



Accounts Payable
PO Box 21218
Tulsa, OK 74121-1218

IMPORTANT REQUIREMENTS FOR SUBMITTING INVOICES

For suppliers not submitting invoices through the Oracle Business Network (OBN) B2B process, Williams strongly encourages use of the Williams Supplier Portal to submit **PO invoices** and monitor invoice and payment status. The Portal provides a streamlined, self-service experience and greater visibility of the status of submitted invoices. See portal login and invoice creation instructions below. To register for the Williams Supplier Portal, email supplierportal@williams.com. Suppliers may also submit PO invoices via email to APInvoices@williams.com.

Submit **Non-PO invoices** only via email to APInvoices@williams.com. Non-PO invoices cannot be submitted through the Williams Supplier Portal.

Requirements:

Emails and invoice attachments must follow these specifications:

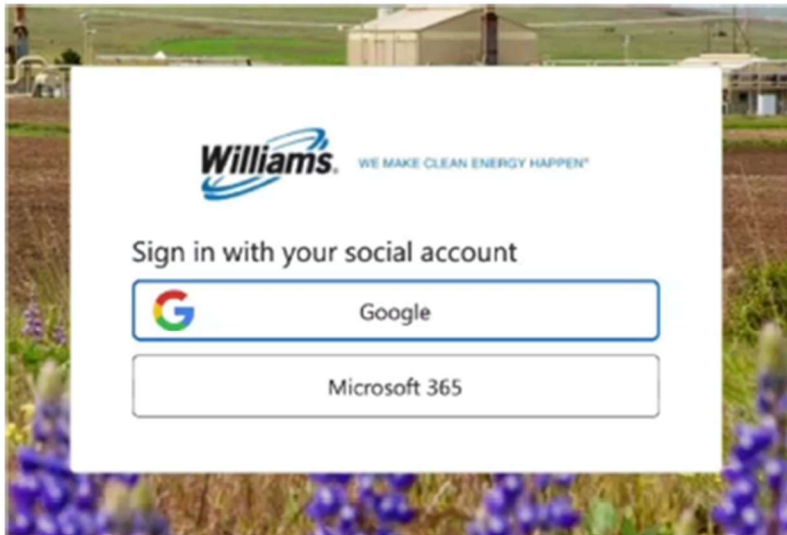
- Submit only one invoice per email
 - Email subject line must be formatted to include:
For a PO invoice -
 - _PO, Vendor Name, Invoice Number (Example: _PO XYZ Store, 9876543)*For a Non-PO invoice -*
 - _NONPO, Vendor Name, Invoice Number (Example: _NONPO ABC Store, 000123456)
 - Send invoices and supporting documentation as a single attachment
 - Emails must not be larger than 10 MB
 - File name cannot be longer than 60 characters and cannot contain any special characters
 - Zip files are not acceptable
 - Invoice files may be submitted in the following formats: PDF, TIFF, PNG, JPG
 - Do not include any text in the email; it will neither be read nor attached to your invoice
- For PO invoices, the PO number must be present on the first page of the invoice
 - There must be a separate invoice line for each PO line
 - Williams' PO line number must be referenced on each invoice item line
- For Non-PO invoices, the Routing Code must be present on the first page of the invoice
 - The routing code must be valid; if it is missing one character of the eleven-character string, it will be returned. Sample valid routing code formats are NXCKK140846 and NXMMSEQUENT.
- Additional information that must be included on the invoice:
 - Invoice number, date, and amount
 - Vendor name and address
 - Remit-to name, bank name, ABA, and bank account (may be masked to last 4 digits)
- Purchases should only be invoiced upon completed delivery of material
- All emails received after 3 p.m. CT will be processed with the next day's receipt date. You will be notified whether your email was accepted
- Invalid, illegible, or incomplete invoices will not be processed and will be returned to you unprocessed through email or U.S. Postal mail

