



eCommerce-September Newsletter

Update

Hess will begin implementing our accounting system upgrades to other U.S. regions outside of North Dakota beginning October 1st. In preparation for this change, we must update our available options for “Supplier Site” to include other regions. Please continue to use the normal North Dakota supplier sites that you’ve been invoicing (Hess Bakken Investments II, Hess Tioga Gas Plant, Hess ND Pipeline, etc.). If you are operating in another region of the U.S. with Hess, we will be reaching out to your local representative to onboard that region to ADP. Please contact eCommerceProject@Hess.com if your local representative in Permian, GoM, or Ohio has not been contacted and trained.

Hess would like to announce the upcoming launch of our very first external supplier website. This website houses pertinent information for all suppliers; including but not limited to, copies of the monthly newsletters, FAQs, and policies. You will receive a link to the Hess Supplier Network site upon release at the end of October.

Tips and Tricks

Invoice Entry To prevent delay in payment processing; do not submit more than 150 lines per invoice.

Invoices cannot be submitted with credits and debits. Any invoices with mixed lines will be disputed back to the supplier for correction.

Only taxable line items may be submitted against the “Miscellaneous Taxable Line” in your pricebook.

Tax Your Hess Supplier Self Service Representative will contact you to discuss reconciling accounts due to under/over payments.

Please do not apply overpayments to any outstanding invoices.

Miscellaneous taxable line items have been added to pricebooks in order to ensure proper taxation against taxable items that would typically be submitted using your catalog.

In mid-October we will be rolling out Phase II of our tax system update that should further resolve and issues you may be experiencing. In coordination with this upgrade, suppliers charging taxes must ensure they are submitting for both state and local taxes

per local tax ordinances. If you do not have local tax to submit use a value of 0.00.
Mapping and logic below for reference.

Phase II Tax Update

1. Get Vendor Number from Invoice Header->Partner Type = Supplier; Company Code Type = Vendor Number and map to IDOC
2. Get Total from Invoice Header->Total and map to IDOC

```
<?xml version="1.0"?>
- <SupplierConnectInvoice xmlns="http://www.digitaloilfield.com/xml/ns/ocp" type="UAPINVOICE">
- <Invoice id="57860600">
- <InvoiceHeader>
  <InvoiceNumber>13306545</InvoiceNumber>
  - <Partner PartnerType="Supplier">
    - <Company>
      <CompanyCode CompanyCodeType="VendorNumber">0040000104</CompanyCode>
      <CompanyName>[REDACTED]</CompanyName>
    </Company>
    + <Site>
  </Partner>
+ <Partner PartnerType="Buyer">
  <InvoiceDate>2014-01-01</InvoiceDate>
  <InvoiceType>Original Invoice</InvoiceType>
  <TransportClass>Supplier_Regular_Direct</TransportClass>
  <Total>7410.9</Total>
  <SubmittedTotal>7410.9</SubmittedTotal>
  <TotalLineItems>2</TotalLineItems>
```

3. For each line item, check for Tax:
 - a. For any lines where TaxType <> "StateandLocal", then reject invoice back to ADP with message "Please submit tax using the State and Local tax type only."
 - b. If TaxType = "StateandLocal", get line item total tax value from Invoice Details->LineItem->Tax->Total and map to IDOC line item.
 - c. If there is no tax on the line, then do not pass a value to IDOC.

```

</InvoiceHeader>
- <InvoiceDetails>
  - <LineItem>
    <LineItemNumber>1</LineItemNumber>
    - <ProductOrService typeIndicator="Service">
      <ProductServiceCode codeIndicator="AssignedBySeller">1020</ProductServiceCode>
      <ProductServiceCode codeIndicator="AssignedByBuyer">3011744</ProductServiceCode>
      <ProductServiceDescription>DIESEL FIRED GENERATOR, 300 KW (1-YEAR TERM)</ProductServiceDescription>
    </ProductOrService>
    <Quantity>1</Quantity>
    <Units>MON</Units>
    <UnitPrice>██████████</UnitPrice>
    <LongDescription>DIESEL FIRED GENERATOR, 300 KW (1-YEAR TERM)</LongDescription>
    <ServiceStartDate>2014-01-01</ServiceStartDate>
    <ServiceDate>2014-01-01</ServiceDate>
    - <Tax>
      <Total>██████████</Total>
      <RateOrPercentage>0.0402869215</RateOrPercentage>
      <TaxType>StateandLocal</TaxType>
    </Tax>
    - <Discount>
      <Total>0</Total>
      <RateOrPercentage>0</RateOrPercentage>
    </Discount>
    <SubTotal>██████████</SubTotal>
    <PreTaxTotal>██████████</PreTaxTotal>
    <Total>██████████</Total>
  + <Categorization CategorizationScheme="ocpChargeType">
    - <CategorizationItem CategorizationScheme="ocpChargeType">

```