The purpose of this document is to help ensure timely processing and payment of invoices to all Paper Suppliers. These guidelines will need to be followed by all Paper Suppliers. Failure to comply with these guidelines will result in payment delays.

**Invoice Requirements**

* Invoices should be submitted to: vendorepfi@hess.com
	+ Submission more than 30 days after service/material rendered may result in payment delays
* 1 invoice per email (with supporting documentation) in TIFF or PDF format

**Required Invoice Information**

* Correct Billing Information (must be obtained from Hess representative prior to work being performed or materials delivered):
	+ Billed to the correct legal entity
	+ Includes:
		- Legal Entity
		- Company Code
		- Hess Contact Person

**Reasons for Invoice Rejection**

* Invoices with incorrect Hess Legal Entity
* Invoices with incomplete supporting documentation

**Invoice Format Requirements**

* 8-1/2” x 11” White Paper (No Color or Carbon Copies)
* Black Font (No Color)
* Portrait Orientation

**Contact Information**

* The contract (buyer) representative assigned to your account is the first line of communication
* Vendor query @ vendorqueryep@hess.com if you have questions about the status of an invoice

**Hess Legal Entities**

* Please contact the Hess representative that requested the goods or services for clarification on Legal Entity/Company Codes.

**Domestic (US) Locations**

* Hess Corp Head Office - 0056
* Ohio:
	1. Hess Ohio Resources, LLC - 0195
	2. Hess Ohio Developments, LLC - 0193
* North Dakota:
	1. Hess Bakken Investments II LLC - 0057
	2. Hess Trading Corp. - 0061
	3. Hess Tioga Gas Plant LLC -0051
	4. Solar Gas LLC - 0052
	5. Hess Mentor Storage LLC - 0053
	6. Hess North Dakota Export Logistics LLC - 0054
	7. Hess North Dakota Pipelines LLC - 0055
	8. Hess Tank Cars LLC - 0064
* Seminole/Permian:
	1. Hess Corp/SSAU Div - 0093
	2. Hess Corp/SGPP Div - 0095
	3. Hess Seminole Assets - 0094
	4. Hess Permian Gas Proc. LLC - 0096
	5. Hess Permian Energy LLC - 0097
	6. Hess CO2 Resources LLC - 0042
* Gulf of Mexico:
	1. Hess Corp/Shenzi - 0085
	2. Hess Corp/Llano - 0084
	3. Hess Corp/GoM Deepwater - 0039
	4. Hess Corp/Baldpate- Penn State - 0038
	5. Hess Corp/Conger - 0089
	6. Hess Corp/Tubular Bells - 0033
	7. Hess Corp/Stampede - 0032
	8. Hess Corp/GoM Exploration - 008