ACCESSING THE WILLIAMS SUPPLIER PORTAL

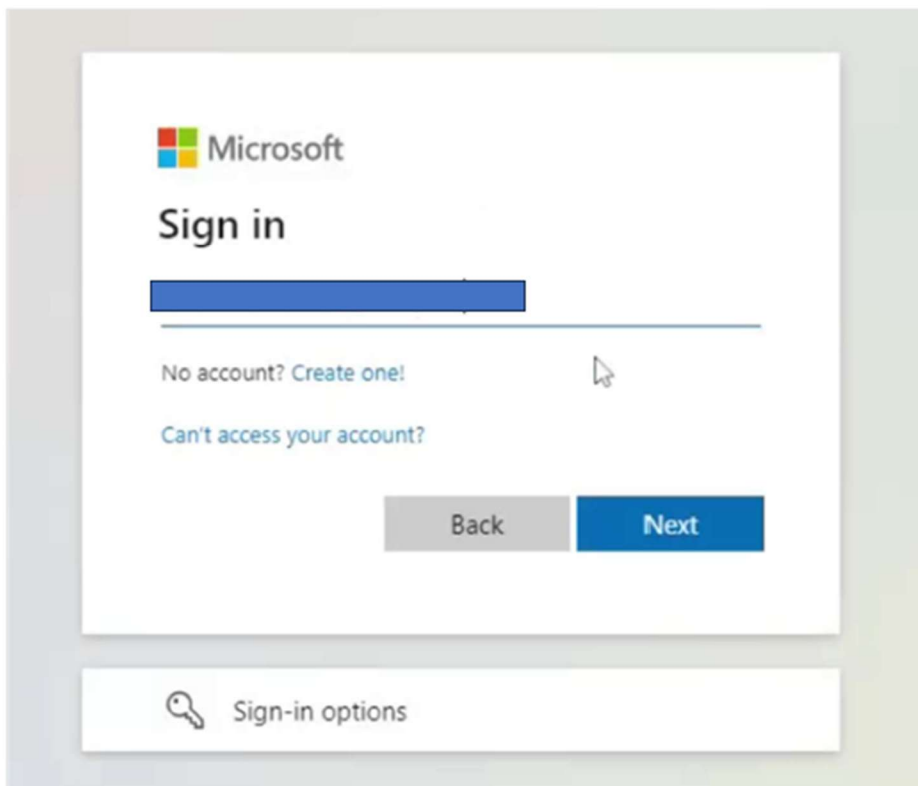
Step 1: Williams Portal Link:

https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal

Step 2: Select Microsoft 365 on the main screen.



Step 3: Sign in with your network credentials.



ACCESSING THE WILLIAMS SUPPLIER PORTAL continued

Step 4: If your IT department has customized your access settings, you may encounter additional steps that require their assistance. We recommend reaching out to your IT team for any necessary support during this stage.



