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| **HESS ECOMMERCE ONBOARDING QUESTIONNAIRE**  **Complete and send to** [VendorMaster@hess.comv](mailto:VendorMaster@hess.comv) with your company W-9 form |
| **SUPPLIER LEGAL NAME** As shown in W-9 form |
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| **SUPPLIER LEGAL ADDRESS/PHONE** |
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| **SUPPLIER CONTACT INFORMATION** Name, email and phone number |
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| **CHILD/SUBSIDIARY/PARTNER/DBA COMPANY** If applicable, provide DBA Name and address |
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| **HESS CONTACT(S)** Provide all known Hess contacts per location where company is performing work |
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| **A/R STATEMENT** Provide an Account Receivables (A/R) Statement for invoices older than 60 days |
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| **DOES YOUR COMPANY ACCEPT CREDIT CARD PAYMENTS?** |
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| **OPENINVOICE (OI) REGISTRATION** Is your company registered in OpenInvoice (OI)?  If so, provide the correct name of your company OI profile and site your company will use.  If not, use this link for instructions: [Registering with Open Invoice](http://www.hess.com/docs/librariesprovider13/default-document-library/how-to-register-with-open-invoice4fc21512a20e6c24bc8aff0000a61a5d.docx?sfvrsn=2) |
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| **EINVOICING TRAINING** Confirm OI training webinar completion by your AR personnel.  Contact OI at [SupplierOnboarding@Oildex.com](mailto:SupplierOnboarding@Oildex.com) for the most recent schedule for their Live Webinars |
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| **INVOICING METHOD -** *Only applicable if company is already submitting via OI for other clients* - “Web/Direct Entry”, “Web Entry/LIDO” or Integrated “Business to Business” (B2B) |
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| ***INVOICE HOLDING NOTE***  Hess will coordinate with your AR department to hold invoices for about 2 business days while updating your company’s profile. Once agreed, Hess will proceed with configuration and will send you a formal notification once completed to resume invoicing via OpenInvoice. |