Hilcorp B2B Invoice Submission Process

2026 — Vendor Onboarding & Reference Guide

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Hilcorp B2B Invoice Submission Process

The B2B invoice submission process at Hilcorp integrates your invoicing system with Hilcorp's financial system (SAP) so invoices flow through automatically. Since the original release of this process, Hilcorp has introduced a self-service **B2B Vendor Portal** that you use to register, configure how your invoices are translated, submit invoices, and track their status in SAP.

You can submit invoices through any of **three channels** — the web portal, an automated SFTP folder, or a REST API — and all three run through the same validation and transformation pipeline. This guide walks through onboarding end-to-end and serves as an ongoing reference.

Portal address:

- Production: https://b2bportal.hilcorp.com
- Test / QA: https://b2bportal-qa.hilcorp.com

Support contact: sapsupport@hilcorp.com

The Vendor Portal

Registration

Your Hilcorp **Business Partner Number** is assigned by Hilcorp and emailed to you before you register.

1. Go to the portal and select **Register Now** (available from the login/help pages without signing in).
2. Submit the registration form: Business Partner Number, Company Name, Contact Name, Email Address, and Phone Number.
3. Your Business Partner Number is validated against SAP in real time. If it is not recognized, you will be told immediately so you can correct it.
4. On submission your status is set to **Pending**, you receive a "Registration Received" email, and a status page explains the next steps.
5. A Hilcorp administrator reviews and **approves** your registration. On approval you receive an email with a secure link to set your password (the link is valid for 24 hours).
6. Once your password is set, you can log in.

> *Hilcorp administrators can also submit the registration on your behalf if needed.*

Logging In

The portal home page **is** the login page. Approved vendors sign in with three fields:

- **Business Partner Number**
- **Email Address**
- **Password**

Your Business Partner Number is re-validated against SAP on every login. Sessions last 8 hours. If you forget your password, use **Forgot Password** (Business Partner Number + email) to receive a reset link.

Multiple Users per Vendor

Each Business Partner can have **up to 50 individual user accounts**, each with its own email and password and one of three roles:

Role	What they can do
Full Admin	Everything, including managing the other users for your company
Submitter	Submit invoices and view history
Viewer	View invoice history only (read-only)

A **Full Admin** manages your company's users from **Manage Users** in the navigation bar — add users, assign roles, deactivate, or remove them. New users receive an email invitation to set their password.

Choosing How to Submit Invoices

Channel	Best for	How it works
Web Upload	Occasional or manual submission	Log in, select your XML + PDF files, and upload them on the **Upload Invoice** page.
SFTP	Automated, hands-off delivery from your system	Drop XML + PDF files into your Hilcorp SFTP folder; the portal retrieves and processes them automatically.
REST API	ERP / system-to-system integration	Your system `POST`s each XML + PDF pair to the portal API with an API key.

All three channels run the **same pipeline**: well-formedness check → duplicate detection → profile resolution → XML transformation to the Serrala FS2 AEI format → required-field validation → SAP duplicate check → secure storage → delivery to SAP. Submissions from all channels appear together in your **Upload History** with a colored source badge (Web, API, or SFTP).

SFTP Site Setup

Establishing a secure file transfer (SFTP) connection is the first step if you plan to deliver files automatically from your system.

Requesting Your SFTP Site

To request an SFTP site, email **sapsupport@hilcorp.com** with the subject line **B2B SFTP Site request**. This is handled by the Hilcorp SAP Technical Team. Expect a reply with your **TEST** SFTP site and credentials within **2 business days**.

Viewing Your SFTP Credentials

Once Hilcorp configures SFTP for your account, your connection details appear on your portal home page (**My Portal**) under the **SFTP Access** section:

- Hostname, User ID, Password (with a show/hide toggle), and Folder Path
- A ready-to-use connection string: `sftp://{userId}@{hostname}/{folder}`
- Copy-to-clipboard buttons on each field

Authentication can be **password-based or private-key-based** (`.ppk` , `.pem` , or `.key`). If you prefer key-based authentication, provide your public key to Hilcorp support.

Test SFTP Site and Credentials

Connect to the test SFTP site with any SFTP client (WinSCP, FileZilla, command-line `sftp` , etc.) to confirm your credentials and folder access before sending files. Hilcorp can run a **Test Connection** from the admin side at any time to help diagnose connectivity.

