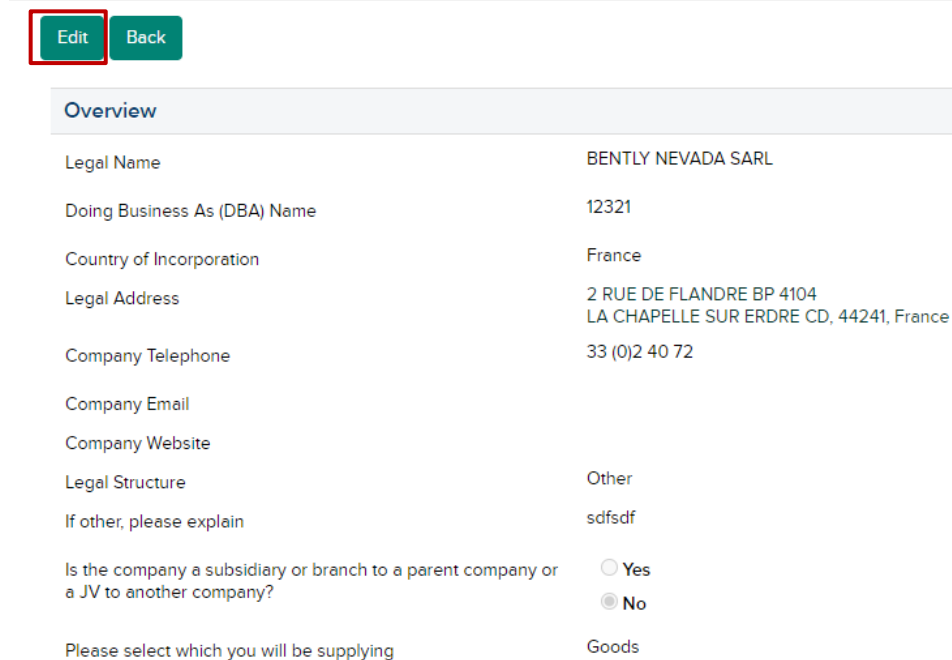
### 5.1 Master Data

Under the Master Data section, clicking on your Company’s Name in order to see your Company’s Master Data, such as Name, Legal Address, Company Telephone.



By clicking on **“Edit”** you can change these.

### Supplier Details



Once you have finished the updates, add a Reason for change and click **“Validate”**.

## Edit Legal Address/Company Details

Complete the form below by entering current information. All fields marked with a \* are mandatory.

**Validate** Cancel

### Change Request

Reason for change :

### Company Information

Overview	
Legal Name <sup>?</sup>	<input type="text" value="* BENTLY NEVADA SARL"/>
Doing Business As (DBA) Name <sup>?</sup>	<input type="text" value="* 12321"/>
Country of Incorporation	<input type="text" value="* France"/>
Legal Address	<input type="text" value="* 2 RUE DE FLANDRE BP 4104, LA CHAPEL..."/>
Company Telephone	<input type="text" value="* 33 (0)2 40 72"/>
Company Email	<input type="text"/>

You will see a confirmation message if the validation was successful. Click **“Complete”** and you will see that the Change Request is Submitted for Baker Hughes internal review.

## Edit Legal Address/Company Details

Validation was successful. Please press Complete to save the changes

**Complete** Cancel

### Change Request

Reason for change : Adding Company Website

### Company Information

Overview	
Legal Name	BENTLY NEVADA SARL
Doing Business As (DBA) Name	12321
Country of Incorporation	France
Legal Address	2 RUE DE FLANDRE BP 4104 LA CHAPELLE SUR ERDRE CD, 44241, France
Company Telephone	33 (0)2 40 72
Company Email	
Company Website	http://www.bently.com
Legal Structure	Other

## 5.2 Add Address

In the **“Address Book”** section you can see all your addresses in the system. To add a new one click on and click on **“Add”**.

## Company Profile

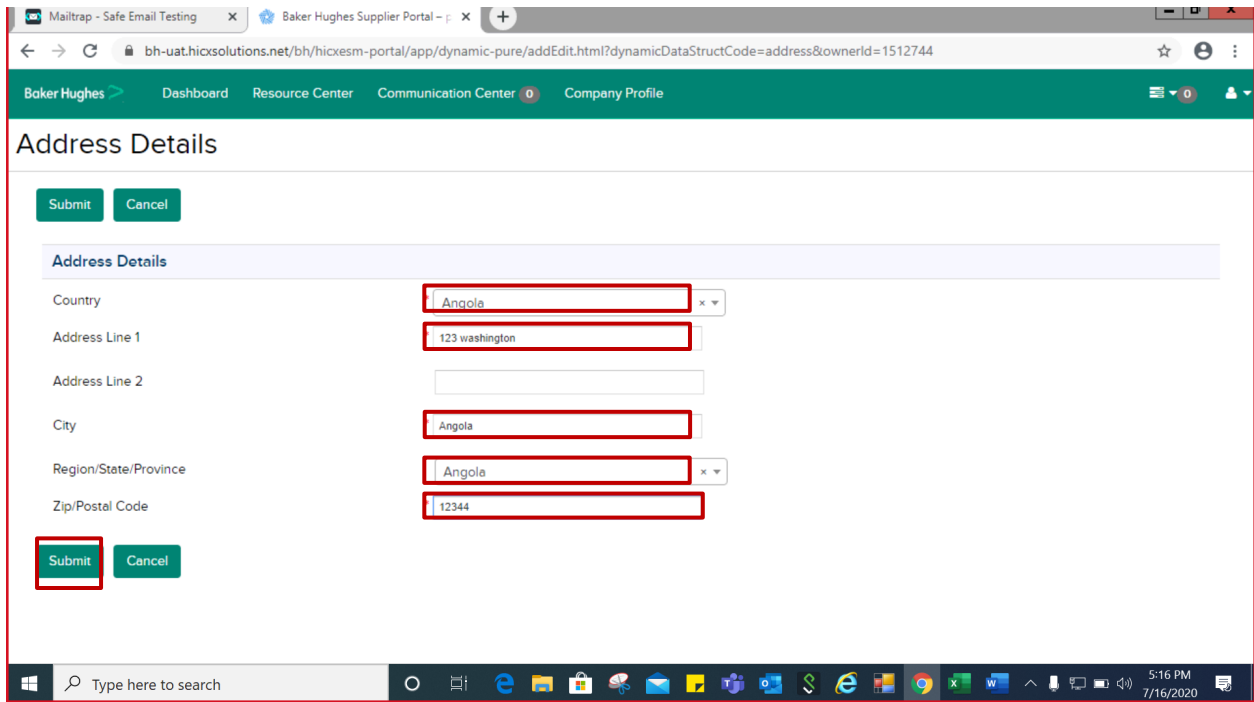
Please click on the links provided in the sections below to update your information. You can easily identify the links which require your action by the 0 marks next to them. Once you complete your registration you should not see any more 0 marks.

### Master Data

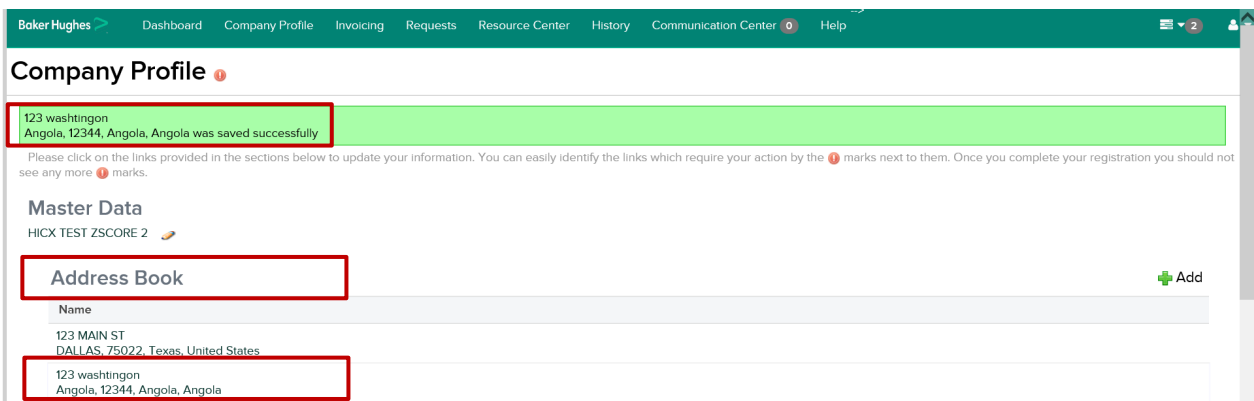
HICX TESTSK

Address Book	+ Add
Name	
6-8 Park st Monaghan street 4566 Monaghan, 6777888, Monaghan, Ireland	

