



We make energy happen.®

Williams' Supplier Portal

Version 2.0

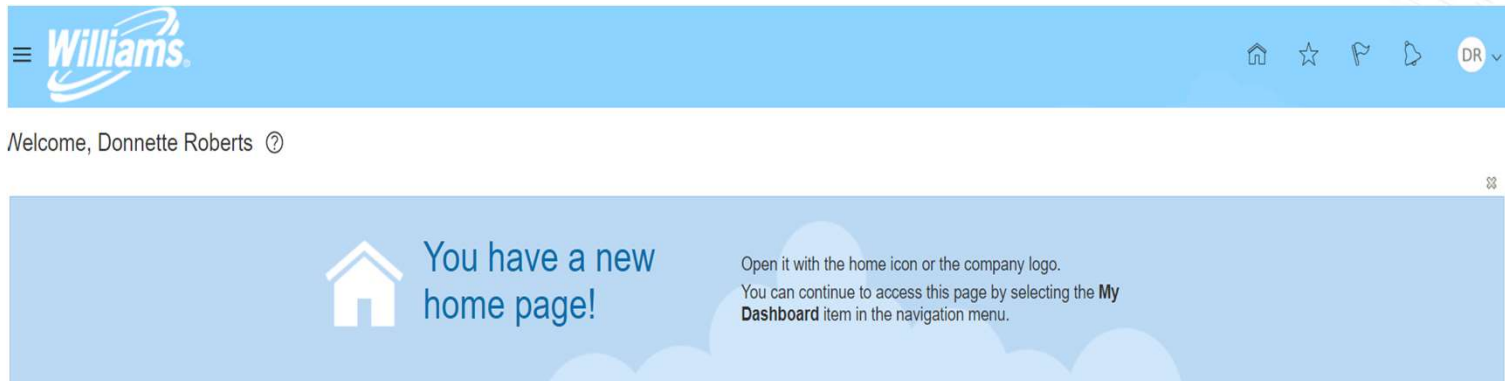


Williams Supplier Portal

AGENDA

- **Why this Change / What is the Portal**
- **Benefits to Suppliers**
- **How is the Supplier Impacted**
- **Key Terms**
- **Roles within the Portal**
- **Getting Started (Profile)**
- **High Level Functions**
 - **Orders (POs)**
 - **Schedules**
 - **Agreements**
 - **Shipments**
 - **Contracts/Deliverables**
 - **Invoices/Payments**
 - **Negotiations Events**
 - **Qualifications**
- **FAQs**
- **OPUS Training Materials**
- **Contacts & Resources**

Williams Supplier Portal



WHY DID WILLIAMS MAKE THIS CHANGE?

To promote fair and objective competition, while procuring high quality goods and services in a timely manner to meet the needs of Williams' Operations

WHAT IS THE SUPPLIER PORTAL?

Williams is launching the Oracle Cloud Supplier Portal. The Cloud Supplier Portal is an opportunity for Williams to offer a streamlined procure-to-pay experience to its suppliers. This new system will impact how suppliers register with Williams, respond to Qualification Questionnaires and bid on Request for Quotes/Proposals.