Select a Standard or Customized Format

Hilcorp accepts two paths for your invoice XML: a **standard** format you adopt directly, or a **customized** translation Hilcorp builds for your existing format.

Standard Format

A standard format is pre-understood by Hilcorp's system and is the fastest route to go-live. Hilcorp currently supports two standard formats:

- **Serrala FS2 AEI** (Hilcorp's native target format — see the Appendix)
- **PIDX**

Customized Format

If you cannot produce Serrala FS2 AEI or PIDX, the portal can translate **your own XML format** into the required FS2 AEI document. You configure this yourself in the portal using **Mapping Profiles** (below)

— no code or XSLT file from Hilcorp is required for most formats. For complex layouts you may upload your own **XSLT** stylesheet instead. Send at least one example file to Hilcorp support if you'd like help setting up the translation.

File Names

File names should start with the **Vendor Number** and then the **Invoice Number**, for example:

```
00400999_123456.xml
00400999_123456.pdf
```

The XML and PDF of the same invoice must share the **same base name** with different extensions so the portal pairs them. (If exactly one XML and one PDF are present, they are paired automatically regardless of name.)

> *If your source filenames use a different identifier (e.g., a DUNS number), or the vendor/invoice number lives *inside* the XML rather than in the filename, Hilcorp can configure a file-prefix substitution or XPath-based naming rule for your account — just ask support.*

Mapping Profiles

A **Mapping Profile** tells the portal how to turn your invoice XML into the Serrala FS2 AEI format. You create and manage profiles under **Mapping Profiles** in the portal.

- Create one profile per document type you send — e.g. **PO Invoice**, **Non-PO Invoice**, **Credit Memo**.
- For each profile, upload a **sample XML** file; the portal lists every field in your sample so you can map each FS2 field to your field.
- **Auto-Map** suggests mappings automatically by matching field names; review and adjust before saving.
- Advanced options per field: **substring extraction**, **XPath expressions** (including `IF … THEN … ELSE …` conditional logic), **static values**, and **dynamic tokens** such as `{TODAY}` / `{NOW}`.
- **XSLT mode:** instead of field mappings, upload your own XSLT stylesheet (XSLT 1.0/2.0/3.0 supported).
- **Auto-Select rules:** when you send more than one document type, rules pick the right profile per file automatically (e.g., if `CREDIT` has a value → Credit Memo profile).
- **Export / Import:** download a profile as JSON to back it up or move it between the test and production environments.

Hilcorp administrators set certain values globally so you don't have to (for example `SOURCE`, `AUTO_POSTING`, and `COCODE`), and some fields may be hidden from your mapping screen because

Hilcorp controls them.

Generated PDFs

If your system cannot produce a PDF image of the invoice, the portal can **generate one for you** from your XML. Hilcorp configures a PDF template on your mapping profile (either a visual layout or a custom stylesheet). When you submit an XML **without** a paired PDF and a template exists, the portal generates the PDF automatically. A PDF you supply yourself always takes precedence.

Testing

Thorough testing ensures every part of the submission process works before going live.

Setup of Ingest Process

Hilcorp configures how your invoices are ingested on the Hilcorp side, and you configure your **Mapping Profile(s)** in the portal (test environment). At least one fully configured profile is required before uploading is enabled.

Send Test Files

Send a batch of test invoices through your chosen channel (web, SFTP, or API). Each file is validated for correct formatting and required data. The portal reports a clear per-file result, including the reason for any failure.

Check the Portal

Log in to the portal and open **Upload History**. Confirm each test invoice was received and transformed. Open an invoice's **Details** page to see the full value pipeline — your source XML value, the generated FS2 value, and the live SAP value — side by side for every key field.

Approval Sign-Off & Selection of Go-Live Date

After successful testing, both parties sign off and agree on a **Go-Live** date, marking the transition to production.

Production

The production phase is where live invoice submissions take place.

1. **Production SFTP site and credentials** (if using SFTP) are provided after successful testing.
2. **Ingest setup is replicated** from the tested configuration — now handling real invoices. If you built your mapping profiles in the test environment, **Export** them there and **Import** them into production to carry your configuration over.
3. **Send one real invoice** through production to confirm everything behaves as it did in testing.
4. **Check the portal** (Upload History → Details) to confirm receipt and SAP status.
5. **Go-Live:** once the first production invoice validates, you begin submitting live.

The production portal is at https://b2bportal.hilcorp.com.

