



INVOICE CREATION

Creating an eInvoice (electronic invoice)

Important Information: Suppliers should submit eInvoices (including any required documentation) for approval via www.openinvoice.com within three working days from the completion of the work or delivery of goods. Our goal is to achieve “Real Time Cost” via daily submission.

eInvoices will only be accepted by Hess if received within ninety (90) days (or the time frame stated in your commercial agreement with Hess) from the completion of the work or delivery of the goods.

Invoice Requirements

In preparation for creating an eInvoice in ADP, ensure you have received the following information from the Service Requisitioner/Business Partner:

- PO and PO Line
- Charge Code (BPO: Network Activity or Work Order only)
- Contract Number
- Company Entity Name “Customer Site” (refer to last page)
- Back-up documentation to attach **Mandatory** (examples include field tickets, third party charges, etc)

High-level steps

1. Create eInvoice
Invoice Tab → Create Invoice
2. Select “Customer”, “Site”, and edit eInvoice Header “General Information”
3. Add first line item, select taxes, scroll to bottom and click “Add Line Item” until all line items are included, then click “Next”
4. Verify eInvoice details, “Save” and “Attach File” if needed, and/or click “Submit”

General Information: Confirm the eInvoice has been submitted by noting the confirmation message when submitted and ensuring the eInvoice status is “Submitted”. Payment terms begin once the eInvoice has been successfully “Submitted” and are driven from the submission date in the eInvoice Journal.

*A successful submission is one where there are no errors or disputes. If an invoice is disputed, the “Submitted” date will restart with the new submission date.



Hess eCommerce ADP Invoice Instructions

Step by Step Instructions

NOTE: If a field is not required, it is not listed in these instructions.

1. Go to the Invoice Tab and select “Create Invoice” from the drop-down
2. Starting with a “**STANDARD INVOICE**”
 - a. **Supplier Site** – use the drop-down box to select the Supplier site
 - b. **Customer** – select “**Hess E&P**” from the drop-down box
 - c. **Customer Site** – Select the Hess site from the drop-down box that matches with the Hess Site listed on the Purchase Order being referenced
 - i. Please refer to the last page of this document for a list of all US Customer Sites by region.
 - d. **Customer Department** – (defaults automatically– DO NOT change)
 - e. **Creation Options** – defaults to “**Standard**”
 - f. Click **Next>>**

ADP
OpenInvoice

AR N Admin |

Invoice Receipt Corporate Membership Reports

> Invoice > Create Invoice

Create Invoice

Supplier Site: Lamesa, TX

Customer Name:	Hess E&P
Customer Site:	Hess Bakken Investments II
Customer Department:	AP Bakken

Creation Options: Standard

Next >>



Hess eCommerce ADP Invoice Instructions

3. SELECTING HEADER INFORMATION

- a. **Invoice Number** – Enter a unique Invoice number up to 16 alpha-numeric characters. **DO NOT include spaces or special characters.**
- b. **Invoice Type** – Select “**Original Invoice**” from the drop-down box for a standard invoice. If a credit memo is necessary, select credit invoice.
- c. **Invoice Date** – Date that the invoice is entered in ADP
- d. **Service Date** – Enter the original date the service was completed
- e. **Currency** – Select “**USD**” from the drop-down box if required
- f. **Invoice Description** – Enter a description of the Services (e.g. Drilling Fluids provided for Rig24 at RS-Anderson 193-55-24-32H2)
- g. **Contract** – Select the applicable contract from the drop-down box if needed. A contract selection is required on all invoices.
- h. Click the “**Next >>**” button

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Invoice Receipt Corporate Membership Reports

> Invoice > Invoice

Buyer: Hess E&P
 Hess Bakken Investments II
 Attn: AP Bakken
 PO Box 696417
 San Antonio, Texas
 United States of America
 78269

Supplier: Gary Hogg
 Lamesa, TX
 211 S. Lynn
 Lamesa, Texas
 United States of America
 79331
 806-872-7276

General Information

Invoice Number: Inv123
 Invoice Type: Original Invoice
 Submission Type: Direct Entry
 Status: New
 Routing Code:

Invoice Date: 11/08/2013
 Service Date: 11/01/2013
 Currency: USD - U.S. Dollar
 Invoice Amount: 0.00
 Remit Amount: 0.00

Description: Should be a high-level description of the work, max 40 characters.