Need admin approval

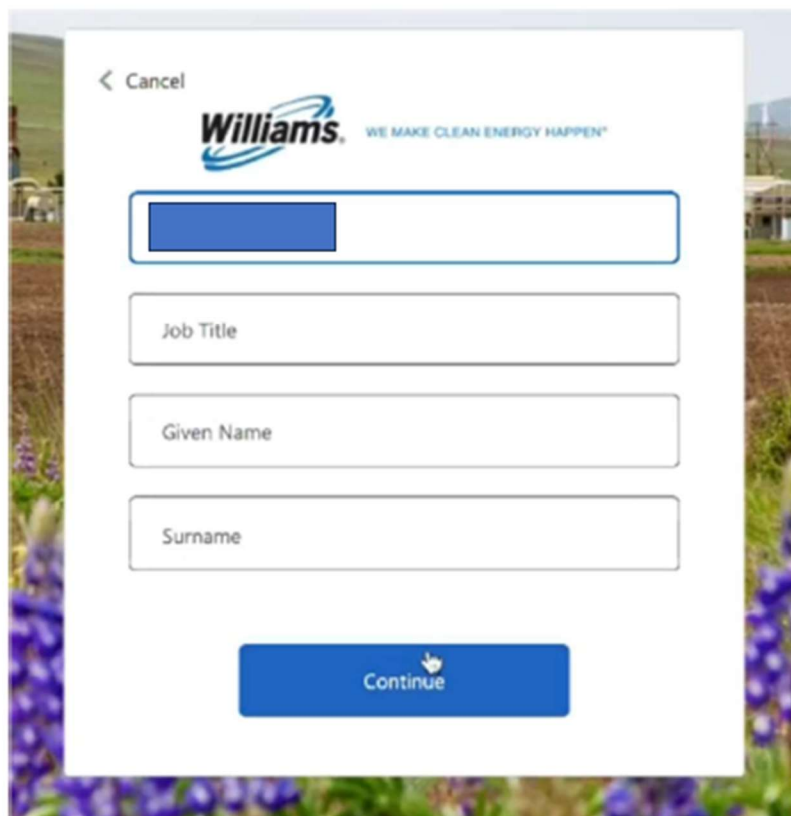
The Williams Companies Inc. 

needs permission to access resources in your organization that only an admin can grant. Please ask an admin to grant permission to this app before you can use it.

[Have an admin account? Sign in with that account](#)

[Return to the application without granting consent](#)

Step 5: Enter Your Name and Select Continue

A screenshot of a mobile application registration screen for Williams. The screen has a white background with a blue border. At the top left is a back arrow and the word "Cancel". In the top center is the Williams logo with the tagline "WE MAKE CLEAN ENERGY HAPPEN®". Below the logo are four input fields: a blue box, a "Job Title" field, a "Given Name" field, and a "Surname" field. At the bottom is a large blue "Continue" button with a hand cursor icon over it. The background of the app shows a field of purple flowers and a building in the distance.