Hypercare

Hypercare is a post-go-live support period. Hilcorp and the vendor monitor submissions closely for a set period, and any bugs, errors, or inconsistencies are identified and resolved quickly to avoid disruption. Use the portal's **Report Incident** feature (below) to log anything that needs attention during this period.

Tracking Your Invoices

The portal's **Upload History** is your single view of every submission across all channels:

- Filter by invoice date, invoice number, PO number, company code, or status.
- Each row shows the submission date, invoice date, vendor number, invoice number (a link to Details), PO number, company code, source channel, and **live SAP status**.
- Status badges tell you where an invoice is:

Badge	Meaning
Processed	Uploaded and transformed successfully
Pending FS2	Staged and awaiting SAP pickup
SAP status (with description)	Found in SAP with its current processing status
Not Found in FS2	Not yet seen by SAP
Duplicate in SAP	An invoice with this number already exists in SAP
Failed	Transform or upload error (hover/open for the reason)

- **Duplicate protection:** the portal blocks the same invoice from being submitted twice, both within the portal (content hash) and against SAP (by invoice number + vendor).
- The **Details** page shows the complete SAP record and an **Activity Log** tracing the invoice through the pipeline.

Reporting an Issue

Any logged-in user can submit a support ticket via the **Incidents** link in the portal:

- Provide a title, description, and priority. Hilcorp triages, sets a status (Open / In Progress / Deferred / Resolved), and can comment back and forth with you on the ticket.
- You can paste screenshots directly into the description and comments.
- Portal-wide notices (e.g., a known outage) appear as a banner at the top of every page.

Appendix

Serrala FS2 AEI XML Format

This is Hilcorp's native target format. If you adopt it as a standard format, produce XML in this shape (one invoice per document):

```
<BATCH>
  <NAME>Name of Invoice</NAME>
  <DESCRIPTION>Free form text description of invoice</DESCRIPTION>
  <BATCHCLASSNAME/>
  <INVOICES>
    <INVOICE>
      <HEADER>
        <DATE>10/16/2024</DATE>
        <TIME>11:20:53</TIME>
        <ORIGFILE>Invoice_File.PDF</ORIGFILE>
        <PONUM>999999999</PONUM>
        <INVNUM>999999999</INVNUM>
        <INVDATE>09/24/2024</INVDATE>
        <TOTAL>100.00</TOTAL>
        <CUR>USD</CUR>
        <CREDIT></CREDIT>
        <VENDNUM>40020100</VENDNUM>
        <COCODE>1100</COCODE>
        <TAX_AMOUNT>8.65</TAX_AMOUNT>
        <TAX_CODE>I1</TAX_CODE>
        <AUTO_POSTING>X</AUTO_POSTING>
        <DEL_COST></DEL_COST>
        <SOURCE>EI</SOURCE>
        <VVALU2/>
        <LINES>
          <LINE>
            <POLINE>10</POLINE>
            <MATERIAL/>
            <QTY>5</QTY>
            <UOM>EA</UOM>
            <PRICE>100</PRICE>
            <UNITPRICE>20</UNITPRICE>
            <TAX_CODE_ITEM>I1</TAX_CODE_ITEM>
            <ITEMDESCRIPTION>Free form text description of line item</ITEMDESCRIPTION>
            <KOSTL>Hilcorp provided Cost Center</KOSTL>
            <GLACC>Hilcorp provided GL Account Number</GLACC>
            <ITEMID/>
            <PROJK>Hilcorp provided WBS Element</PROJK>
          </LINE>
        </LINES>
      </HEADER>
    </INVOICE>
```

```
  </INVOICES>
</BATCH>
```

