



Invoice Submissions

Vendor Portal

The invoicing requirements have NOT changed:

- PO Invoices will be submitted via the vendor portal
- PO Form is required with your submission
- Non-PO invoices will be submitted via email to apinvoices@hilcorp.com (Hilcorp) or apinvoices@harvestmidstream.com (Harvest)
- The attachment must be in PDF format
- The invoice document must be the first page followed by support and submitted in ONE PDF
- File size limitation is 5MB per PDF

If the required information is not included with your submission(s), the invoice(s) will be rejected.



Vendor Portal Training

Portal Registration

Activate Your Account for FS² Accounts Payable - Hilcorp

SAP ias@notifications.sap.com

SAP The Best-Run Businesses Run SAP

Dear KAREN TEST 1,

An account has been created for you. To activate your account for [FS² Accounts Payable - Hilcorp](#), click the link below. You will be taken to a page where you will also set a password for your account.

Select "Click here to activate your account"

[Click here to activate your account](#)

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

<https://azvxtsjd4.accounts.ondemand.com/ids/activation?token=124141414144416C49644A454778366B666649586F5062773559664851464A58326225324247344325324633764E5042536C59596D5A7A794F6A7275396F6C6D76346A59304261435775253246496B673838253344>

Best regards,
Your SAP Cloud Identity Service Team

Your SAP Cloud Identity Service Team
Best regards

https://azvxtsjd4.accounts.ondemand.com/ids/activation?token=124141414144416C49644A454778366B666649586F5062773559664851464A58326225324247344325324633764E5042536C59596D5A7A794F6A7275396F6C6D76346A59304261435775253246496B673838253344



Vendor Portal Training

Portal Registration



Activate Your Account

FS² Accounts Payable - Hilcorp

i An account has been created for you with Identity Authentication for use with FS² Accounts Payable - Hilcorp. The account information we already have for you is below.

To begin using your account for FS² Accounts Payable - Hilcorp, set a password below.

TELL US ABOUT YOURSELF

First Name

Last Name *

E-Mail *

SET PASSWORD

Password *

Re-Enter Password *

Continue



Account Successfully Activated

FS² Accounts Payable - Hilcorp

✓ Thank you for registering and activating your account



- Activate your account by:
1. Creating a password
 2. Re-enter the password
 3. Select "Continue"

Continue



Vendor Portal Training

Portal Registration



Sign In

FS² Accounts Payable - Hilcorp

E-Mail or User Name

Password



Keep me signed in

[Forgot password?](#)

Sign into the portal using the username and password created in the previous step:
<https://vendorportal.hilcorp.com/>

Continue



Vendor Portal Training

Purchase Orders Invoice Submission



Home



Serrala Supplier Portal

<p>Invoices</p> <p> 0</p> <p>Open Invoices</p>	<p>Our Accounts</p> <p> 1</p>	<p>Remittance Advice</p> <p> 0</p> <p>Paid Invoices</p>	<p>Messages</p> <p> 0</p> <p>New Messages</p>	<p>Company</p> <p> 6</p> <p>Customer Master Data</p>	<p>Purchase Orders</p> <p> 75</p> <p>Open POs</p>
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Select the "Purchase Orders" file to view open purchase orders and create/flip the PO to an invoice



Vendor Portal Training

Purchase Orders Invoice Submission

Search

PO# 4500348174 Open

PO Amount: USD 1,763.58 Company Code: 1600 Vendor: 40018751 Date of Creation: Jul 14, 2022

[Items](#) [Attachment](#) [Messages](#)

<input type="checkbox"/>	Item	Description	Net Price	Unit	Open Qty
<input type="checkbox"/>	10	SOA 219191-29-7-X00172-BOARD CONTR, RELA	1,763.58	EA	0.000

Open Amount: 0.00 Invoice Qty: 0.000 Received Qty: 0.000

Total Value: 1,763.58



Vendor Portal Training

Purchase Orders Invoice Submission

SERRALA Purchase Orders

Purchase Orders (1)

PO# 4500443759 **New**

PO Amount USD 3,322.21 Company Code 1100 Vendor 40018751 Date of Creation Dec 15, 2022

Items Attachment Messages

<input type="checkbox"/>	Item	Description	Net Price	Unit	Open Qty	Open Am...	Invoice Qty	Received ...	Total Value
<input type="checkbox"/>	10	41350-1_CL21-19_Engine rebuilt	1,595.57	EA	0.000	0.00	0.000	0.000	1,595.57
<input checked="" type="checkbox"/>	20	41350-1_CL21-19_Core charge	1,500.00	EA	0.000	0.00	0.000	0.000	1,500.00
<input type="checkbox"/>	30	41350-1_CL21-19_Kit, Gasket, Overhaul	226.64	EA	0.000	0.00	0.000	0.000	226.64