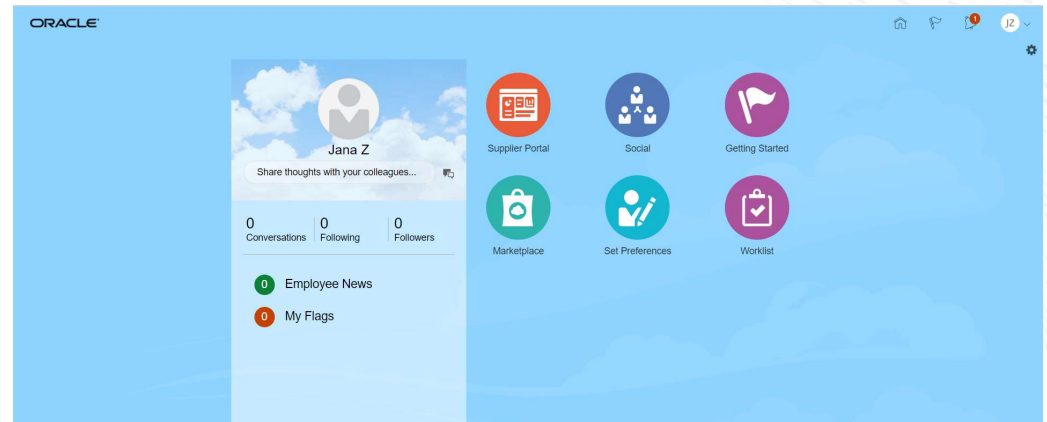
Williams Supplier Portal

General Information

- Go Live – July 6, 2021

Benefits to Suppliers

- Common process across Williams
- Participate in Sourcing Events
- Complete Qualification Questionnaires
- Update Supplier Information
- View POs
- View/Manage Contracts
- Request Change Orders
- Invoice Review
- Invoice Status



Supplier Portal

Search Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

Requiring Attention

2

2

Questionnaires

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News
Please be sure your supplier profile is up to date. Please direct all issues to your procurement agent manager.

Williams Supplier Portal

HOW ARE YOU IMPACTED?

- You are now required to be registered in the Cloud Portal System before you can submit any bids.
- There are now 2 supplier types – Prospective and Spend Authorized
- All bidding will be done electronically through the Portal
- Suppliers will have the ability to see their invoices in the Portal that have been submitted to APInvoices@Williams.com

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Auctions from Seller

- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

Company Profile

- [Manage Profile](#)

Williams Supplier Portal

Key Terms

- **Negotiation Event**
 - ✓ Replaces RFI/RFQ/RFP
- **Purchase Order (PO)**
 - ✓ Replaces Request for Services (RFS)
 - ✓ RFS will be an attachment to the PO header
- **Prospective Supplier**
 - ✓ Can participate in a negotiation events
 - ✓ Not PO award eligible
 - ✓ Must go through qualification process to move beyond Prospective
- **Spend Authorized Supplier**
 - ✓ Replaces qualified supplier
 - ✓ PO award eligible
- **Approved Supplier List (ASL)**
 - ✓ Replaces Preferred Supplier List (PSL)
 - ✓ Database will reside in Oracle Cloud

ORACLE

Active Negotiations

Search

Manage Watchlist Saved Search Open Invitations

Time Zone Coordinated Universal Time

** Negotiation

** Title

** Negotiation Close By m/d/yyyy

** Invitation Received Yes

Response Submitted No

Negotiation Open Since m/d/yyyy

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Will Responses	Participate	Unread Messages	View PDF	Response Spreadsheet
No results found.									
Columns Hidden: 4									

Williams Supplier Portal

SUPPLIER ROLES/ DUTIES IN THE PORTAL

- **Supplier Self Service Administrator** – Manages the profile information for the Supplier company. Primary tasks include updating supplier profile information and manage user accounts/access control based on specific job functions. This role can assign all the below roles.
 - ***This role is critical to the supplier's portal maintenance.***
- **Supplier Bidder** – Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requests for information and reverse auctions.
- **Supplier Sales Representative** – Manages agreements and deliverables for the supplier company. Primary tasks include acknowledging or requesting changes to agreements in addition to adding catalog line items with customer.
- **Supplier Customer Service Representative** – Manages inbound purchase orders and communicates shipment activities for the supplier company. Primary tasks include tracking, acknowledging or requesting changes to new orders. Communicates order schedules that are ready to be shipped by submitting advance shipment notices and monitors the receipt activities performed by the buying organization.
- **Supplier Accounts Receivable Specialist** – Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
- **Supplier Inventory Manager** – Individual in a supplier organization responsible for managing inventory process control from beginning to end. Monitors available supplies, materials and products in order to ensure that customers, employees and production have access to the materials they need.

Williams Supplier Portal

GETTING STARTED

- Establish single e-mail for purchasing
- Review Opus training materials
- Upon Receipt of Portal Invitation via Email:
 - Update your profile
 - Assign Administrative Role within your company
 - Review/Add organization details
 - Add addresses
 - Add contacts
 - By Role (Ex: Contracts, Sales, AR, etc.)
 - Add business classifications (minority owned, etc.)
 - Add products and services
- Participate in future online training sessions provided by Williams

Company Profile ②

There are 1 profile changes that are not submitted. You must edit the changes to continue.