Serrala FS2 AEI XML Tag Description

Level	Tag	Description	Required	Supplied by
1	BATCH	Group — assume one invoice per XML document	—	—
2	NAME	Batch name — free form text	✓	Vendor
2	DESCRIPTION	Description of batch — free form text	✓	Vendor
2	BATCHCLASSNAME	Not used at this time	—	—
2	INVOICES	Group	—	—
3	INVOICE	Group	—	—
4	HEADER	Group	—	—
5	DATE	Current date	✓	Vendor
5	TIME	Current time	✓	Vendor
5	ORIGFILE	Original name of invoice file (stored for reference)	✓	Vendor
5	PONUM	Purchase Order Number	✓	Vendor
5	INVNUM	Invoice Number	✓	Vendor
5	INVDATE	Invoice Date	✓	Vendor
5	TOTAL	Invoice Total	✓	Vendor
5	CUR	Currency (default is USD)	✓	Vendor
5	CREDIT	`X` if this is a Credit Memo	—	Vendor
5	VENDNUM	Vendor Number	✓	Vendor
5	COCODE	Company Code	✓	Hilcorp
5	TAX_AMOUNT	Amount of tax for invoice	✓	Vendor
5	TAX_CODE	`I1` — tax code used by Hilcorp	✓	Hilcorp
5	AUTO_POSTING	`X` — auto-post if available	✓	Hilcorp
5	DEL_COST	Delivery cost	—	Vendor
5	SOURCE	`EI` — used by Hilcorp	✓	Hilcorp
5	VVALU2	Not used at this time	—	—
5	LINES	Group	—	—
6	LINE	Group	—	—
7	POLINE	PO Line Item Number	✓	Vendor
7	MATERIAL	Vendor Material Code or Description	✓	Vendor
7	QTY	Quantity	✓	Vendor

Level	Tag	Description	Required	Supplied by
7	UOM	Unit of Measure, typically EA or GAL	✓	Vendor
7	PRICE	Line Item Price	✓	Vendor
7	UNITPRICE	Unit Price of Line Item	✓	Vendor
7	TAX_CODE_ITEM	Line item tax code	—	Vendor
7	ITEMDESCRIPTION	Description of Line Item	✓	Vendor
7	KOSTL	Hilcorp Cost Center	✓	Hilcorp
7	GLACC	Hilcorp GL Account Number	✓	Hilcorp
7	ITEMID	Vendor Item ID	—	Vendor
7	PROJK	Hilcorp WBS Element	✓	Hilcorp

> ***Required line fields vary by document type:*** *PO Invoice → POLINE, QTY, UOM, PRICE · Non-PO Invoice → KOSTL, GLACC, ITEMDESCRIPTION · Credit Memo → GLACC, PRICE, ITEMDESCRIPTION.*

Progress Checklist

#	Step	Responsible Party	Date Completed
1	Business Partner registration in the portal	Vendor	
2	Registration approved	Hilcorp	
3	Choose submission channel (Web / SFTP / API)	Vendor	
4	SFTP site setup (if using SFTP)	Hilcorp	
5	Test SFTP site and credentials	Vendor	
6	Select a Standard or Customized Format	Vendor	
7	Configure Mapping Profile(s) in the portal (Test)	Vendor	
8	API key issued (if using the API)	Hilcorp	
9	Setup of ingest process in Test	Hilcorp	
10	Send test files	Vendor	
11	Check Upload History / Details in the portal	Vendor	
12	Approval sign-off & selection of Go-Live date	Vendor / Hilcorp	
13	Production SFTP site and credentials	Hilcorp	
14	Import profiles into Production / setup ingest	Vendor / Hilcorp	
15	Send actual file for test	Vendor	
16	Check the portal	Vendor	
17	Go-Live	Vendor / Hilcorp	
18	Hypercare	Vendor / Hilcorp	

Vendor REST API Quick Reference

Base URL (Production): `https://b2bportal.hilcorp.com/api/vendor` — all requests require your `X-API-Key` header. Request an API key from your Hilcorp administrator.

Endpoint	Method	Description
`/api/vendor/invoices`	`POST`	Upload an invoice (XML + PDF pair; optional `profileId`)
`/api/vendor/profiles`	`GET`	List your configured mapping profiles
`/api/vendor/invoices`	`GET`	Paginated submission history

Upload example (cURL):

```
curl -X POST https://b2bportal.hilcorp.com/api/vendor/invoices \
  -H "X-API-Key: b2b_your_api_key_here" \
  -F "xml=@invoice.xml" \
  -F "pdf=@invoice.pdf" \
  -F "profileId=0"
```

`profileId=0` (or omitted) uses auto-detect. Full documentation, PowerShell examples, and error codes are on the portal's **Help** → **Vendor API** page.

Version Tracking

Version	Comment	Author	Date
.01	Initial version	James Gilpin	10/15/24
.02	Added appendix	James Gilpin	10/18/24
2.0	Rewritten for the B2B Vendor Portal: self-service registration, multi-user accounts, three submission channels (Web / SFTP / REST API), self-service mapping profiles (field mapping, XPath, XSLT, auto-select), PIDX standard format, generated PDFs, live SAP status tracking, incident reporting, and the API quick reference. Production URL added.	James Gilpin	10/28/26