< Cancel

Williams WE MAKE CLEAN ENERGY HAPPEN®

Job Title

Given Name

Surname

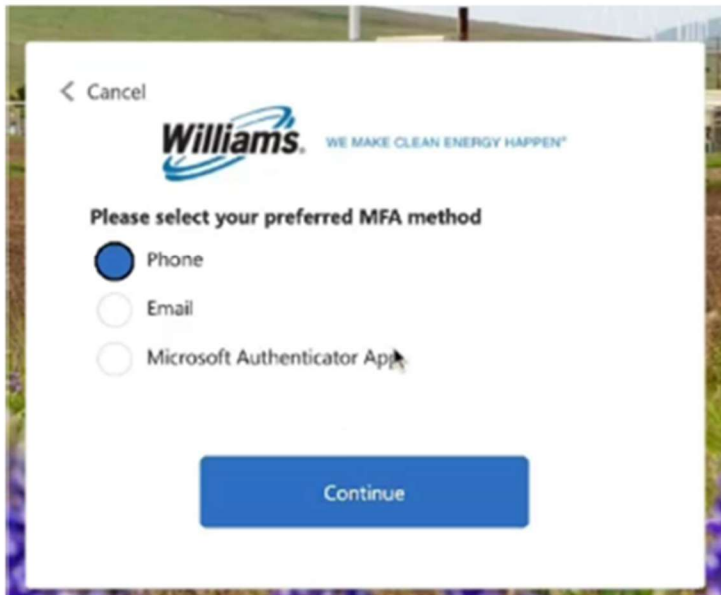
Continue

ACCESSING THE WILLIAMS SUPPLIER PORTAL continued

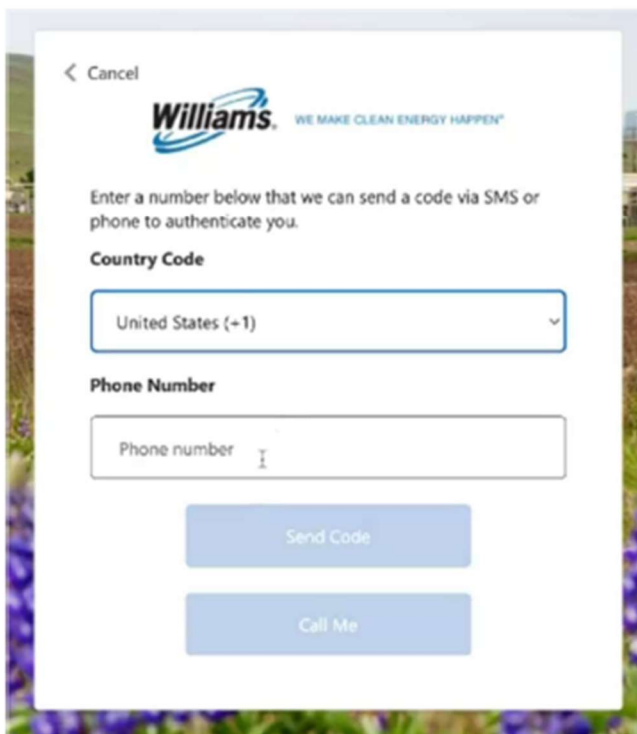
Step 6: There are 3 options for the multi factor authentication process: Phone / Email / Microsoft Authenticator App.

Phone (Text or Call)

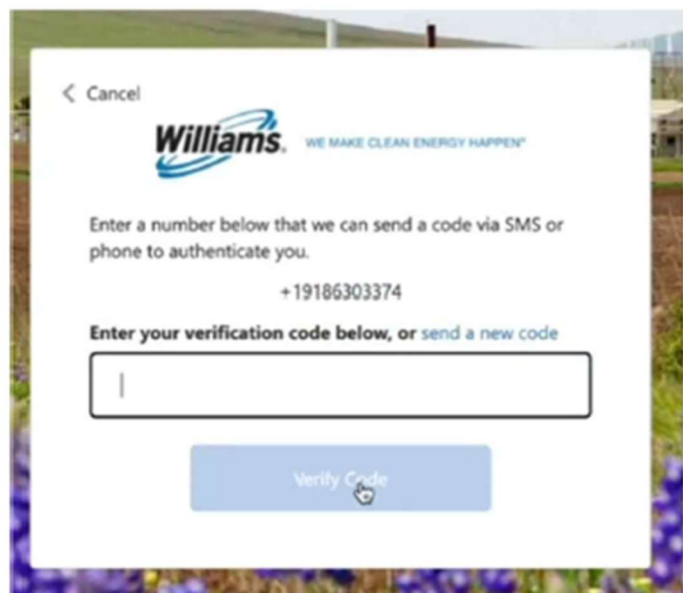
Users will be prompted to input their phone number. The US country code (+1) is auto populated, but users can choose from a list if they need a different code. Once the user submits their phone number, they will be sent a 6-digit code.



A screenshot of a mobile application interface for Williams. At the top left is a back arrow and the word "Cancel". Below this is the Williams logo with the tagline "WE MAKE CLEAN ENERGY HAPPEN®". The text "Please select your preferred MFA method" is displayed. There are three radio button options: "Phone" (which is selected), "Email", and "Microsoft Authenticator App". At the bottom is a blue button labeled "Continue".



A screenshot of a mobile application interface for Williams. At the top left is a back arrow and the word "Cancel". Below this is the Williams logo with the tagline "WE MAKE CLEAN ENERGY HAPPEN®". The text "Enter a number below that we can send a code via SMS or phone to authenticate you." is displayed. Under the heading "Country Code", there is a dropdown menu showing "United States (+1)". Under the heading "Phone Number", there is a text input field with the placeholder "Phone number". At the bottom are two buttons: "Send Code" and "Call Me".