Enter the details and click **“Submit”**

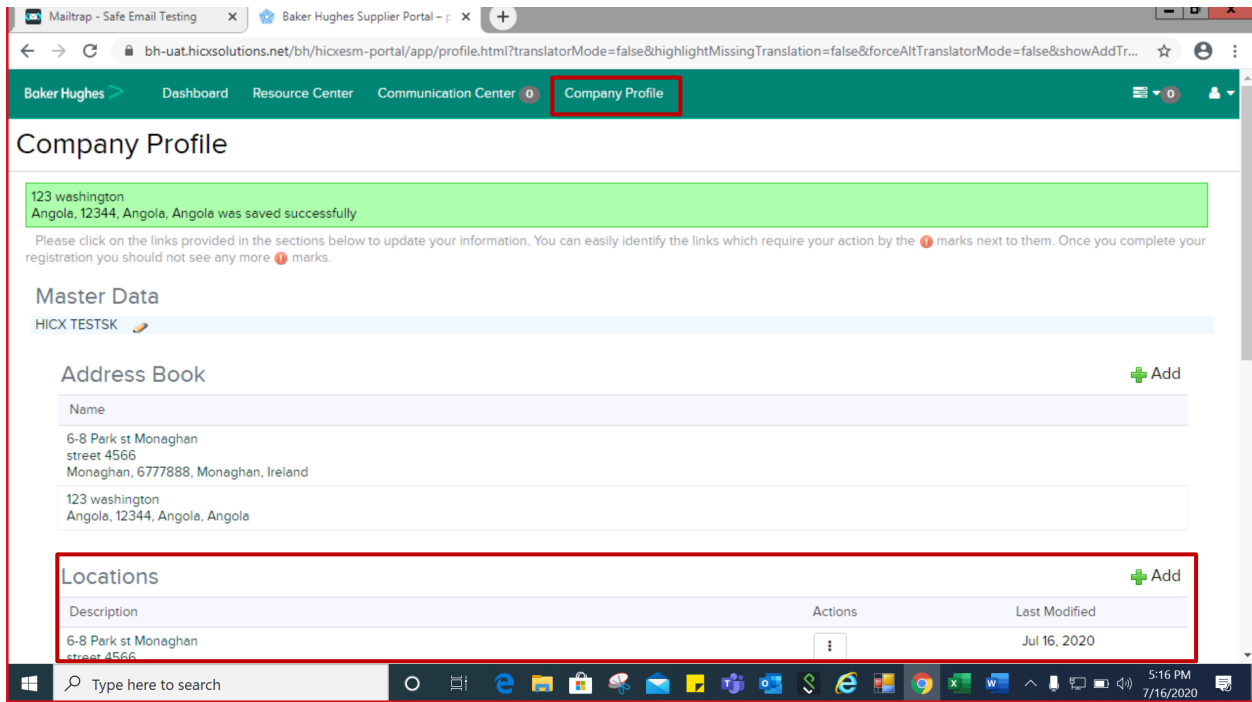


After submitting you will get success message and you can see the added address under address book.

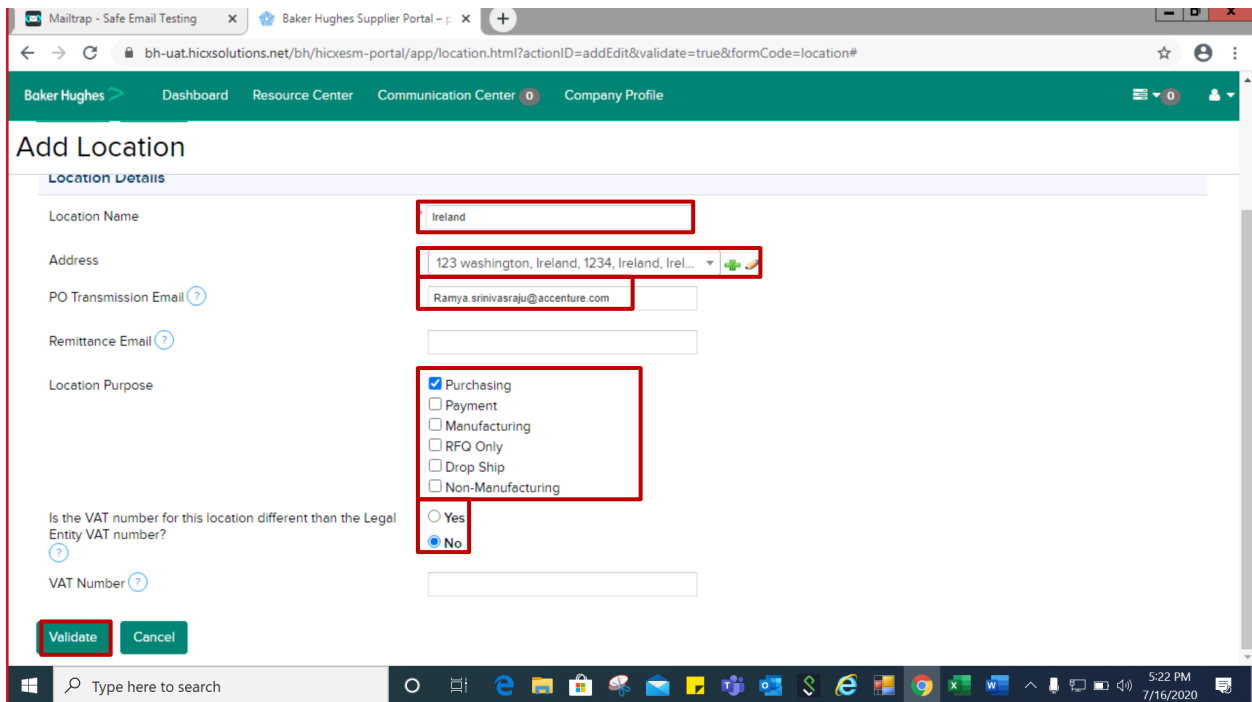


### 5.3 Add Location

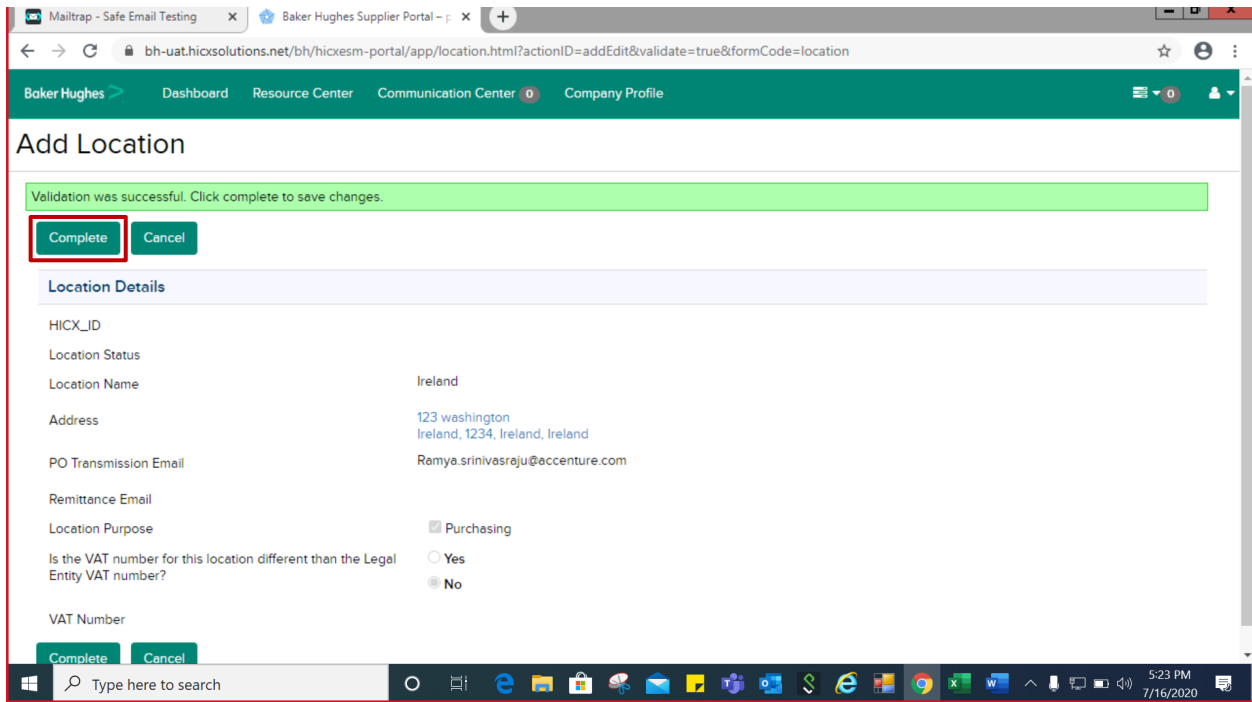
In the **"Locations"** section you can see all your addresses in the system. To add a new one, click on and click on **"Add"**.



