What's New at Hess?

Training Guide – We've updated our ADP eInvoicing Guide. Please review via the link below.
http://suppliers.hess.com/current-suppliers/ecommerce
How to Create eInvoices (click on title)

Hess Hotline – We have discontinued the use of the eCommerce Hotline. Refer to the Hess FAQ link below as a first line of response for any eCommerce related questions. Please send all remaining eInvoicing queries to one of the below email addresses or your Hess contract manager.

http://suppliers.hess.com/faq

Central eCommerce Team

	eCommerceProject@Hess.com
Regional Support	
North Dakota	BakkeneCommerce@Hess.com
Ohio	UticaeCommerce@Hess.com
Texas	PermianeCommerce@Hess.com
Louisiana/Offshore	GOMeCommerce@Hess.com

Materials - Hess is now accepting the purchase of inventory items via eCommerce. The overall system requirements for submitting an eInvoice do not change based on whether you are submitting for services, materials, or both; however, there are a few important differences to keep in mind when submitting a material based invoice. Check out page 15 of our new eInvoicing Guide to understand what this change means to you.

Tips and Tricks

Invoicing
Red PO alert –Blanket Purchase Orders are unlimited in funding, but once a certain spend is reached all invoices will have the red PO alert. This is simply an administrative alert on our end and will not affect your invoice submission.

Red OC alert – Please note a red OC alert on your invoice will cause automatic invoice rejection. A red OC alert is caused by charging more than your negotiated Pricebook rate.

Payment – Invoices will be paid 30 days (or your payment term) from the time an invoice is successfully submitted. If your invoice is disputed the payment clock starts over.

What's New at Hess?

Tips and Tricks (continued)

Charge Codes – The eCommerce team cannot provide you with your cost coding information. Reach out to the Hess service requisitioner or your Hess contract manager for any missing charge codes.

Discount Feature - DO NOT Use the Discount Feature in ADP. Build your discounts into your pricebook rate, or specific line item rate. Business Partners do not see a "discount" label when they are approving invoices. If you utilize the Discount Feature your rate will potentially round to greater than two decimal places. All invoices submitted with more than two decimals in rate, will be rounded in our accounting system.

ADP Catalog

ADP Catalog – The supplier catalog in ADP is created and maintained by you, the supplier. The ADP catalog contains a list of all of your service/material offerings (Service Description) and a unique code for each service/material offering listed (Service Code). When creating or updating the ADP catalog, keep in mind the Service Codes your company uses internally; you may find it appropriate to utilize those codes in order to maintain consistency.

Please do not use the same Service Code for multiple Service Descriptions. This may cause errors in your Hess pricebook and invoicing.

Please do not add a Unit of Measure to any of your ADP catalog items. Doing so may cause invoicing issues.

Do not delete service lines from your catalog that are actively used in your Pricebook. Doing so will prevent you from invoicing against those deleted items.

For more information on updating your ADP catalog, click on the title below.
How to Add Products or Services to the ADP Public Catalog