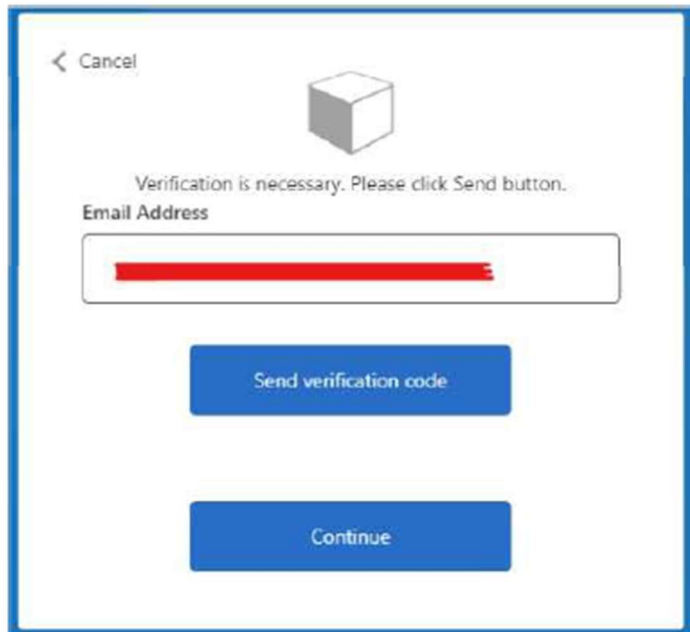


A screenshot of a mobile application interface for Williams. At the top left is a back arrow and the word "Cancel". Below this is the Williams logo with the tagline "WE MAKE CLEAN ENERGY HAPPEN®". The text "Enter a number below that we can send a code via SMS or phone to authenticate you." is displayed. Below this text is the phone number "+19186303374". The text "Enter your verification code below, or send a new code" is displayed. Below this text is a text input field for the verification code. At the bottom is a button labeled "Verify Code".

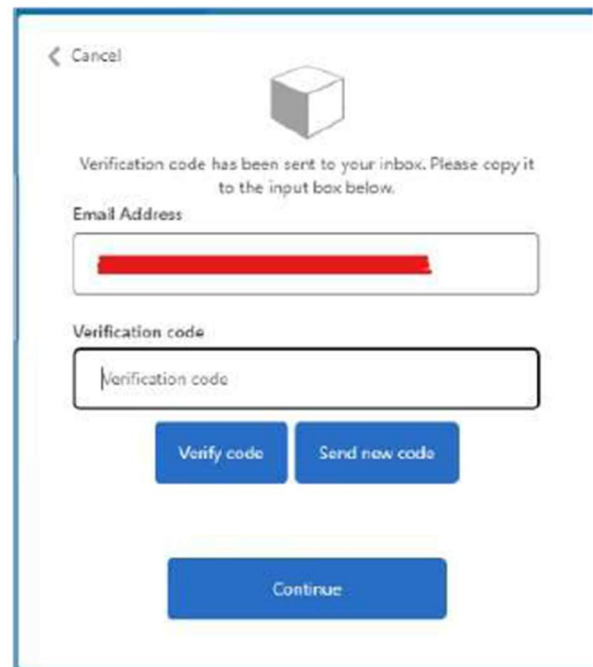
ACCESSING THE WILLIAMS SUPPLIER PORTAL continued