Contractual Information

Contract: CW1108841 - Test - Welding Services - ProjectOne

Next >>

Alert	Item	Service Date From	Service Date To	Description	Qty	Units	Rate	Subtotal	Discount	Total	
								Subtotal:	0.00	0.00	0.00
								Total Amount:	0.00	0.00	



Hess eCommerce ADP Invoice Instructions

Confirm all the Header Level details are included and click **“Add Line Item”**. (Click **“Edit Header”** if any changes are required.)

Operations

Invoice Receipt Corporate Membership Reports

> Invoice > Invoice

Buyer Hess E&P
 Hess Bakken Investments II
 Attn: AP Bakken
 PO Box 696417
 San Antonio, Texas
 United States of America
 78269

Supplier Gary Hogg
 Lamesa, TX
 211 S. Lynn
 Lamesa, Texas
 United States of America
 79331
 806-872-7276

General Information

Invoice Number: Inv123 **Invoice Date:** 11/08/2013 MM/DD/YYYY
Invoice Type: Original Invoice **Service Date:** 11/01/2013 MM/DD/YYYY
Submission Type: Direct Entry **Currency:** USD - U.S. Dollar
Status: New **Invoice Amount:** 0.00
Remit Amount: 0.00

Description: Should be a high-level description of the work, max 40 characters.

Contractual Information

Contract: CW1108841 - Test - Welding Services - ProjectOne

Edit Header **Contact**

Summary **Quick Edit**

Alert	Item	Service Date From	Service Date To	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete	
								Subtotal:	0.00	0.00	0.00	
								Total Amount:	<u>USD 0.00</u>			

Add Line Item



4. ADDING LINE ITEMS

- a. **“Chrg Code”** – From PO enter Work Order or Network Activity or Cost Center
 - i. Only one Charge Code can be referenced per invoice
 - ii. Cost Centers cannot be used when referencing a Blanket PO “BPO”
 - iii. Network Activities and Work Orders must be entered into ADP with four preceding zeros

Examples:

Network Activity 0000_____ (16 characters)

Work Order 0000_____ (12 characters)

- b. **PO** – Enter the PO number and select the PO from the blue drop-down box when available. Once selected, the letters “PO” to the left become a blue hyperlink to the PO
 - i. Only one PO number can be referenced per invoice
 - ii. A PO is required for all invoices
- c. **PO Line** – Your PO Line should auto-populate once your PO is selected. If not, enter the PO Line number (starting with “000”) and select the PO Line number from the blue drop-down box when available
- d. **Location** – Specific Location where the work was done. Will generally be a well name. (EN-Anderson 193-56-42-28 H3)
- e. **Ticket Number** – Should be the paper field ticket document number(s)
- f. **Service Date From** – Date Service was started
- g. **Service Date To** – Date Service was completed
- h. **Product/Service Source** – If the pricebook does not populate as an option once you service dates have been selected, please contact eCommerce@Hess.com.
 - i. Select “PriceBook” radio button if adding PriceBook items
 - ii. Select the “Catalog” radio button only if adding non-PriceBook items
 - iii. The majority of invoice lines should reference your pricebook. If something is missing, work with your contract manager to have this added.
- i. **Product/Service** – Use the drop-down provided to select PriceBook or Catalog items



- j. **Quantity** - Enter the quantity to be charged into the "Quantity" field.
 - i. Up to Three decimal places are accepted (e.g. 5.123)
 - ii. Quantity charged must be a positive amount (e.g. "25")
 - iii. Quantity for CREDIT line items must be negative (e.g. "-5")
 - iv. Mixed debit and credit invoices are NOT allowed

