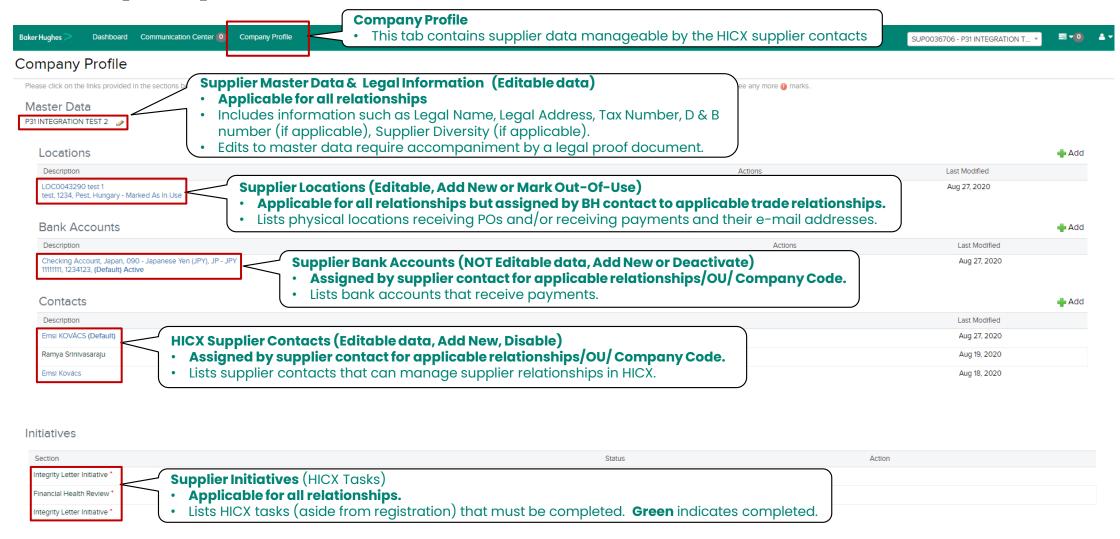
### **Supplier Company Profile**



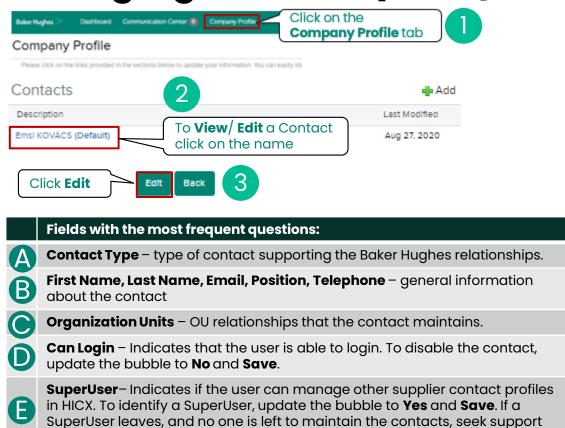
### Note:

- 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)

Enter the Reason for the change and the updated Contact's information



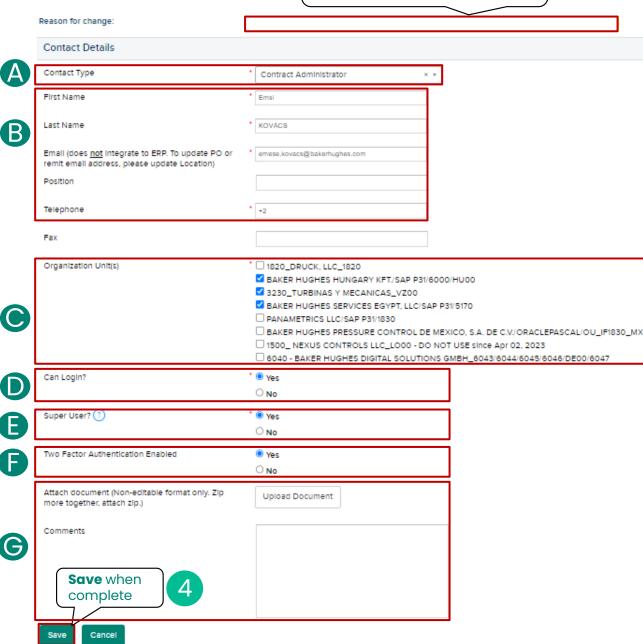
Two Factor Authentication – indicates an additional level of security while logging into HICX

from your Baker Hughes point of contact.

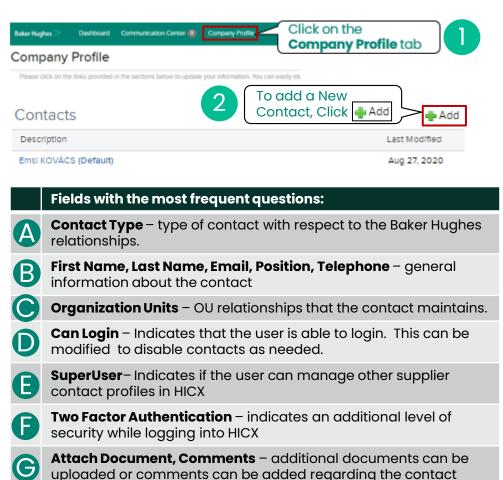
Attach Document, Comments – additional documents can be uploaded or comments can be added regarding the contact

#### **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.



# Managing Contact (Add a 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.