Email

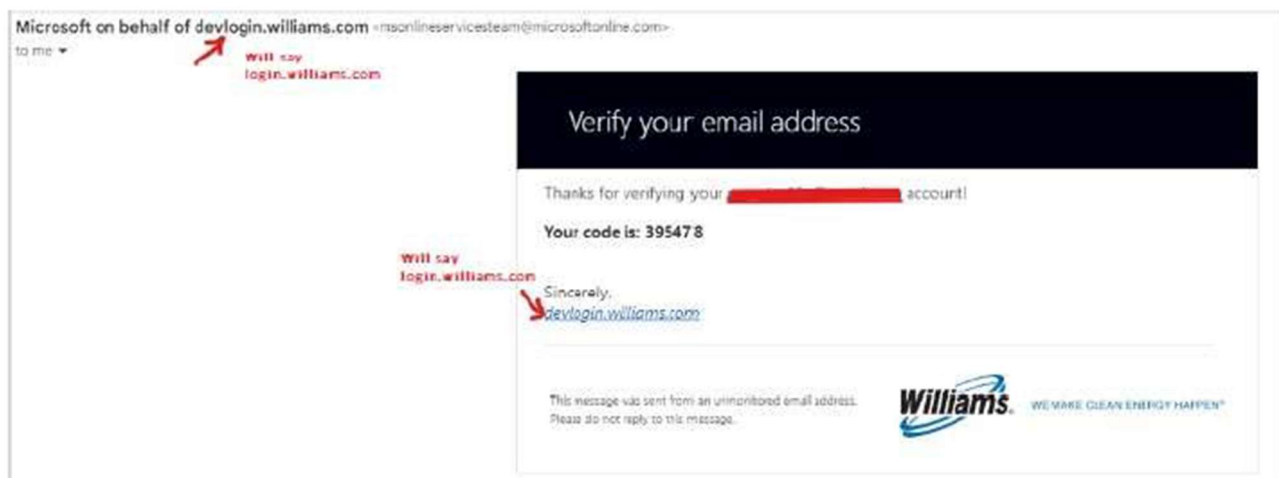
The process for phone and email authentication is almost the same except the user's email will be automatically populated with the email they signed in with and they will be unable to change it.



This is a mobile app screen for email verification. At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below the icon, the text reads: "Verification is necessary. Please click Send button." Underneath is the label "Email Address" followed by a text input field containing a redacted email address. Below the input field is a blue button labeled "Send verification code". At the bottom of the screen is a larger blue button labeled "Continue".