4500443759 USD 3,322.21 **New**
Success Cfg. 1101
Vendor: 40018751 Dec 15, 2022

1. Select the appropriate line items being billed on the invoice document
2. Select "Copy to Invoice"

Copy to Invoice



Vendor Portal Training

Purchase Orders Invoice Submission

<  Create Invoice ▾



Create Invoice

*Reference: 5000035447

*Vendor: 40018751

*Amount: 1,575.00 USD

*Billing Date: Mar 3, 2023

Vendor Name:

Tax Amount: 75.00

*Buyer Org: 1100 - Hilcorp Energy Company

Delivery Note:

PO	PO Item	Qty	Amount	Material	Text	UOM
4500443759	00020	1.000	1,500.00		41350-1_CL21-19_C...	EA

Attachments (0)

1. Enter the invoice number (no spaces or special characters)
2. Enter the invoice date
3. Enter the total amount of the invoice including tax
4. Enter the tax amount, if applicable



Vendor Portal Training

Purchase Orders Invoice Submission



Purchase order

Please submit your invoice as the first document followed by this PO form

Your person responsible :

Your reference :

Delivery date: 11/28/2022

Please deliver to:
Rocky Mountain Asset team General P
WY 77002

Terms of payment Within 30 days of invoice receipt

Currency: USD

Order #: 41350-1
Ordered by: Daniel Schumacher

Item	Material	Description	Order qty.	Unit	Price per unit	Net value
10		41350-1_CL21-19_Engine rebuilt	1	EA	1,595.57	1,595.57
Cost Center : 1001764001 County Line 021-19						
20		41350-1_CL21-19_Core charge	1	EA	1,500.00	1,500.00
Cost Center : 1001764001 County Line 021-19						
30		41350-1_CL21-19_Kit, Gasket, Overhaul	1	EA	226.64	226.64
Cost Center : 1001764001 County Line 021-19						

Total net value excl. tax USD

3,322.21

Following the PO Form:

1. Enter/confirm the quantities
2. Enter the quantities billed on the invoice, if applicable



Vendor Portal Training

Purchase Orders Invoice Submission

SERRALA Create Invoice ▾

Create Invoice

*Reference:	5000035447	*Vendor:	40018751 ▾	*Amount:	1,575.00	USD
*Billing Date:	Mar 3, 2023 📅	Vendor Name:		Tax Amount:	75.00	
*Buyer Org:	1100 - Hilcorp Energy Company ▾			Delivery Note:		

PO	PO Item	Qty	Amount	Material	Text	UOM
4500443759	00020	1.000	1,500.00		41350-1_CL21-19_C...	EA

Attachments (0) +


No files found.
Drop files to upload, or use the "+" button.

Following the PO Form:

1. Enter the quantities, if applicable
2. In this case, the PO Form has 1 and the quantity should remain at 1



Vendor Portal Training

Purchase Orders Invoice Submission

Create Invoice

*Reference: 5000035447

*Vendor: 40018751

*Amount: 1,575.00 USD

*Billing Date: Mar 3, 2023

Vendor Name:

Tax Amount: 75.00

*Buyer Org: 1100 - Hilcorp Energy Company

Delivery Note:

+ -

PO	PO Item	Qty	Amount	Material	Text	UOM
4500443759	00020	1,000	1,500.00		41350-1_CL21-19_C...	EA

Attachments (0)

1. Click the "+" sign to add an attachment
2. The invoice and PO Form are required
3. Please ensure the invoice comes before the PO Form in the PDF file

+

No files found.

Drop files to upload, or use the "+" button.