Enter the details and click **“Validate”**

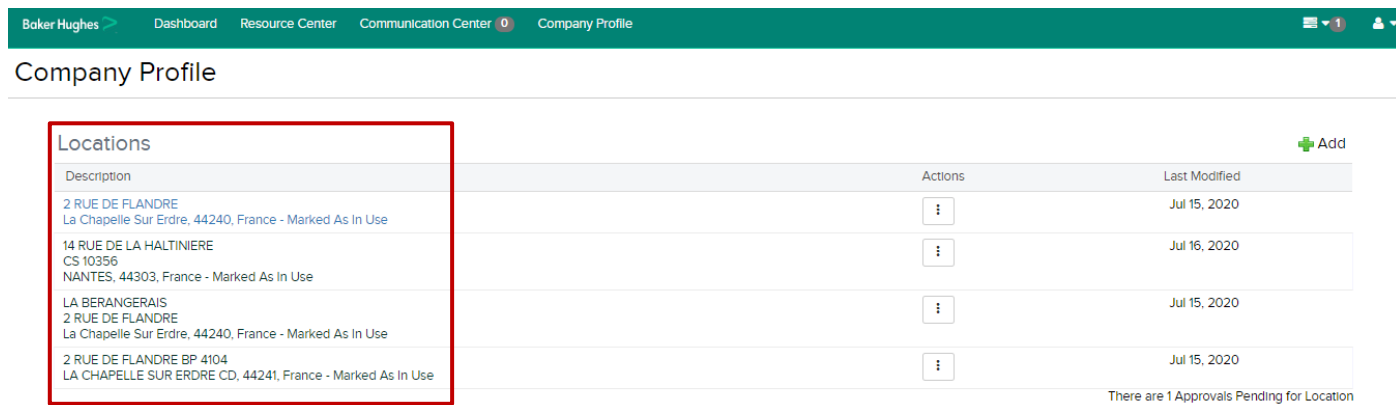


If the validation is successful, then click **“Complete”**.

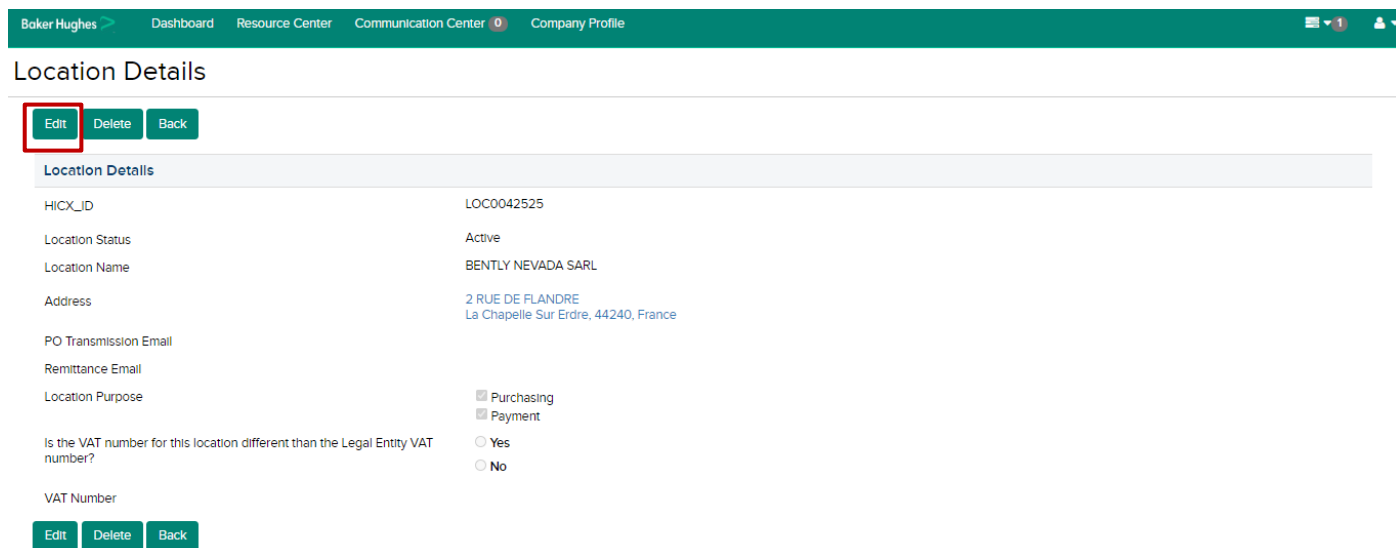


## 5.4 View and Edit Location

By clicking on the Description of a Location you can view it.



By clicking **“Edit”**, you can edit it.



Make your changes, Add the Reason for change and click **“Validate”**.

## Assign Location

Fill in the form below to update the Location Details.

**Validate** Cancel

Reason for change:

Flagged for Manufacturing as well

### Location Details

Location Name: BENTLY NEVADA, SARL

Address: 2 RUE DE FLANDRE, La Chapelle Sur Erdr...

PO Transmission Email:

Remittance Email:

Location Purpose:
 

- Purchasing
- Payment
- Manufacturing
- RFQ Only
- Drop Ship
- Non-Manufacturing

Is the VAT number for this location different than the Legal Entity VAT number?
 

- Yes
- No

VAT Number:

If the validation was successful, then click **“Complete”** and you will see that the Change Request is Submitted for Baker Hughes internal review.

## Assign Location

Validation was successful. Click complete to save changes.

**Complete** Cancel

Reason for change:

Flagged for Manufacturing as well

### Location Details

HICX\_ID: LOC0042525

Location Status: Active

Location Name: BENTLY NEVADA SARL

Address: 2 RUE DE FLANDRE  
La Chapelle Sur Erdre, 44240, France

PO Transmission Email:

Remittance Email:

Location Purpose:
 

- Purchasing
- Payment
- Manufacturing

Is the VAT number for this location different than the Legal Entity VAT number?
 

- Yes
- No

VAT Number:

**Complete** Cancel

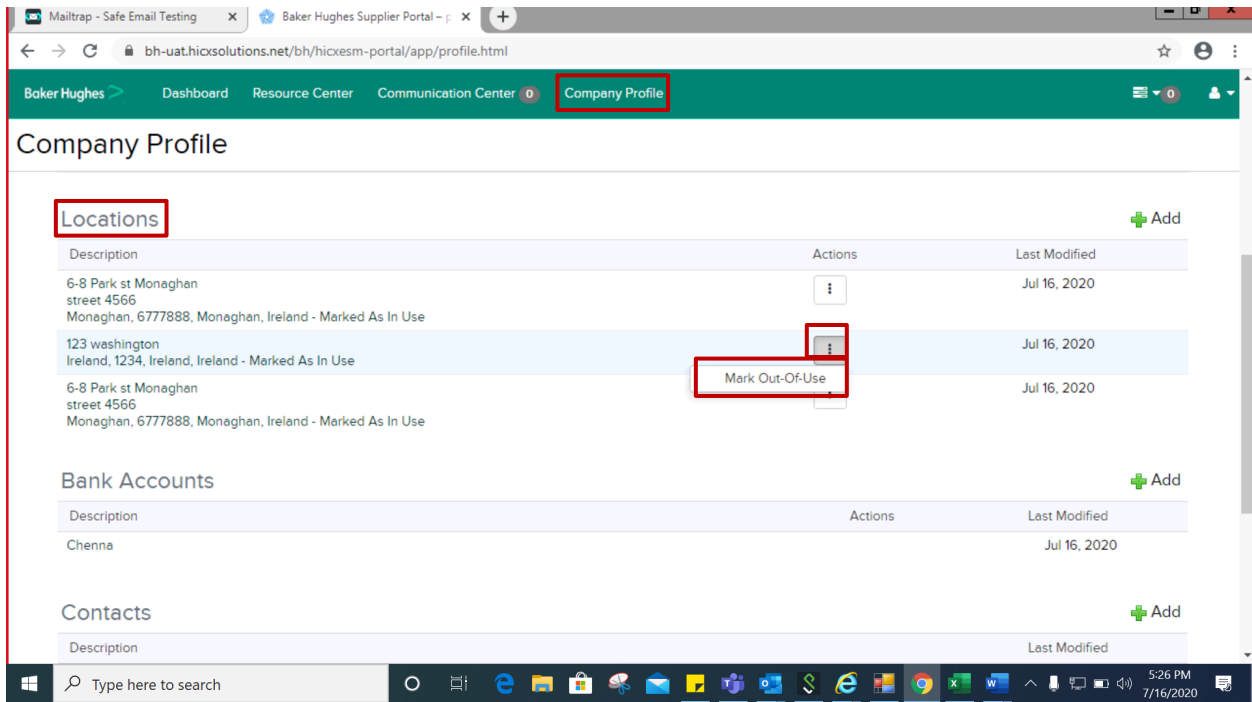
## Change Request Submitted

Your updates have been received. If these changes require approvals, they will not be reflected on your profile until the approvals have been completed.