- k. **Units** – Unit of Measure will automatically populate for PriceBook items. It is best practice to ensure Catalog items are set up with approved UOM's to prevent keying errors ("Approved UOM's" can be found on the PriceBook template)

- l. **Rate** – Will automatically populate for PriceBook items where a discrete price is listed (use PriceBook icon in "Pricing Source" if needed). For non-discrete Price-Book items or Catalog items, enter the Rate into the "**Rate**" field to a maximum of Five decimal places (e.g. 15.12345)

- m. **Tax Selection** – Select tax boxes for all applicable taxes and ensure the rates are correct

- n. **Click the "Add Line Item" button** to add more Line Items
OR
Click the "Next" button if there are no more Line Items to add



Hess eCommerce ADP Invoice Instructions



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Invoice Receipt Corporate Membership Reports

> Invoice > Invoice > Line Item

Line Item 1 of 1 - Invoice # 111413 - 11/14/2013

Chrg Code: AA40000010

Asset Number:

NA:

PO: (Non-PO?) 4700001018

Location: Location where the work was done

PO Line: (Lim id) 00010

Charge Type: Cost Center

NA:

Major /-:

Service Date From: 11/04/2013 MM/DD/YYYY

Ticket No.: Field ticket doc num Add

Service Date To: 11/04/2013 MM/DD/YYYY

Product/Service Source: Catalog PriceBook Available PriceBook Product/Services are based on Service Date

Product/Service: MISC. ITEMS - EA - 0.00

Charge Type: Other Charges not otherwise covered in listing

Buyer Code:

Description: MISC. ITEMS

Pricing Source:

	Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
	PriceBook	HR	USD	67.50	Included	0.00%	67.50
	Catalog	EA		0.00	N/A	N/A	N/A

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
2	HR <input type="text"/>	67.50	135.00	0.00	USD - U.S. Dollar	135.00

Taxes	EP Eligible	Exempt Code	Tax Number	Tax Description

Next >> Add Line Item Cancel



Hess eCommerce ADP Invoice Instructions

5. eINVOICE SUMMARY AND SUBMISSION

- a. **Review eInvoice Data**
 - i. **Total Amount** is accurate (including taxes if applicable)
 - ii. **Yellow Alerts** – Click on the Alert to determine the exact cause of the Alert and correct if needed (e.g. yellow Alerts are permitted)
 - iii. **Red Alerts** – Click on the Alert to determine the exact cause of the Alert and correct if needed
 1. Red PO Alert- Acceptable for Blanket Purchase Orders
 2. Red OC Alert- Not Acceptable (rate increase)
 - iv. Verify that the same **PO, PO Line and Charge Code** are referenced on every line
 - v. Check for additional information that should be verified before submitting
- b. **Click the “Save” button** if the information is accurate or click into a line item to make any required changes then “Save” to prepare for adding required attachments
- c. **Click the “Attach File” button** to attach required back-up documentation
 - i. Backup documentation is required on EVERY invoice and is generally at minimum a copy of your field ticket with PO and Charge Code information.
 - ii. Additional back-up documentation may also be required at the discretion of business requirements (e.g. Signature, 3rd-Party Charges, HAR Documents).
 - iii. File size limitation of 6MB
- d. **Click the “Submit” button** if the eInvoice is ready to submit
- e. A **comment box** will generate. Please provide comments where appropriate and Click the “Submit” button
 - i. Text confirmation will indicate the eInvoice has been submitted
 - ii. Status will change to **“Submitted”** and can be viewed on the Invoice “Dashboard”



Hess eCommerce ADP Invoice Instructions

Navigation: Invoice | Receipt | Corporate | Membership | Reports

> Invoice > Invoice

Buyer: Hess E&P | Supplier: Gary Hogg

General Information

Invoice Number:	111413	Invoice Date:	11/14/2013 MM/DD/YYYY
Invoice Type:	Original Invoice	Service Date:	11/04/2013 MM/DD/YYYY
Submission Type:	Direct Entry	Currency:	USD - U.S. Dollar
Status:	New	Invoice Amount:	315.00
		Remit Amount:	315.00

