

## Supplier: How to Submit a Material Invoice

The overall system requirements for submitting an invoice do not change based on whether you are submitting a service or material invoice; however, there are a few important differences to keep in mind when submitting a material invoice.

1. Speak with your Hess Contract Manager to understand if your items are true materials or if they are items purchased as part of your service.
2. All material invoices must reference a Discrete Material PO (451xxxxxx)
3. Your invoice may reference one PO, multiple PO lines, and multiple charge codes.
4. **Chrg Code:** Your charge code will auto-populate from the PO/PO Line. Do not edit this data. If using an AFE, please key in **PROJECTINVENTORY**.

### Material Charge Code Examples in Open Invoice:

#### *Network Activity codes and Work Orders in Open Invoice with four preceding zeros*

**Network Activity:** 00005\_\_\_\_\_ (16 digits total)

**Work Order:** 00009\_\_\_\_\_ (12 digits total)

**Cost Center:** Cost Center viewed as provided (no preceding zeros)

**AFE:** For ANY AFE, input **PROJECTINVENTORY** in the Charge Code field

Example of warehouse inventory charged to an AFE:

Line Item 1 of 1 - Invoice # MP0112 - 11/28/2016

Requisitioner:   

**Chrg Code:**  

Asset Number:

NA:

PO:  

Location:

PO Line:  

Charge Type:

NA:

Major/-/:

Service Date:   To:   

Tickets:

Show Items With Category:

Product/Service:

Part # / Item ID: W1

Buyer Code:

Description:

Widget 1

Pricing Source:

SOURCE	UNITS	CURRENCY	RATE	ADJUSTMENT	TYPE	ADJUSTMENT	ADJUSTED RATE
 Catalog	EA		N/A	N/A		N/A	N/A

QUANTITY	UNITS	RATE	SUBTOTAL	DISCOUNT(%)	CURRENCY	TOTAL
1	EA 	10.00	10.00	0.00	USD - U.S. Dollar	10.96

## Supplier: How to Create a Material Invoice from a Purchase Order

1. Go to Invoice tab > **Purchase Order Search**.
2. Key in the PO number. If this field is left blank and you click “**Apply Filter**”, all POs will be visible. Select the correct PO.
3. Select the paper icon  “Create Invoice” on the **Action** column. Alternatively, select the PO, then select the  “Create Invoice” button.

> Invoice > Purchase Order Search

### Purchase Order Search

#### PO Details

PO Number:	<input type="text" value="4510128012"/>	Buyer:	<input type="text"/>
Type:	<input type="text" value="Detail"/>	Requested Delivery Date:	<input type="text"/>  MM/DD/YYYY
Status:	<input type="text" value="--Please Select--"/>	Item Master:	<input type="text"/>
Invoice Fulfillment:	<input type="text" value="--Please Select--"/>	Supplier Code:	<input type="text"/>
Receipt Fulfillment:	<input type="text" value="--Please Select--"/>	MFTR Code:	<input type="text"/>
Status of Latest Change Request:	<input type="text" value="--Please Select--"/>		

Apply Filter

Clear Filter

#### Legend

Action	PO Number	PO Status	PO Date	Buyer	Buyer Site	Description	Currency	Amount	Invoice Fulfillment
 1 record found.	4510128012	Accepted	02/14/2017	Hess E&P	Hess Corporation (Head Office)		USD	500,000.00	Unfulfilled

4. Once you are in the invoice creation function, you will notice that the data from the PO has been auto-populated for you:

#### Hess Customer Site:

##### Hess E&P

Customer Site:

Department:

#### Hess Contract (PRICEBOOK suppliers only):

Contractual Information

Contract:

## Line Item Details from PO:

Buyer

Hess E&P

Customer Site: Hess Bakken Investments II

Department: AP Bakken

Supplier

Supplier, Inc.

Houston  
PO Box 230307  
Houston, Texas  
United States of America  
77223  
713-465-0396

General Information

Invoice Number: TESTINVOICE123

Invoice Type: Original Invoice

Submission Type: Direct Entry

Status: New

Routing Code:

Invoice Date: 10/27/2017 MM/DD/YYYY

Currency: USD - U.S. Dollar

Invoice Amount: 6,612.60

Remit Amount: 6,612.60

Description:

Entity Name & Number: 0057 – HESS CORP  
BUSINESS CONTACT: ADRIEN MELENDEZ

PO: 4510136387

Next >>

Summary

Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	
	1.	4510136387				PAD:12X60X2IN;W/ EDGE COAT TREATMENT.	12.00	EA	26.05	312.60	(0.00%)	312.60	
	2.	4510136387				PAD:12"X12"X72";COOLING MEDIA;EDGE COAT	60.00	EA	105.00	6,300.00	(0.00%)	6,300.00	
										Subtotal:	6,612.60	0.00	6,612.60
										Total Amount:			<u>USD 6,612.60</u>

5. Insert the Invoice Number and any other details, review the data, then select **Next**.
6. Review the data and select **Add Line Item** “**Add Line Item**” if adding freight and/or handling (only for use if the freight and/or handling is NOT on the PO) – See section **Supplier: How to Charge Freight on an eCommerce Material PO** below.
7. From this point, follow the [How to Create eInvoices](#) guidelines and ensure all mandated items are filled in before you submit the invoice.

## Supplier: How to Charge Freight on an eCommerce Material PO

If a supplier has a Material eCommerce PO with a freight line included on the PO, the supplier will invoice charging the freight to the appropriate PO line(s).

If a supplier has a Material eCommerce PO with NO freight line included on the PO, the supplier will add the freight charges to the FIRST line the PO used for that invoice by selecting the Freight option from the Open Invoice catalog. For example, if the invoice uses lines 00010 – 00100 of the Material PO, the supplier will charge the freight to line 00010 of the PO. If the invoice uses lines 00040 – 00130 of the PO, the supplier will charge the freight to line 00040 of the PO. When the invoice is received by Hess, the freight is then charged appropriately.

If adding Freight on an eCommerce Material PO, begin with **Step 6** on above section **Supplier: How to Create a Material Invoice from a Purchase Order**.

Line Item 3 of 3 - Invoice # TESTINVOICE123 - 11/14/2017

PO: 4510136387 PO Line (Detail) : 00010

Service Date From: 11/14/2017 Service Date To: 11/14/2017

Product/Service: Freight - FREIGHT Select Freight from the Product/Service catalog

Description: Freight

Tickets:  Add

Pricing:	Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
Select Catalog pricing source	PO	EA	USD	26.05	N/A	N/A	N/A
	Catalog		USD	N/A	N/A	N/A	N/A

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total	
Key in quantity, units, rate	1	EA	549.12	549.12	0.00	USD	549.12

Note that the PO alert may turn **RED** on the added line(s) to accommodate freight on the invoice; this will not cause the invoice to fail.

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete	
	1.	4510136387	11/14/2017	11/14/2017	EGG006	PAD:12X60X2IN;W/ EDGE COAT TREATMENT.	12.00	EA	26.05	312.60	(0.00%)	312.60		
	2.	4510136387	11/14/2017	11/14/2017	EGG006	PAD:12*X12*X72*;COOLING MEDIA;EDGE COAT	60.00	EA	105.00	6,300.00	(0.00%)	6,300.00		
	3.	4510136387	11/14/2017	11/14/2017	FREIGHT	Freight	1.00	EA	549.12	549.12	(0.00%)	549.12		
										Subtotal:	7,161.72	0.00	7,161.72	
										Total Amount:		USD 7,161.72		

Follow the same steps if necessary to add other freight charges (handling, crating, etc.).