Last Change Request: 4/1/21
Request Status: Withdrawn

Requested By: MAGANN, SEAN
Request Date: 6/23/21

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

View Format Status Active Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
1 TULSA	74145, 123 MAIN STREET, TULSA, TULSAOK		Ordering	Active

Columns Hidden: 5

Cancel Change Request Edit Done

NOTE: Do not make any changes to PEC score under Business Classifications. This is daily auto-feed functionality.

100%

Supplier can modify:

Edit Change Order: 2

Actions Save Submit Cancel

Change Order Z * Description Creation Date 10/24/19	Status Incomplete Amount Changed 0.00 USD	Initiating Party Supplier Initiator Jana Z
---	--	---

Main Contract Terms

General

Sold to Legal Entity The Williams Companies, Inc. Bill-to BU US1 Order WPU000103 Status Open * Buyer Zukica, Jana Creation Date 6/23/18	Supplier J2.TEST * Supplier Site TULSA Supplier Contact Jana Z Bill-to Location Williams HQ Default Ship-to Location Williams HQ	Ordered 150.00 USD Description Agreement
--	--	--

Terms Notes and Attachments

Payment Terms Net 30	Shipping Method Freight Terms FOB Destination	... Requires signature ... Pay on receipt ... Confirming order
----------------------	---	--

Additional Information

Context Prompt ▼

Lines Schedules

Actions View Format Print Freeze Details Wrap	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>* Line</th> <th>Description</th> <th>Supplier Item</th> <th>Quantity UOM</th> <th>* Price</th> <th>Ordered</th> <th>* Location</th> <th>Note to Supplier</th> <th>Change Reason</th> </tr> </thead> <tbody> <tr style="background-color: #ffffcc;"> <td>1</td> <td>testing account number</td> <td></td> <td>10 EACH</td> <td>10.00</td> <td>150.00</td> <td>Williams HQ</td> <td></td> <td></td> </tr> </tbody> </table>	* Line	Description	Supplier Item	Quantity UOM	* Price	Ordered	* Location	Note to Supplier	Change Reason	1	testing account number		10 EACH	10.00	150.00	Williams HQ		
* Line	Description	Supplier Item	Quantity UOM	* Price	Ordered	* Location	Note to Supplier	Change Reason											
1	testing account number		10 EACH	10.00	150.00	Williams HQ													

Columns Hidden 15

Williams Supplier Portal

SCHEDULES

Supplier can:

- Modify Promised delivery date
- Split order quantity to multiple schedules
- Acknowledge schedule via spreadsheet

Note: Yellow triangle displays past due orders

ORACLE																
Manage Orders																
Headers Schedules																
Search Advanced Manage Watchlist Saved Search All Schedules																
Search Results																
Actions View Format Freeze Detach Wrap																
Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycle	Creation Date
WPU000103	TULSA	1	testing account number		1	15	EACH	10.00	150.00	USD	Open	Williams HQ	9/30/19	9/30/19		9/23/19
WPU000079	TULSA	2	CRP1 PROJECT 10000003		1	110	EACH	120.00	13,200.00	USD	Open	Williams HQ				9/3/19
WPU000062	TULSA	1	FILTER, ELEMENT, PECO, PE 123456		1	10	EACH	50.00	500.00	USD	Open	Ohio Valley Midstre...	9/2/19			8/29/19
WPU000062	TULSA	2	FILTER		1	10	EACH	50.00	500.00	USD	Open	Ohio Valley Midstre...	9/2/19	9/2/19		8/29/19
WPU000060	TULSA	1	SERVICES		1			10,000.00		USD	Open	Williams HQ	8/30/19			8/29/19
WPU000060	TULSA	2	SERVICES		1			10,000.00		USD	Open	Williams HQ	8/30/19			8/29/19
WPU000060	TULSA	3	SERVICES		1			0.00		USD	Canceled	Williams HQ	8/30/19			8/29/19
WPU000060	TULSA	4	SERVICES		1			10,000.00		USD	Open	Williams HQ	8/30/19			8/29/19
WPU000058	TULSA	1	JANITORIAL SERVICE		1			10,000.00		USD	Open	Ohio Valley Midstre...	9/3/19	9/3/19		8/29/19
WPU000058	TULSA	2	JANITORIAL SUPPLIES		1	3	EACH	50.00	150.00	USD	Open	Ohio Valley Midstre...	9/3/19	9/3/19		8/29/19
WPU000058	TULSA	3	MORE STUFF		1	10	EACH	10.00	100.00	USD	Open	Ohio Valley Midstre...	9/3/19	9/3/19		8/29/19
WPU000050	TULSA	1	LAWN SERVICES		1			1,200.00		USD	Open	Williams HQ				8/27/19
WPU000049	TULSA	1	LAWN SERVICES		1	12	HR	50.00	600.00	USD	Open	Williams HQ	9/3/19	9/3/19		8/27/19

