Hess Standard Invoice Requirements

1.   Invoice requirements

Invoices shall be submitted within 30 days of work completion and must comply with the invoice requirements listed within. eCommerce is the preferred method for invoice submittal. Any invoice submitted outside of eCommerce will be negotiated on an exception basis.

1.1   eCommerce Submission

Purchaser shall pay the Purchase Price set out in the electronic Pricebook or set out in the Purchase Order (PO) if a Pricebook is not available; if Supplier has delivered the Goods or provided the Services in accordance with the requirements set out in the Contract or the (PO). The Total Purchase Price does not include sales, value-added or goods and services taxes. This price is firm and fixed until an agreed-upon change is approved in the electronic Pricebook. The electronic Pricebook takes precedence over all other pricing documents. All eCommerce invoices will be submitted via the electronic invoicing portal at www.OpenInvoice.com.

1.1.1 Service Invoice Requirements

- Invoice Number – Up to 16 alpha-numeric characters with no spaces or special characters
- 80-line limit per invoice
- Debits and Credits are NOT allowed on the same invoice
- Invoice Date
- Service Date
- Correct Hess Legal Entity Name
- Location
- PO Number – ONE (1) per invoice
- PO Line Number(s)
- Charge codes
  - Blanket POs must reference Network Activity (NWA) combination or Work Order (WO). These charge codes require the four preceding zeroes)
    - NWA example: 16-digit alphanumeric combination (000012345678IZ30)
    - WO example: 12-digit (000012345678)

- o Discrete POs – Charge Code field will auto populate with what is tied to the PO/PO line number. Do not try to change it or add one. If the charge code doesn't auto populate, please reach out to your service requisitioner or Global Supply Chain representative to obtain accurate billing information.
- Description of Services Performed
- Unit Rate or Price
- Taxes (if any)
- Backup Documentation – Service Requestor to specify which are required, including but not limited to:
  - o 3rd Party Charge Receipts
  - o Inspection Reports
  - o Time Sheets
  - o File size limitation of 9MB for each attachment. Multiple attachments accepted up to 80MB maximum.

1.1.2 Material Invoice Requirements

- Invoice Number – Up to 16 alpha-numeric characters with no spaces or special characters
- 80-line-item limit per invoice
- Debits and Credits are NOT allowed on the same invoice
- Invoice Date
- Delivery Date
- Correct Hess Legal Entity Name
- Location
- PO Number
  - o Must be a 10-digit 451 series PO
  - o ONE (1) per invoice
- PO Line Number – Multiple lines are accepted on one invoice.
- Freight
  - o Freight-only invoice requires a freight-specific PO line.
  - o Freight billed with materials should reference the material PO line and use the "FREIGHT" part code from the public catalog.

- Charge Code field will auto populate with what is tied to the PO/PO line number. Do not try to change it or add one. If the charge code doesn't auto populate, please reach out to your service requisitioner or Global Supply Chain representative to obtain accurate billing information.
- Description of Goods delivered.
- Unit Rate or Price
- Taxes (if applicable)
- Backup Documentation – Requestor to specify which are required, including but not limited to:
  - 3rd Party Charge Receipts
  - Signed delivery tickets (PODs) for material delivered.
  - File size limitation of 9MB for each attachment. Multiple attachments accepted up to 80MB maximum.

1.1.3 Credit Invoice Requirements

- Must reference and link to the original Open Invoice submission to which the credit applies. Credit invoices that do not reference the original invoice cannot be submitted.
- The original invoice must have been previously submitted in Open Invoice and Approved or Paid.
- Quantity in a Credit invoice must be negative value (Example: -25)
- Invoice number – Up to 16 alpha-numeric characters with no spaces or special characters. Suppliers often append the original invoice number with "CM" to indicate it is a Credit Invoice (e.g., "CM12345" or "12345CM")
- 1:1 invoice ratio. Credit memo should match the original invoice submission. We will not accept multiple invoices against one credit memo.

1.2   Non-eCommerce "Paper" with PO Reference

Purchaser shall pay the Purchase Price in the PO if Supplier has delivered the Goods or provided the Services in accordance with the requirements set out in the Contract (if applicable) and the PO. The Total Purchase Price does not include sales, value added or goods and services taxes. This price is firm and fixed until an agreed-upon change is approved.

Requirements

- Invoices should be submitted to: VendorEPPO@Hess.com
  - ***Submission more than 30 days after service/material rendered may result in payment delays.***
- One (1) invoice per email (with supporting documentation) in a single PDF less than 9MB
- One (1) PO number per invoice displayed on page 1
- Supporting documentation should include but not be limited to:
  - 3rd party charge receipts
  - Signed delivery tickets (PODs) for material delivered and services as required.
  - Inspection reports
  - Time sheets, etc.
- Billed to the correct Hess legal entity as per the PO.
- Supplier name on invoice should match supplier name on PO.
  - One (1) PO number per invoice
  - PO Line(s) – Multiple lines are accepted; however, each invoice line item must correspond to the correct PO line item and description.
  - Invoice price, quantity, and unit of measure must match the PO.
  - Freight only invoice requires a freight specific PO line.
- Ship to Address is required, when applicable
- 8-1/2" x 11" White Paper (No Color or Carbon Copies)
- Black Font (No Color)

We reserve the right to reject any invoice with an unclear format. Submissions with multiple attachments or zipped files will be automatically rejected.

1.3   Non-eCommerce "Paper" without PO (FI invoice)

FI invoicing is permissible for low-value, low-risk purchases where your GSC representative has agreed it is the most appropriate procurement Buying Channel.

Requirements

- Invoice should be submitted to: VendorEPFI@Hess.com
  - *Submission more than 30 days after services rendered may result in payment delays.*
- One (1) Invoice per email (with supporting documentation) in a single PDF less than 9MB
- Billing Information must be obtained from Hess representative prior to work being performed and MUST be annotated on the invoice copy:
  - Hess Legal Entity Name/Company Code Number
  - GL Account Number
  - Cost Object (Cost Center, Work Order, or Network Activity)
  - Hess Approver Name with appropriate DOA
- 8-1/2" x 11" White Paper (No Color or Carbon Copies)
- Black Font (No Color)

We reserve the right to reject any invoice with an unclear format. Submissions with multiple attachments or zipped files will be automatically rejected.

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2.   Invoice Follow-Up

Submit questions related to invoice status or remittance to VendorQueryEP@Hess.com. You will be provided with an INC ticket number to track your request to resolution/closure. Once a ticket has been closed, you will need to send a new email with a new subject to VendorQueryEP@Hess.com to start another ticket.
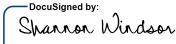
3.   Reminders

3.1   Payment Terms

Standard Hess payment terms are 60 days unless otherwise negotiated with your GSC Representative. Payment date is determined by your negotiated payment term and the day of a complete and successful invoice submission following the requirements. Document date will not be considered.

3.2   Missing or Inaccurate

Reach out to your service requisitioner or Global Supply Chain representative for any PO, cost object or price book related concerns.

Vendor account update related concerns (banking modifications, mergers and acquisitions, email changes) should be submitted via the Ariba portal. If you are unable or having issues, please email VendorMaster@Hess.com.

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