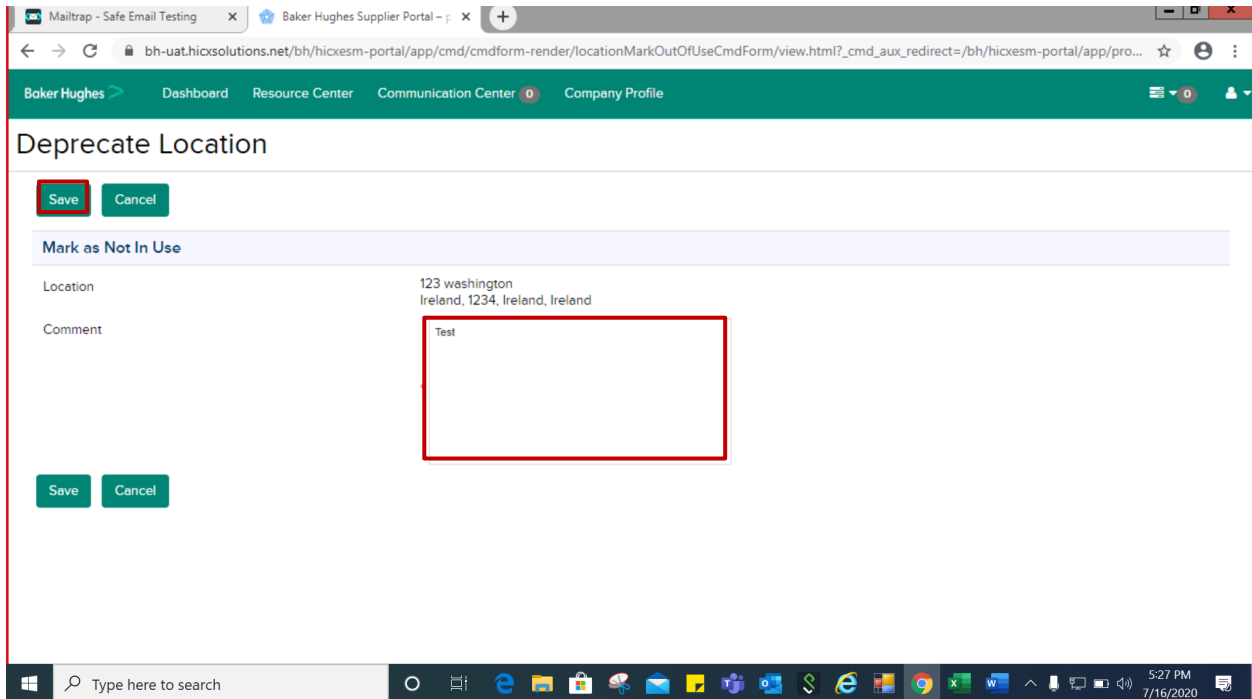
## 5.5 Mark Location Out-Of-Use

You have the option to Mark a Location Out-Of-Use. This is to be used for example if one of the company’s factories have closed.

Go to **“Company Profile”** under **“Location”** heading can find 3 dots under **“Actions”** tabs and click on **“Mark Out-of-Use”**