Williams Supplier Portal

AGREEMENTS (CPAs / BPAs)

Supplier can:

- Acknowledge the agreement
- Add supplier internal agreement number
- Modify the Supplier Item number
- Modify the unit price
- Expire an item
- Add a replacement item
- Change reason is required

The screenshot displays the Williams Supplier Portal interface, which is divided into two main sections: 'Manage Agreements' and 'Edit Change Order'.

Manage Agreements: This section features a search bar with fields for 'Procurement BU', 'Supplier Site', and 'Agreement'. It also includes a 'Search' button and a 'Reset' button. Below the search bar, there is a table with columns for 'Agreement', 'Description', 'Supplier Site', 'Buyer', 'Agreement Amount', 'Released Amount', 'Currency', 'Status', 'End Date', 'Change Order', and 'Creation Date'. The table currently shows no search results.

Edit Change Order: This section displays the details of a change order. It includes a 'Change Order' field with the value '2', a 'Description' field, and a 'Creation Date' of '10/24/19'. The 'Status' is 'Incomplete'. The 'Initiating Party' is 'Supplier' and the 'Initiator' is 'Jana Z'. Below this, there is a 'Main' section with a 'Contract Terms' tab. The 'General' tab is active, showing details for 'Procurement BU' (US1), 'Agreement' (WPA000022), 'Status' (Open), 'Buyer' (Jana Zúlica), and 'Creation Date' (8/29/19). It also shows 'Supplier' (JZ TEST), 'Supplier Site' (TULSA), 'Supplier Contact' (SALES, SAM), and 'Supplier Agreement'. The 'Start Date' is '8/1/19', 'End Date' is '12/31/20', 'Currency' is 'USD', 'Agreement Amount' is '1,500,000.00 USD', 'Minimum Release Amount' is '0.00 USD', and 'Released Amount' is '0.00 USD'. The 'Description' is 'CONTRACT FOR STAPLES'. The 'Terms' section shows 'Payment Terms' (Net 30), 'Shipping Method' (Requires signature), 'Freight Terms' (Pay on receipt), and 'FOB' (Destination).

Williams Supplier Portal

SHIPMENTS

Supplier can:

- Create ASN (Advanced Shipment Notice)
- Create ASBN (Advanced Shipment Billing Notice)
- View Receipts/Returns
- Modify Shipments

ORACLE

[Home](#) [Help](#) [Notifications](#) [JZ](#)

Create ASN

Search

** Purchase Order

Supplier Item

** Supplier

Due Date

Advanced

Saved Search

Purchase Order

** At least one is required

Search

Reset

Save...

Done

Search Results

View

Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted.								