Description: Enter a description of the Invoice. (e.g. Drilling Fluids provided for Rig24 at RS-Anderson 193-55-24-32H2)

PO: 4700001018

Ticket No.: Field ticket doc num

Contractual Information

Contract: CW1108841 - Test - Welding Services - ProjectOne

[Edit Header](#) | [Contact](#)

Summary | [Quick Edit](#)

Alert	Item	PO	Service Date From	Service Date To	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete	
	1.	4700001018	11/04/2013	11/04/2013	MISC. ITEMS	2.00	HR	67.50	135.00	(0.00%)	135.00		
	2.	4700001018	11/04/2013	11/04/2013	HELPER, WELDER	4.00	HR	45.00	180.00	(0.00%)	180.00		
									Subtotal:	315.00	0.00	315.00	
										Total Amount:	<u>USD 315.00</u>		

[Add Line Item](#)

Click the "Submit" button if the invoice is ready to submit

Click attach file to attach backup documentation





Hess eCommerce ADP Invoice Instructions

6. VIEWING THE eINVOICE

- a. Invoices can now be viewed by status on the “**Home**” tab or individually by using the quick search box in the upper right hand corner

NOTE: The “Home” tab only shows eInvoices submitted under the user’s login ID. To view other or ALL invoices, use “Invoice Search” or “Reports” by selecting these options from the “Invoice” tab

- b. The “Home” tab shows the dollar value of invoices in each status
- i. **Disputed** – “Disputed” back for correction. Payment terms will start over when the invoice is resubmitted.
 - ii. **Unapproved**– “Submitted” and waiting on “Approval” and payment
 - iii. **Approved (Last 30 days)** – Invoices “Approved” and will be paid according to Payment Terms derived from the Invoice Submission date in the Invoice Journal
 - iv. **Paid** – Invoice has been paid.
- c. Unsubmitted or “Saved” invoices can be found by going to the “Invoice” tab and selecting the “Unsubmitted Invoices”. Unsubmitted invoices have **not** made it to Hess for processing and cannot be seen by Hess until they are “Submitted.”

Disputes can occur and should be monitored. Email notification of Invoice Disputes can be set-up to ensure immediate notification of any Disputes. Correct and resubmit any disputed invoices as soon as possible to prevent payment delays.



Hess eCommerce ADP Invoice Instructions

List of ADP US Customer Sites by Region:

North Dakota

0051 Tioga Gas Plant, LLC
0052 Solar Gas, Inc.
0054 Hess ND Exp Logistics LLC
0055 Hess ND Pipeline LLC
0056 Hess Corporation (Head Office)
0057 Hess Bakken Investments II

Ohio

0193 Hess Ohio Developments LLC
0193 Hess Ohio Resources LLC

Permian

0093 Hess Corp/SSAU
0095 Hess Corp/SGPP
0096 Hess Corp/Perm Gas Process
0042 Hess CO2 Resources LLC
0097 Hess Permian Energy LLC
0094 Hess Seminole Assets LLC

Gulf of Mexico

0085 Hess Corp/Shenzi
0084 Hess Corp/Llano
0039 Hess Corp/GOM Deepwater
0038 Hess Corp/Baldpate-PennSt
0089 Hess Corp/Conger
0033 Hess Corp/Tubular Bells
0032 Hess Corp/Stampede

Contact Information (Monitored during regular business hours M-F 8-5cst)

Central eCommerce Team

eCommerceProject@Hess.com

888 -225-6050

Regional Support

North Dakota - BakkeneCommerce@Hess.com

Ohio – UticaeCommerce@Hess.com

Texas – PermianeCommerce@Hess.com

Louisiana/Offshore – GOMeCommerce@Hess.com