



Updates

We are pleased to announce that the Hess Supplier Network site is now live at suppliers.hess.com. This website was designed specifically for you, our valued supplier. At the Hess Supplier Network site, you will find a copy of our newsletters, FAQs, Hess policies, as well as other pertinent resources.

eInvoice Training Webinars are conducted every Wednesday; if you have not attended a training webinar or would like to attend a second session, please email eCommerceProject@Hess.com for registration information. Each webinar session is about one hour in length during which a Hess eCommerce representative walk you through the eInvoice creation/submittal process. The webinar guides you through the Hess required data points and allows you to ask any questions you have regarding invoice submission at the time of training. It is mandated each supplier attends a webinar session. Pre-registration information and training schedule can be accessed from the Hess Supplier Network Site under Announcements:

<http://suppliers.hess.com/news>

Tips and Tricks

Attachments All invoices **MUST** have proper backup documentation attached. This should consist of but is not limited to a field ticket/pick ticket with cost coding elements. Any signed documentation or other proof of work may be attached in addition to these documents. If you have questions regarding what is required for your service offering, please speak with your regional contract manager.

File size limitation 6MB

Invoicing Only 80 lines or less per invoice will be accepted. Please consolidate lines when possible, or break into multiple invoices if needed.

Invoices cannot be submitted against a PO with a locked line.

Blue OC Alerts (discounted pricebook rate) are now accepted.

Charge Code information (network activity or work order) must be provided to you by the Hess business partner requesting services. The eCommerce team cannot provide this information to you.

Credit Memos A credit cannot be submitted until your original invoice is in Approved status.

ADP Catalog Please keep in mind that any item on your pricebook must also appear in your public catalog in ADP. Do not delete an item from your catalog that is used in your pricebook. Doing so will cause an error.