Create ASN Details

Submit

Cancel

Header

* Shipment

* Shipped Date

* Expected Receipt Date

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Actions

View

Remove Line

	Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	115712	FILTER, ELEME	123456	WPU000062		EACH	Ohio Valley Midstr...	10	EACH	0

Williams Supplier Portal

CONTRACTS/DELIVERABLES

Supplier can:

- View existing contracts

Note: Williams will not utilize the external (supplier) deliverables functionality

Manage Contracts

Done

Search

Number

Starts with

Name

Contains

Status

Equals

Payment Terms

Amount

Equals

Agreed Amount

Equals

Type

Source Document Number

Starts with

Search

Reset

Search Results

Actions

View

Detach

Number	Name	Status	Type	Start Date	End Date	Preview	Contract Documents
No search conducted.							
Columns Hidden 6							

Williams Supplier Portal

INVOICES/PAYMENTS

Supplier can:

- View status of invoices
- View payment status of invoices

ORACLE

Home

Help

4

JZ

View Invoices

Done

Advanced

Saved Search

All Invoices

** At least one is required

Search

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search

Reset

Save...

Search Results

View

Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

ORACLE

Home

Help

4

JZ

View Payments

Done

Advanced

Saved Search

All Payments

** At least one is required

Search

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date

mid/yy

Search

Reset

Save...

Search Results

View

Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

Williams Supplier Portal

NEGOTIATIONS EVENTS

Supplier can:

- Acknowledge receipt of the negotiation
- Create a response to the negotiation
- Export a Response worksheet to respond using Excel
- Monitor the negotiation
- View the PDF of the negotiation

Active Negotiations

Search

** Negotiation

** Title

** Negotiation Close By

Management Watchlist

Saved Search

Open Invitations

** Invitation Received

Response Submitted

Negotiation Open Since

Search

Reset

Save...

Search Results

Accept Terms

Acknowledge Participation

Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
WEN000050	Inspection Services	RFQ	23 Hours 57 Mi...	7/9/21 4:59 PM	0		0	PDF	Spreadsheet

Columns Hidden 4

RFQ: WEN000050

Messages

Create Response

Actions

Done

Currency = US Dollar

Title

Status

Time Remaining

Inspection Services

Active

23:56:53

Table of Contents

Cover Page

Cover Page

Overview

Requirements

Lines

Contract Terms

Williams

REQUEST FOR PROPOSAL

Inspection Services

Gulf of Mexico West, TGOM

Issued: 7/8/21 5:00 PM

Williams Supplier Portal

QUALIFICATIONS

Supplier can:

- View qualifications questionnaires
- Respond to questionnaires

Manage Questionnaires ?

Done

Search

Advanced

Manage Watchlist

Saved Search

Requiring Attention

** At least one is required

** Questionnaire Title

** Questionnaire

** Supplier Site

** Status

Not started, Draft, Resubmis

** Response Due Date

m/d/yy

** Supplier Contact

Search

Reset

Save...

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Respond

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
WEI000022	Demo Test	TULSA	Not started		PDF
WEI000017	UAT Demo	TULSA	Not started		PDF

Respond to Questionnaire: Demo Test ?

Save

Save and Close

Submit

Cancel

Time Zone: Central Standard Time

Questionnaire

Title

Demo Test

Procurement BU

US1

Requested By

Christopher Magann

Supplier

HOUSTON INSPECTION SERVICES

Supplier Site

1 TULSA

Responder

SEAN MAGANN

Status

Draft

Due Date

Attachments

None

Questions

Progress

Section

1. General Supplier Questionnaire

General Supplier Questionnaire

* 1. Will the purchase order name and remit to name for payments match line 1 or line 2 (if applicable) associated with the W-9?
The name must be the same for purchase orders and remit to payments.

a. W-9 Line 1

b. W-9 Line 2

* 2. Is line 2 on W-9 a disregarded entity or a DBA (Doing Business As) name?

