



Updates

You may have received remittance advice on invoices that are currently showing a submitted status in ADP. These items are being addressed and the updated status will be reflected in ADP within the next 7-10 days.

Tips and Tricks

Charge Codes Do not search by location for your charge codes. This will cause payment delay of up to 30 days. Only use charge codes given to you by your Service Requisitioner or your SSS Contact.

Cost centers cannot be utilized against a BPO.

Four preceding zeros are required on all Network Activities and Work Orders. The format will be as follows:

Network Activity 0000_____ (Total 16 characters)

Work Order 0000 _____ (Total 12 characters)

A number of new network activity combinations have been added to ADP. The service requisitioner might ask you to rebill to a new activity. We apologize for the inconvenience and will work with you to resolve.

Invoice Entry A Service Date is required on all invoices and must be prior to your invoice date. Your invoice date must be the day you are actually entering the invoice into ADP.

AFEs and WBSs are no longer pertinent to payment of invoices. Please only submit using a network activity, work order, or cost center.

Only one PO, PO Line, and Cost Object is allowed per invoice.

Please verify the correct BPO line number to charge against. If you are required to submit against a line other than line 00010, you will see an email from ADP detailing this. You will also be able to pull this up manually in ADP.

Attach a copy of your ticket or invoice as Backup documentation.

Pricebooks Hess will dispute all invoices with Red and Blue OC Alerts. If correct pricing is not in your price book, please speak to your contract manager.

