



Dear Supplier,

You are cordially invited to attend an eInvoice Training session. Sessions occur most Wednesdays; we require that you only attend one session. Training is mandatory to ensure your company can successfully submit your invoices to Hess via the OI Module in Open Invoice.

Please review the training schedule below and choose a day and time that accommodates your schedule best. If you have already attended a session, you are not required to attend an additional session. There is an accompanying link to each scheduled day that will allow you to log in to that session. If you have any concerns, please contact eCommerceProject@hess.com and we will be happy to work with you.

Wednesday, July 12, 2017, 3:00 pm to 4:00 pm CST

CTRL + click on text to [Join WebEx meeting](#)

Wednesday, July 19, 2017, 10:00 am to 11:00 am CST

CTRL + click on text to [Join WebEx meeting](#)

Wednesday, July 26, 2017, 3:00 pm to 4:00 pm CST

CTRL + click on text to [Join WebEx meeting](#)

Wednesday, August 2, 2017, 10:00 am to 11:00 am CST

CTRL + click on text to [Join WebEx meeting](#)

Wednesday, August 9, 2017, 10:00 am to 11:00 am CST

CTRL + click on text to [Join WebEx meeting](#)

Wednesday, August 16, 2017, 3:00 pm to 4:00 pm CST

CTRL + click on text to [Join WebEx meeting](#)

Wednesday, August 23, 2017, 10:00 am to 11:00 am CST

CTRL + click on text to [Join WebEx meeting](#)

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 "How to Create eInvoices" found on our Hess Supplier Network website: <http://suppliers.hess.com/current-suppliers/ecommerce>

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

Visit the Hess Supplier Network site!

www.suppliers.hess.com