

Hess eCommerce Data Guidelines for Field Employees - Suppliers

Invoice Requirements



Welcome to the Hess eCommerce electronic invoicing solution! Our goal is to eliminate payment delays and invoicing errors, and to achieve the Perfect Invoice. As a field employee, you play an integral part in ensuring accurate invoicing data is received, each and every time your company is called to perform work for Hess.

In order to prepare your accounting staff to create an eInvoice in Open Invoice, ensure you have received the following information from your **Hess Service Requisitioner/Business Partner** for **every** invoice:

- **PO Number** (Blanket or Discrete Purchase Order)
- **PO Line**
- **Charge Code**
 - Blanket PO (BPO): Network Activity or Work Order only
 - Discrete Service PO: Network Activity, Work Order, or Cost Center
 - Discrete Material PO: Network Activity, Work Order, Cost Center, or an AFE

Charge Code Examples as Input in Open Invoice:

Network and Activity: 00005 _____ (16 digits total)


Work Order: 00009 _____ (12 digits total)

Cost Center: (Discrete PO only – Service or Material) Input the Cost Center as you receive it (no preceding zeros)

AFE: (Material invoice only) For ANY AFE, input **PROJECTINVENTORY** in the Charge Code field

- **Contract Number**
- **Company Entity Name** “Customer Site” (refer to following page)
- **Back-up documentation** (examples include field tickets, third party charges, etc.)

This invoicing data may come in a variety of forms, either on a **pre-printed label**, stamp, or handwritten on the field ticket. An example of a pre-printed label:

COST CODING	SUPPLIER YOUR COMPANY NAME
	LOCATION or RIG NAME: NABORS B05
	PROJECT or WELL NAME: AN PROSSER 152-95-1102 H-6
	PURCHASE ORDER NO. (10): 4700001007
	CONTRACT NUMBER:
NETWORK (12) & ACTIVITY (4): 000050106854 IL50	
WORKORDER (12): 0000	
COST CENTER (10):	
Hess Signature: 	DATE: 7/25/2015
Print Name: HESS FIELD EMPLOYEE NAME and contact info	

If you feel you have received incorrect or incomplete invoicing data, please consult with your **Hess Service Requisitioner/Business Partner**. If you are unable to locate your Hess Service Requisitioner/Business Partner, please contact your Hess **Contract Manager**. eCommerce general contact information can be found on the following page. **Thank you for your continued efforts in achieving the Perfect Invoice!**

Customer Sites (Company Entities per Region)

North Dakota

0051 Tioga Gas Plant, LLC
0052 Solar Gas, Inc.
0053 Hess Mentor Storage LLC
0054 Hess ND Exp Logistics LLC
0055 Hess ND Pipeline LLC
0057 Hess Bakken Investments II
0061 Hess Trading Corporation
2548 Hess Midstream N.V. LLC

Ohio

0193 Hess Ohio Developments LLC
0195 Hess Ohio Resources LLC

Permian

0093 Hess Corp/SSAU
0095 Hess Corp/SGPP
0096 Hess Corp/Perm Gas Process
0042 Hess CO2 Resources LLC **for West Bravo Dome and New Mexico*
0097 Hess Permian Energy LLC
0094 Hess Seminole Assets LLC

Gulf of Mexico

0085 Hess Corp/Shenzi
0084 Hess Corp/Llano
0039 Hess Corp/GOM Deepwater
0038 Hess Corp/Baldpate-PennSt
0089 Hess Corp/Conger
0033 Hess Corp/Tubular Bells
0032 Hess Corp/Stampede

New York/New Jersey/Corporate

0056 Hess Corporation (Head Office)
0590 Marketing Division
0440 Port Reading
1251 Hess Corp. HQ Serv. Div.
2566 Hess Infrastr Partners LP

Contact Information

(Monitored during regular business hours M-F 8-5cst)

eCommerce Team

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