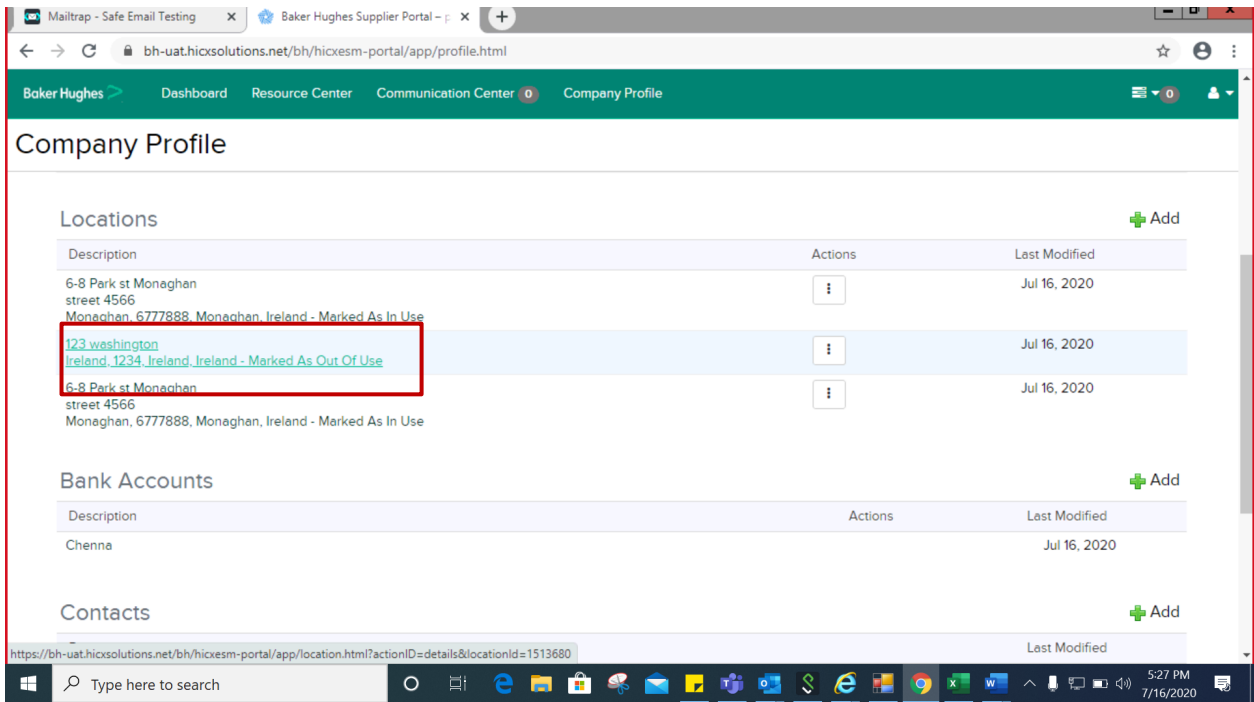


Provide **“Comment”** and click on **“Save”**

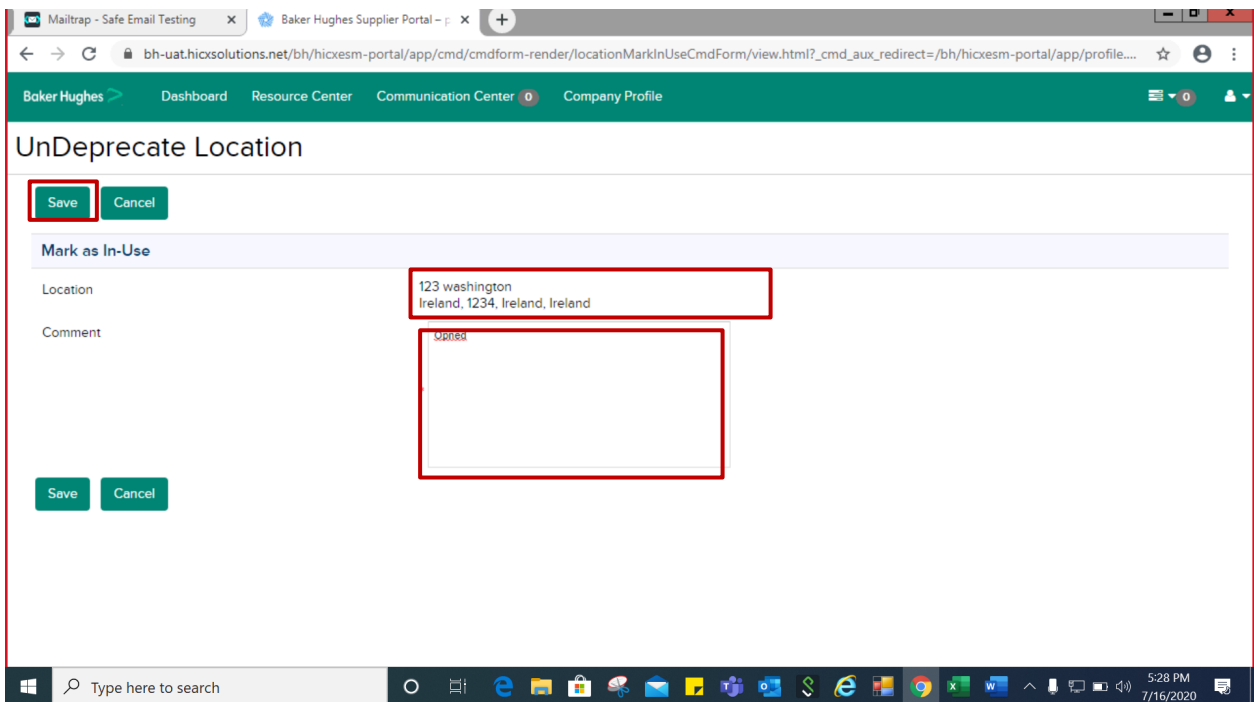


After saving it will show the location as **“Marked as Out of Use”**





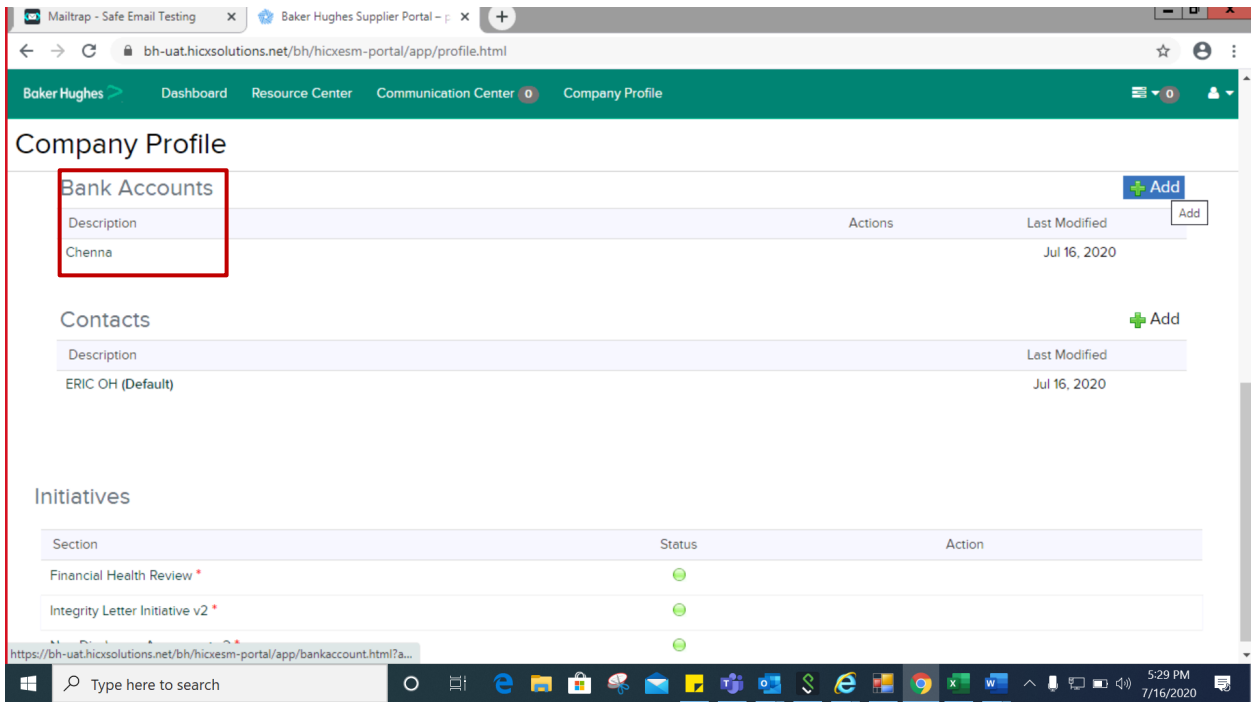
Supplier can again change the option to use location as **“Mark in Use”** under 3 dots.



And provide a **“Comment”** and click on **“Save”** option

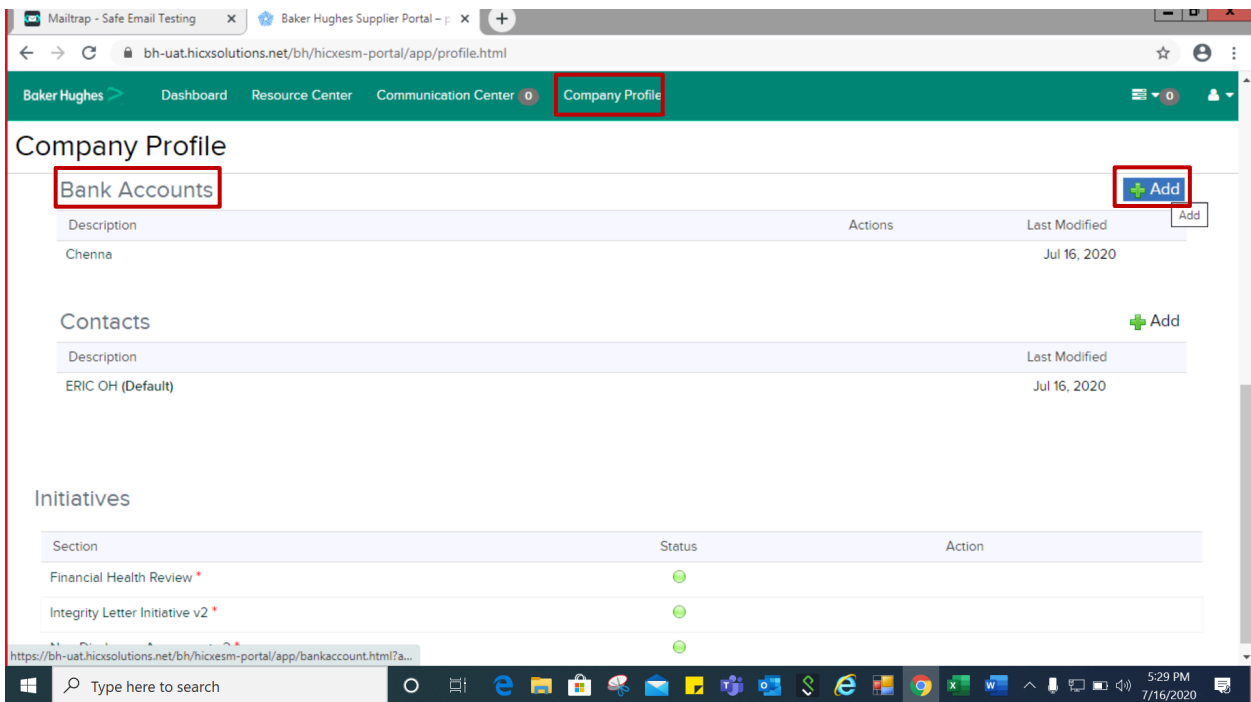
## 5.6 View Bank Account

In the Bank Accounts section, you can View the Bank Account Details by clicking on the Description of the Bank Account.

