



How to Submit a Non-Pricebook Service 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 and we will be happy to work with you.

Instructions for live eInvoice training: You will be prompted to register prior to joining the webinar. This data is collected to ensure that we train all individuals on the new process. Once you are logged in to the webinar you will be given a phone number to call in with **1-866-844-3871 and a passcode 8815354913#**. In preparation for the webinar, please review the eInvoice training document titled "eInvoice Training Guide Non_Pricebook" found on our Hess Supplier Network website: <http://suppliers.hess.com/current-suppliers/eCommerce>. For submitting service invoices, we will be focusing on the section titled "How to Submit a Service Invoice" beginning on page 4.

Instructions for viewing pre-recorded training video: Please click on the title to view the video "[How to Submit a Non-Pricebook Service 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
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Visit the Hess Supplier Network site!
www.suppliers.hess.com