



## How to Submit a Non-Pricebook Material Invoice

We are excited to share with you that we now have two webinar training options for you; a live, interactive webinar session that occurs most Wednesdays (visit our Hess Supplier Network Updates tab and find schedule under [Announcements](#)) or you can view the pre-recorded video that is embedded in this letter.

Training is mandatory to ensure that your company can successfully submit your invoices to Hess via the OI Module in Open Invoice. If you attend a live session, your Hess trainer will record your attendance. If you view the pre-recorded video, please inform your Hess eCommerce Enablement Representative once you have completed the training.

If you have any questions or concerns, please contact [eCommerceProject@hess.com](mailto:eCommerceProject@hess.com) and we will be happy to work with you.

**Instructions for viewing pre-recorded training video:** Please click on the title to view the video “[How to Submit a Non-Pricebook Material Invoice](#)”. Once complete, inform your Hess eCommerce Enablement Representative that you have completed the training.

Thank you in advance for your participation. We look forward to working with you to create a more efficient and effective invoicing process.

### **Hess Global Supply Chain | eCommerce Support**

eCommerce team email: [eCommerceProject@Hess.com](mailto:eCommerceProject@Hess.com)

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**Visit the Hess Supplier Network site!**

[suppliers.hess.com](http://suppliers.hess.com)