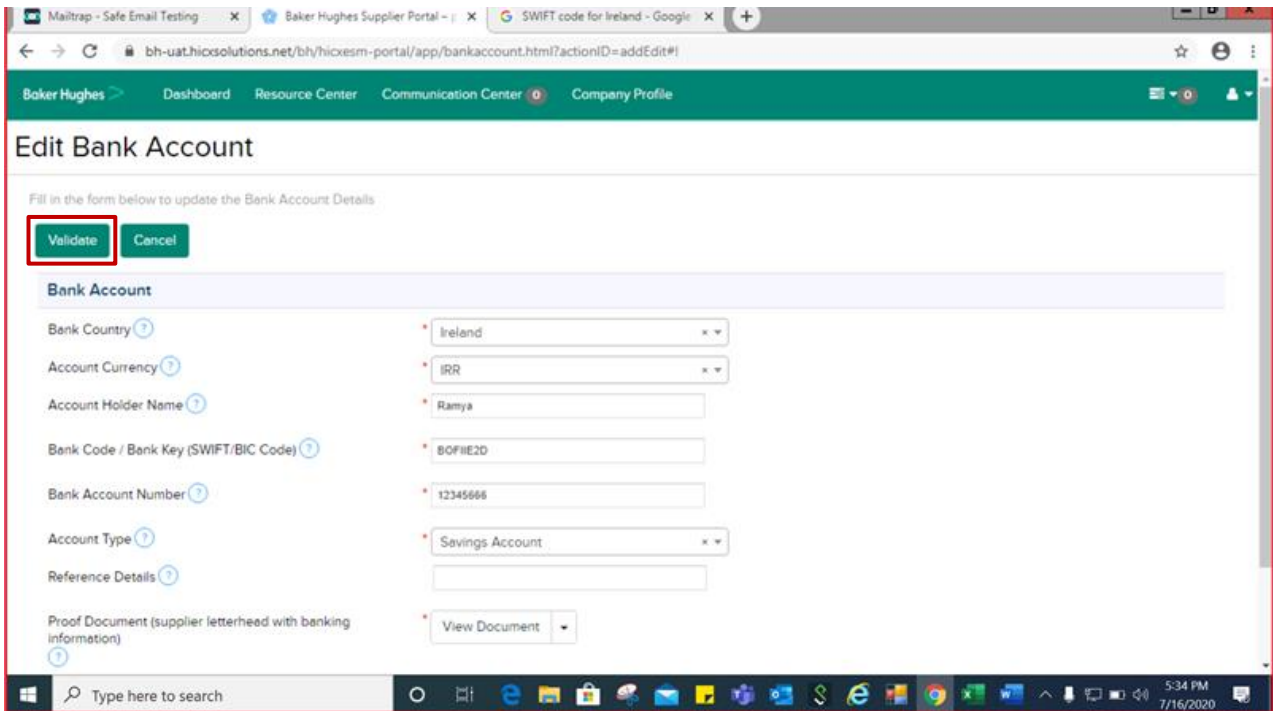


## 5.7 Add Bank Account

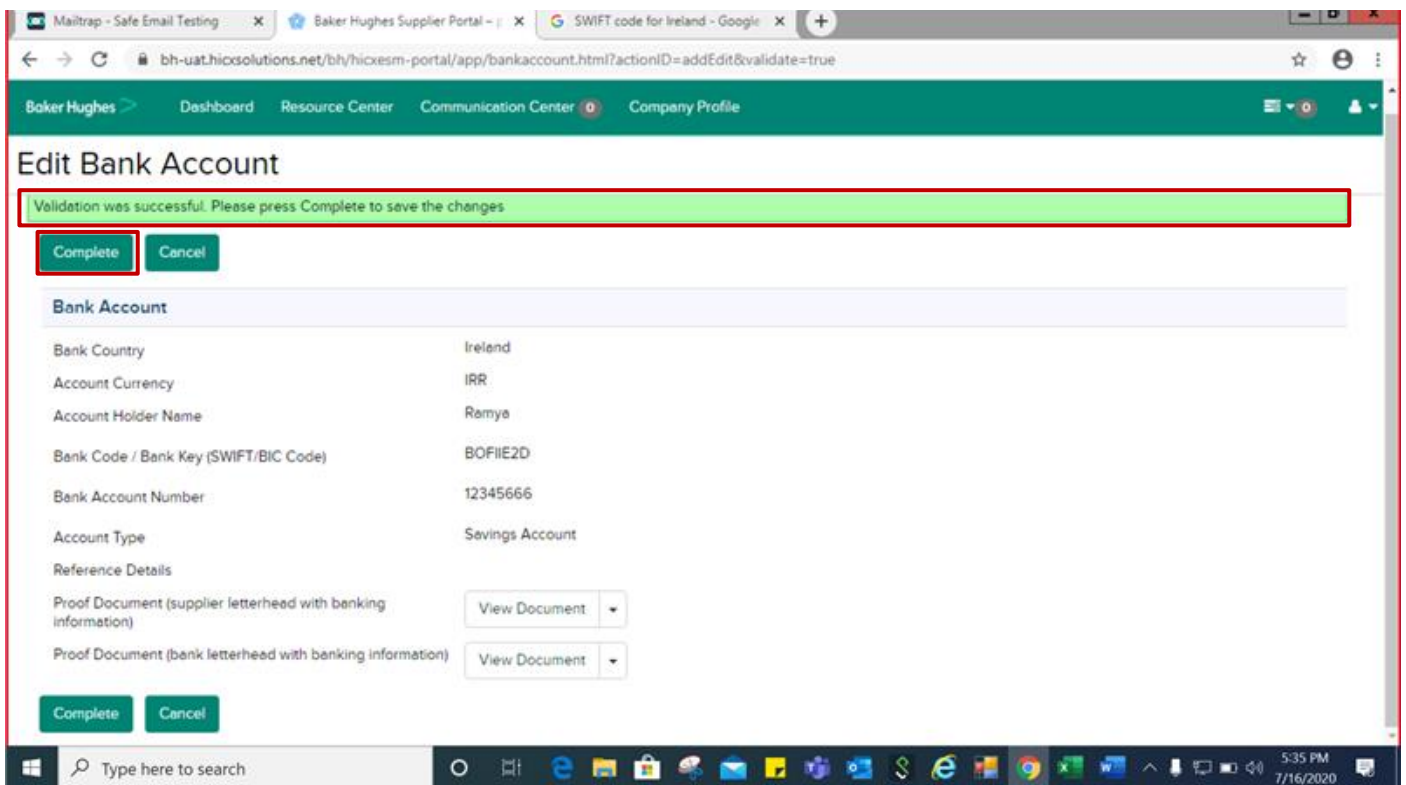
You can add their bank account in **"Company Profile"** tab under **"Bank Account"** heading click on the **"Add"** symbol



Enter all details and click **"Validate"**.



If the validation is successful, then click **“Complete”**.



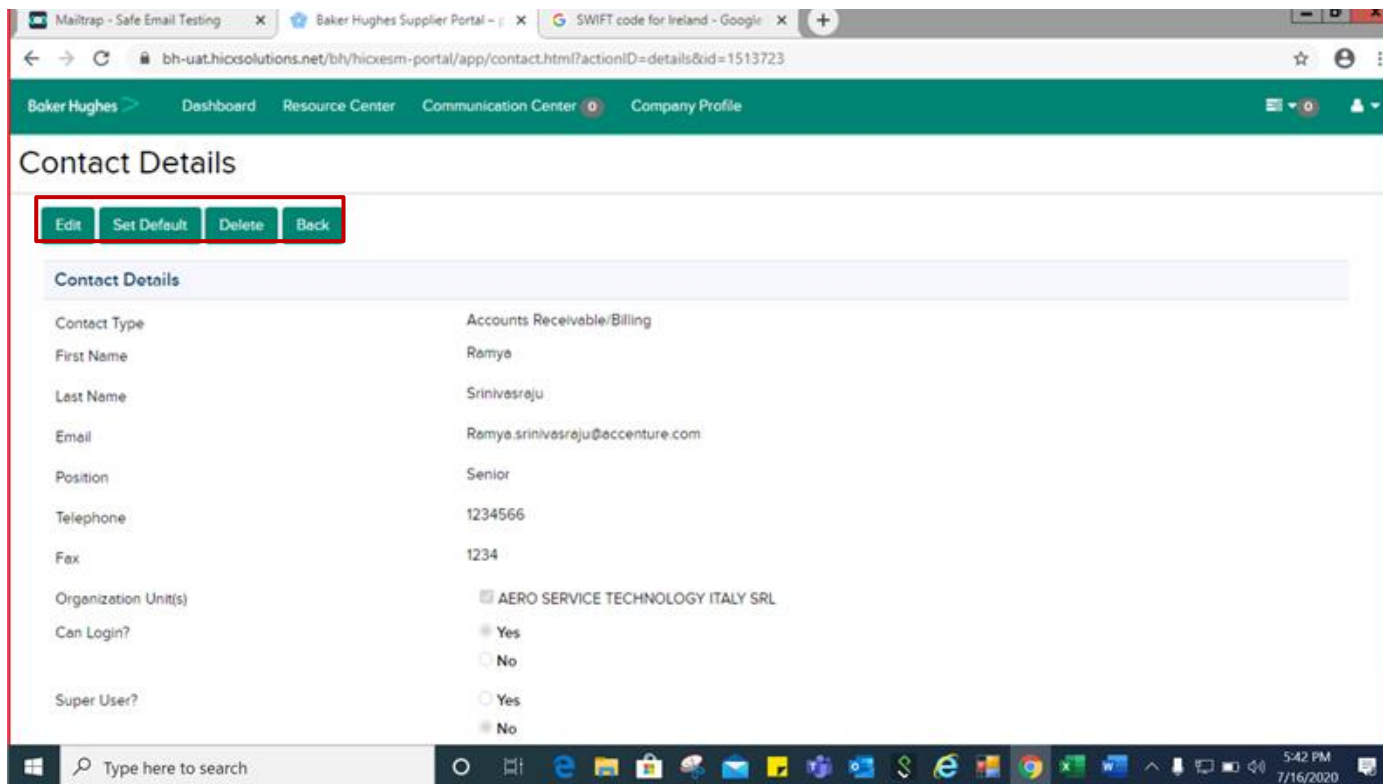
## 5.8 View and Edit Contact

You can view a Contact under the Contacts section by clicking on its Description.