Vendor Portal Training

Purchase Orders Invoice Submission

SERRALA Create Invoice ▾

Create Invoice

*Reference: 5000035447 *Vendor: 40018751 *Amount: 1,575.00 USD
*Billing Date: Mar 3, 2023 Vendor Name: Tax Amount: 75.00
*Buyer Org: 1100 - Hilcorp Energy Company Delivery Note:

PO	PO Item	Qty	Amount	Material	Text	UOM
4500443759	00020	1.000	1,500.00		41350-1_CL21-19_C...	EA

Attachments (1)

 TEST_BLANK.pdf
4.8 KB

Select and attach a single PDF file which includes:

1. The invoice document
2. PO Form
3. Supporting documentation

Select "Submit"



Vendor Portal Training

Purchase Orders Invoice Submission



Home

Serrala Supplier Portal

Invoices

1

Open Invoices

Our Accounts

1

Remittance Advice

0

Paid Invoices

Messages

0

New Messages

Company

6

Customer Master Data

Purchase Orders

75

Open POs

To review your submission:

1. Navigate to the dashboard
2. Select the "Invoices" tile



Vendor Portal Training

Purchase Orders Invoice Submission

SERRALA Your Invoices ⓘ ⌵

Your Invoices

Standard ⌵

Show Filter Bar Clear Filters **Go**

The invoice submission is displayed below



Record	Receipt Date	Source	My Vendor Name	Status	Buyer Org	Invoice #	Billing Date	Amount	PO	Payment ...
0000000638	Jul 12, 2023			Received	Hilcorp Energy Company	5000035447	Mar 3, 2023	1,575.00 \$	4500443759	N030 >

0000000638	Jul 12, 2023		TECHNOLOGY SERVICES	Received	Coubeau	2000022111	Mar 3, 2023	1,212.00 \$	420043128	N030 >
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Vendor Portal Training

Purchase Orders Invoice Submission

Standard **To filter, select "Show Filter Bar"** Show Filter Bar Clear Filters Go

Record	Receipt Date	Source	My Vendor Name	Status	Buyer Org	Invoice #	Billing Date	Amount	PO	Payment ...
0000000638	Jul 12, 2023			Received	Hilcorp Energy Company	5000035447	Mar 3, 2023	1,575.00 \$	4500443759	N030 >

1. Enter your search criteria below
2. Remove 50 from "Maximum Results"
3. Select "Go"

Standard Hide Filter Bar Clear Filters Go

Record Number: Receipt Date: My Vendor Number: Status: Buyer Org: Reference: Billing Date:

Amount: - Purchasing Document: Delivery Note: Payment Method: Payment Terms: Due Date Net: Maximum Results:

Record	Receipt Date	Source	My Vendor Name	Status	Buyer Org	Invoice #	Billing Date	Amount	PO	Payment ...
0000000638	Jul 12, 2023			Received	Hilcorp Energy Company	5000035447	Mar 3, 2023	1,575.00 \$	4500443759	N030 >

Standard Hide Filter Bar Clear Filters Go

Record Number: Receipt Date: My Vendor Number: Status: Buyer Org: Reference: Billing Date:

Amount: - Purchasing Document: Delivery Note: Payment Method: Payment Terms: Due Date Net: Maximum Results:

Record	Receipt Date	Source	My Vendor Name	Status	Buyer Org	Invoice #	Billing Date	Amount	PO	Payment ...
0000000638	Jul 12, 2023			Received	Hilcorp Energy Company	5000035447	Mar 3, 2023	1,575.00 \$	4500443759	N030 >



FS2AP Supplier Portal Now Active for Hilcorp and Harvest Midstream Invoices



Thank you for your patience as we introduce our new Accounts Payable system.

We are now ready to provide vendors with access to the Supplier Portal.

What to Expect

You will receive an email from ias@notifications.sap.com inviting you to activate your portal account. Follow the instructions in the email for this one-time setup. Once your account has been activated, the portal can be accessed using [this link](#). The invitation expires 14 days after receipt. Contact us to receive a new activation email if necessary.

The portal has two primary uses:

1. Submitting PO-based invoices
2. Checking the status of all submitted invoices (PO and non-PO invoices)

Effective immediately, all PO invoices must be submitted using the portal. We will only accept non-PO invoices by email. Failure to follow these instructions will result in delays processing invoices.

You may experience a delay when logging into the main portal screen. We are actively working to remediate this and enable quicker access to your PO and invoice information.

Email Addresses for Non-PO Invoices remain unchanged:

- apinvoices@hilcorp.com (Hilcorp Energy Company, Hilcorp San Juan, Hilcorp Alaska, Hilcorp North Slope)
 - apinvoices@harvestmidstream.com (Harvest Midstream Company, Harvest Alaska)
-

FAQs Available

- <https://www.hilcorp.com/vendors/>
 - <https://www.harvestmidstream.com/vendors/>
-

Other Questions?

- Email to FS2Accountspayable@hilcorp.com for Hilcorp
- Email to FS2Accountspayable@harvestmidstream.com for Harvest Midstream

Do NOT submit invoices to this email address. Any invoices received will be returned.