a. Disregarded entity

b. DBA name

c. Not applicable

Williams Supplier Portal

FAQs

- **Can the supplier submit invoices without being in the Portal?** *YES, Williams' legacy process is still in place and the Supplier can utilize this process sending invoices to APInvoices@williams.com. **This is the preferred process.***
- **Can the supplier submit a quote to Williams outside of the Portal?** *NO, Williams is driving all RFQ bids through the Portal.*
- **Does the supplier need to register for the Portal if we are currently a supplier to Williams?** *Yes, you will need to Register into the SUPPLIER PORTAL.*
- **Is the supplier required to provide a single email for purchasing?** *Williams requests that the supplier provide a general email address vs POs going to an individual. This will provide continuity in the event the individual leaves the company.*
- **Can the supplier make changes to its profile without any issues?** *Williams will review changes and provide approval to any changes made by the supplier.*
- **Can the supplier make price changes to provided goods or services through the Portal?** *Yes, but Williams will review changes and provide approval to any changes made by the supplier.*
- **Can the supplier correct the PEC score under Business Classifications if it looks incorrect?** *No, this is an auto-feed functionality coming straight from PEC. Please go into supplier PEC account to update any information necessary to correct PEC score. This will update in Williams Supplier Portal profile upon correction in PEC. The updates to feed are daily.*

Williams Supplier Portal

FAQs

- **Can the supplier correct the Veriforce compliance information under Business Classifications if it looks incorrect?** *No, this is an auto-feed functionality coming straight from Veriforce. Please go into supplier Veriforce account to update any information necessary to correct information. This will update in Williams Supplier Portal profile upon correction in Veriforce. The updates to feed are daily.*
- **How do the Qualification Responses impact the supplier?** *Williams will use this information in a variety of ways, including reporting to management on Environmental, Social & Governance (ESG) initiatives, for technical consideration and for general review of the supplier.*
- **Can the supplier edit its contracts in the Portal?** *No, suppliers have access to view existing contract documents.*
- **Are there any contract deliverables for the supplier to manage in the Portal?** *No, Williams does not intend to utilize this functionality.*

Williams Supplier Portal

CONTACT FOR QUESTIONS

- Your Contract Manager / Category Manager
- Supply Chain Support: supplychain@williams.com

RESOURCES

All documents listed below can be found under Supplier Portal on Williams Vendor website: <https://www.williams.com/vendor-terms-conditions/>

- Letter sent to Suppliers on June 2, 2021
- Supplier Portal Overview Presentation
- Opus Training Materials
- FAQs

- Log in to Supplier Portal: [Sign In \(oraclecloud.com\)](https://oraclecloud.com)

Williams Supplier Portal

OPUS TRAINING MATERIALS

- Combine micro-learnings from a set of inter-related topics into an interactive table of contents
- Opus Materials on topics covered today may be accessed under Supplier Portal here: <https://www.williams.com/vendor-terms-conditions/>

The screenshot displays the Williams Supplier Portal interface. At the top, the header includes the text "OC - INNOVATIONS - IDEA TO PROPOSAL" and the user profile "Panagiotis Kallis WILLIAMS COMPANIE".

On the left, a "TABLE OF CONTENTS" sidebar lists the following items:

- Title
- Introduction
- 1 Chapter
 - OC - Proposal - Approval
 - OC - Proposal - Rejection
 - OC - Proposal - Request More Information
 - OC - Proposal - Reassign
 - OC - Notifications - Out of Office
- Linked Content
- 2 Chapter
 - OC - Proposal - Send for Collaboration
 - OC - Proposal - Receive for Collaboration

The main content area is titled "Proposal: OA-FRAN- Program - Concept Design - Oracle Applications". It features a step indicator: "1. Click the Pending Notifications icon." with a corresponding icon.

A blue box labeled "Important Information!" contains the text: "Navigation: Oracle Home (but in production, can be accessed from any screen in Oracle)". Below this, a numbered list starts with "1. When a Proposal has been submitted for Approval, the".

On the right, a red header bar displays the Williams logo and navigation icons for Directory, Play, Analytics, Innovation Management, and Ideas. Below this, a sidebar lists "Overview", "Manage Proposals", and "Proposal: OA-FRAN- Program". The main content area shows the "General Information" section for the "Proposal: OA-FRAN- Program", including details like "Description: Expansion of network to deliver...", "Status: Submitted", "Program Name: Pipeline Expansion A to B", "Operating Area: Transmission & Out of Mexico", "Franchise: Eastern Interstates", "Division: Alberta", "DISTRICTS", "Proposal Facility", "Executing Organization", and "Engineering Services". A "Team" link is visible at the bottom.