Contacts		+ Add
Description		Last Modified
ERIC OH (Default)		Jul 16, 2020
Ranya Srinivasraju		Jul 16, 2020

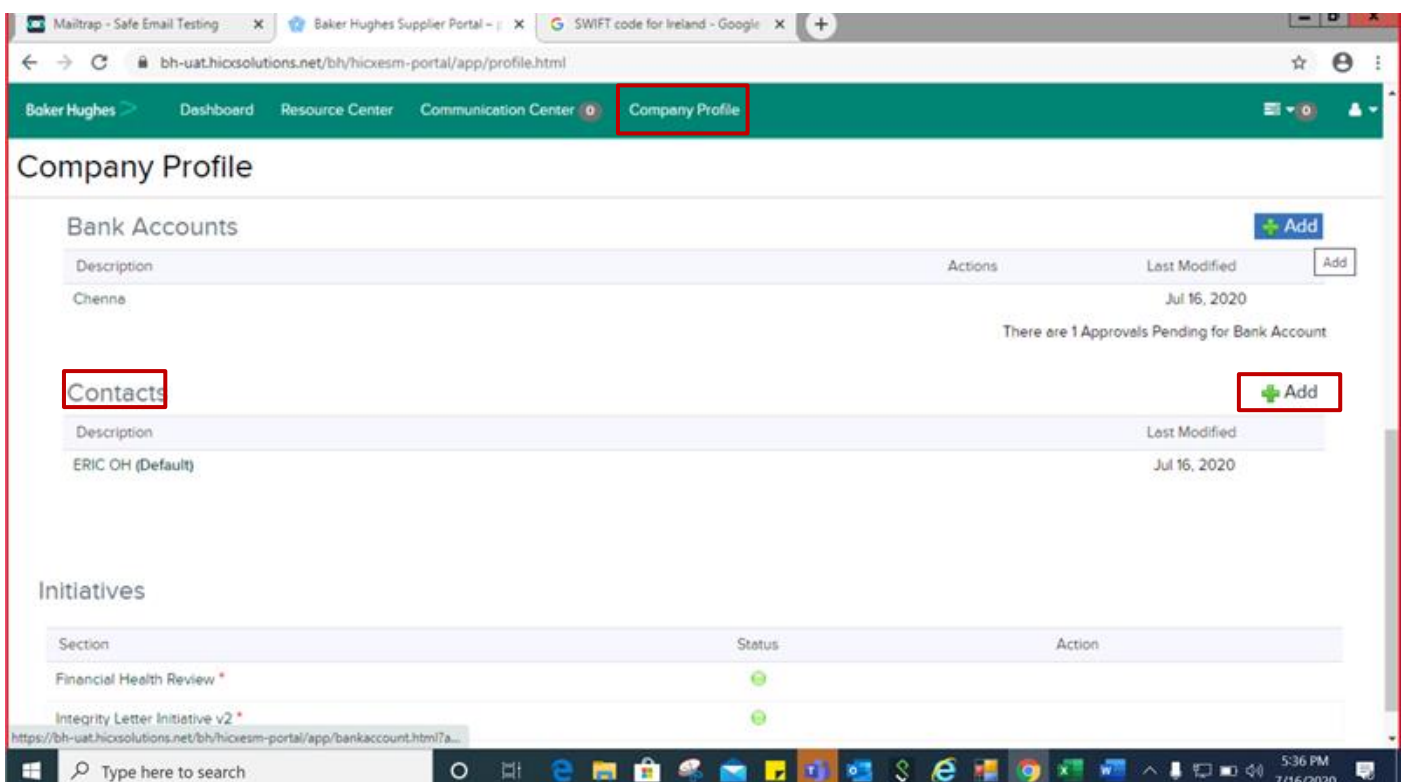
You can select the below options:

- i. **"Edit"** to change the Contact details.
- ii. **"Set Default"** to make this Contact the default company contact
- iii. **"Delete"** to delete the contact from the database
- iv. **"Back"** to return to **"Company Profile"** page

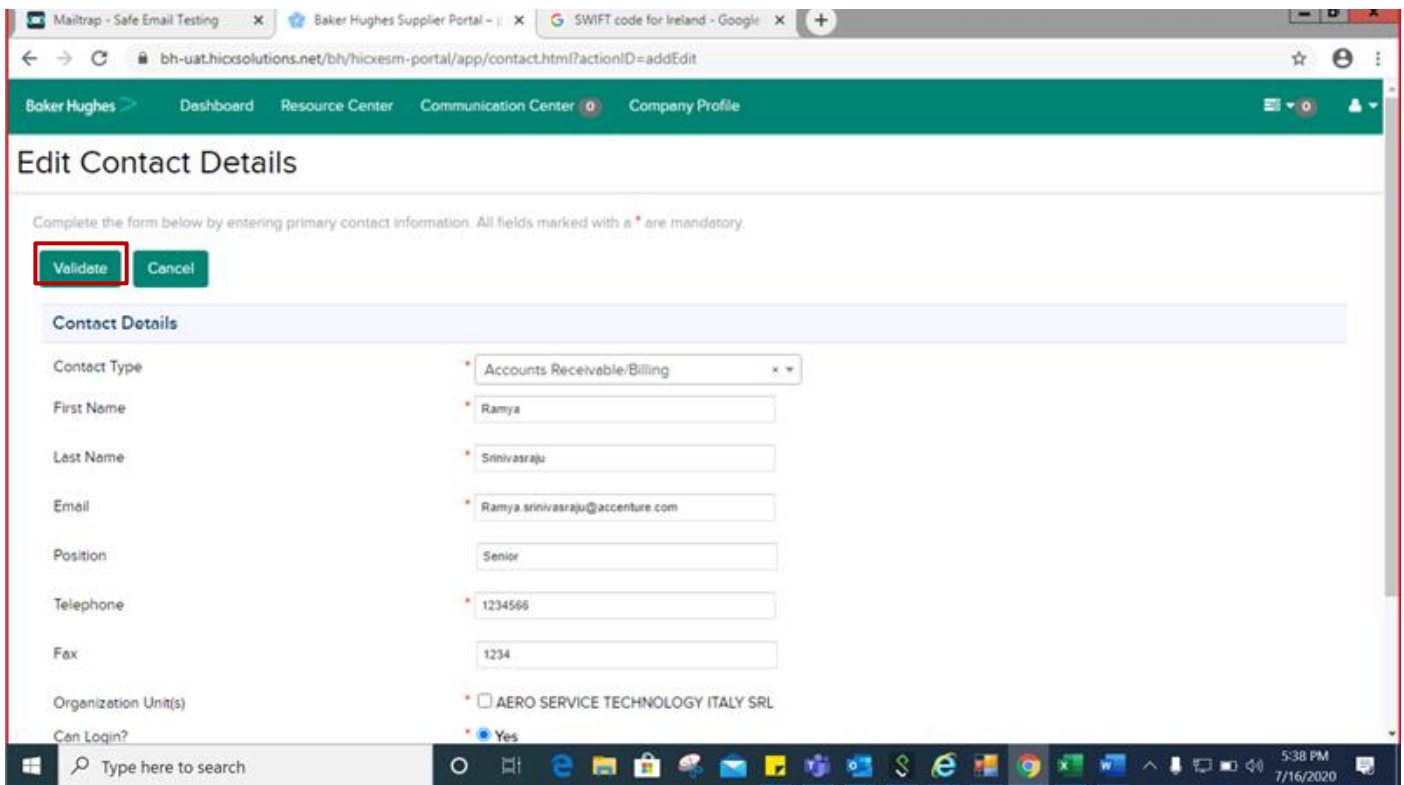


## 5.9 Add Contact

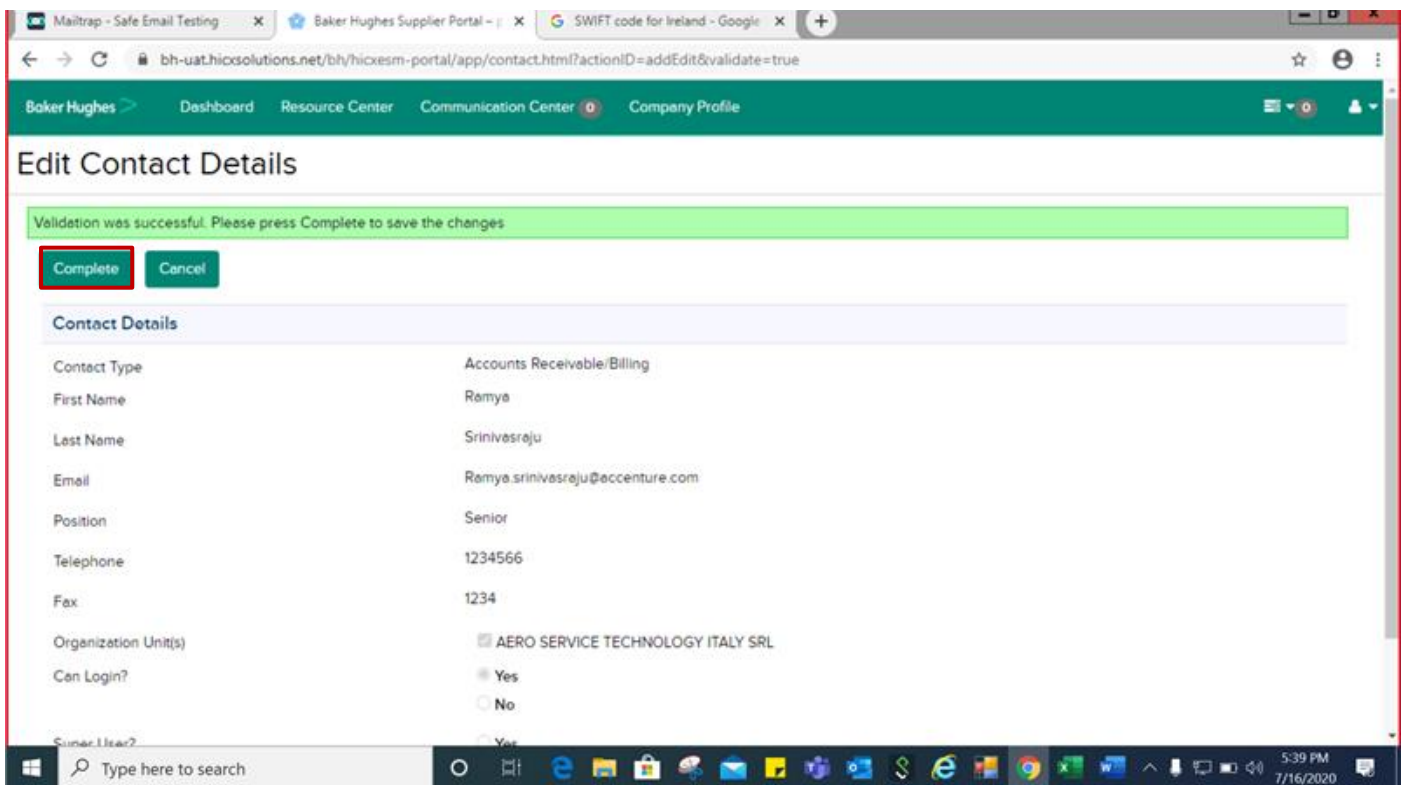
In order to add a new contact, under **"Contacts"** click on **"Add"**



Fill all the necessary fields and click on **"Validate"**



If the validation is successful, then click **“Complete”**.



## 5.10 Initiatives

You can also find the initiatives that have are relevant to you in the **“Company Profile”** tab under **“Initiative”** heading. If you completed all mandatory details, it will show as **“Green”** status if not then **“Red”** status. Please click on **“Respond to Questionnaire”** to complete these incomplete initiatives.

### Company Profile ⓘ

SAL JONES (Default) May 11, 2020

Description	Last Modified
SAIKAT SINHATAL	May 08, 2020
SAL JONES (Default)	May 08, 2020

[+ Add](#)

### Initiatives

Section	Status	Action
Integrity Letter *	<span style="color: green;">●</span>	
Non-Disclosure Agreement *	<span style="color: green;">●</span>	
CT-PAT *	<span style="color: green;">●</span>	
<span style="color: red;">ⓘ</span> Ssrp v11 * <span style="color: red;">New</span>	<span style="color: red;">●</span>	<a href="#">Respond to Questionnaire</a>
<span style="color: red;">ⓘ</span> Financial Statement v2 * <span style="color: red;">New</span>	<span style="color: red;">●</span>	Respond to Questionnaire

<https://bh-uat.hicxsolutions.net/bh/hicxsm-portal/app/index.html>

## 6 Relationship Status

On the Home page You can see all the Baker Hughes Legal Entities / Organizations / Operating Units / Company Codes that your company has Relationships with and what is their Status.

This information will be the useful in the following occasions:

1. When you add new Master Data (Locations, Bank Accounts, Contacts) and you have multiple Relationships then someone from Baker Hughes might be in touch with you to ask in which Relationships would you like to use that data.
2. When you are speaking to a Baker Hughes employee who only works in one of these Legal Entities.

The screenshot shows the Baker Hughes software interface. At the top is a navigation bar with 'Baker Hughes' logo and menu items: Dashboard, Resource Center, Communication Center (with a notification icon), and Company Profile. Below the navigation bar is the 'My Tasks' section, which includes a sub-header 'My Tasks' and a note: 'Periodic collaborations will be communicated as tasks. These may be requests for additional information or modifications to existing content.' A table below this note has two columns: 'Date' and 'Activity Name'. One row is visible with the date 'Jul 16, 2020' and the activity name 'Respond to Questionnaire - France Registration'. Below the 'My Tasks' section is the 'Relationship Status' section, which is highlighted with a red border. It contains a table with two columns: 'Organization' and 'Status'. The table lists eight organizations with their corresponding status: '1000\_OS OPERATIONS, LLC\_0001/IT01 [Baker Hughes Company]' with status 'PENDING UPDATE', and seven other organizations with status 'STARTED'.

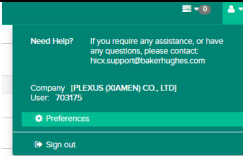
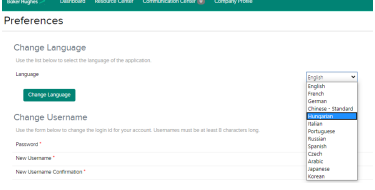
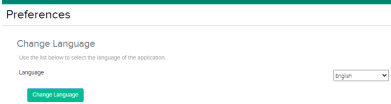
Organization	Status
1000_OS OPERATIONS, LLC_0001/IT01 [Baker Hughes Company]	PENDING UPDATE
1200_BENTLY NEVADA, LLC_0012 [Baker Hughes Company]	STARTED
1500_GE ENERGY CTRL. SOLU. LLC_LO00 [Baker Hughes Company]	STARTED
1600_REUTER-STOKES LLC_RS01 [Baker Hughes Company]	STARTED
1800_GE INSP TECHNOLOGIES LP_1801/1802 [Baker Hughes Company]	STARTED
1830_GE INFRASTRUCTURE SENSING_1830 [Baker Hughes Company]	STARTED
5000 - GENERAL ELECTRIC BAHRAIN COMPANY W.L.L._BH00/AE00 [Baker Hughes Company]	STARTED
5020 - GE OIL & GAS IND.PVT.LTD. (FORMER IN02/IN03/INCP/IN00) [Baker Hughes Company]	STARTED

## 7 Profile Settings

### 7.1 Change Language

Change language at Baker Hughes Supplier Portal.

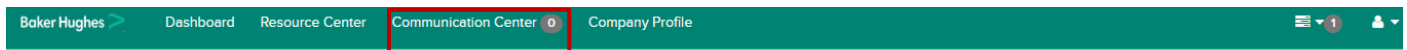
Please note that the default language of HICX is English. Choosing a different language will translate all the fields in HICX, however this is an automatic translation which still has several mistakes. We are currently working to improve the quality of this translation.

Step	Process	Screenshot
1	Log into a supplier account. At the profile icon, select Preferences.	 A screenshot of a user profile dropdown menu. It includes a 'Need Help?' section with contact information, the user's company name 'LEXUS (GAMEN) CO., LTD', and user ID '703175'. The 'Preferences' option is highlighted with a green circle, and 'Sign out' is at the bottom.
2	At the Preferences screen, Change Language section, select the language from the dropdown.	 A screenshot of the 'Preferences' page. The 'Change Language' section has a dropdown menu open, showing options: English, French, German, Chinese - Standard, Japanese, Portuguese, Russian, Spanish, Czech, Arabic, Japanese, and Korean. The 'Change Language' button is visible below the dropdown.
3	Click Change Language.	 A screenshot of the 'Preferences' page. The 'Change Language' section shows a dropdown menu with 'English' selected. The 'Change Language' button is visible below the dropdown.
4	Screen language changes according to selection.	



## 8 Communication Center

If you receive any messages from Baker Hughes via HICX, you will see them in the Communication Center. The white number in the grey box will highlight if you have any new messages.



### Communication Center

#### Messages

Subject	Date
No messages found	