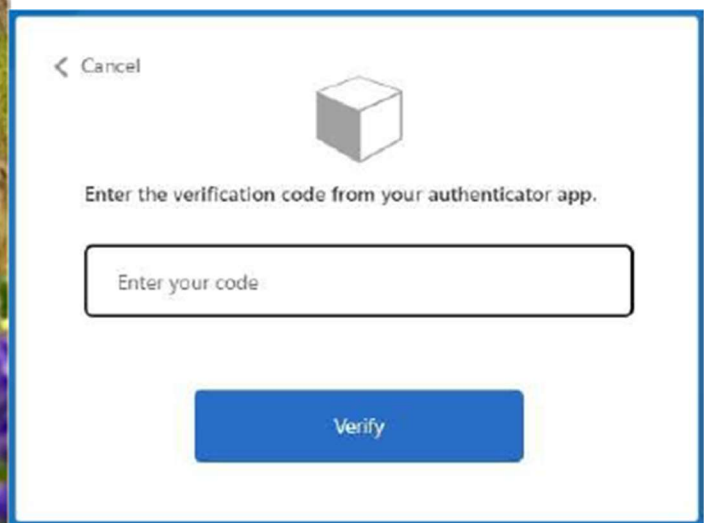
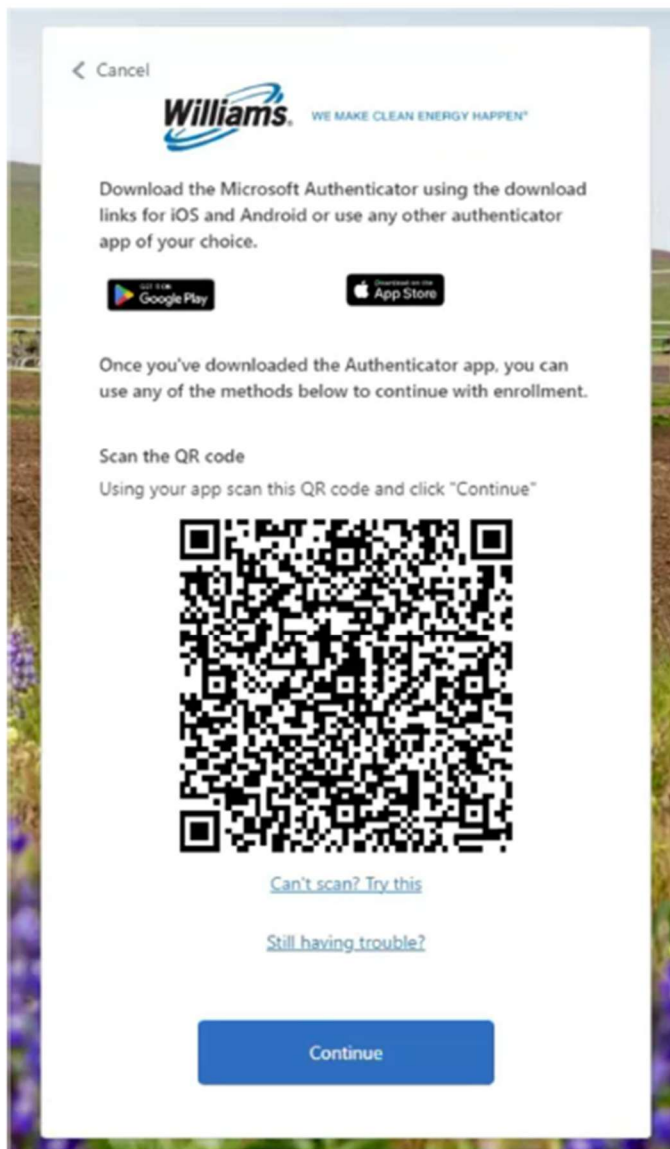
This is a mobile app screen for entering a verification code. At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below the icon, the text reads: "Verification code has been sent to your inbox. Please copy it to the input box below." Underneath is the label "Email Address" followed by a text input field containing a redacted email address. Below that is the label "Verification code" followed by a text input field containing the text "Verification code". Below the input field are two blue buttons: "Verify code" and "Send new code". At the bottom of the screen is a larger blue button labeled "Continue".



ACCESSING THE WILLIAMS SUPPLIER PORTAL continued

Microsoft Authenticator App

New users will scan a QR code with the Microsoft Authenticator app and be sent a 6-digit code in the app. If you do not have the Microsoft Authenticator app installed on your phone, don't worry! You can download it for free. Simply visit your app store and search for "Microsoft Authenticator." Once downloaded, log into the authenticator using the same email address you are using for the Williams portal. If you already have the Microsoft Authenticator app, navigate to the bottom right of the app, select "Verified IDs," and scan the QR code to add the Williams authenticator.



CREATING AN INVOICE IN THE WILLIAMS SUPPLIER PORTAL

Header Information

Create Invoice ?

Select PO Number

Identifying PO: WPO132133

Supplier: JOHN SMITH EXAMPLE CO

Taxpayer ID: 10-1002002020

Supplier Site: 4 CANONSBURG

Address: 15317, 102 FOUR COINS DR STE 44, CANONSBURG, WASHINGTONPA, US

Supplier Tax Registration Number

Remit to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments: 10302023-A John Smith.pdf

Tax Control Amount

Invoice Actions: Save, Save and Close, Submit, Cancel

Enter in Invoice Number

* Number: 1030223-A

Enter in Today's Date

* Date: 10/30/23

* Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer

* Customer Taxpayer ID: 73-0569878

Name: The Williams Companies, Inc.

Address

Selecting the Lines

Lines

View: +, -, Cancel Line

Click the "Select and Add" to show the PO Lines

Select and Add: Purchase Orders

Search

Advanced Saved Search

Purchase Order: WPO132133

Consumption Advice

Creation Date: m/d/yyyy h:mm a

Search Results

View: +, -, Detach, Select All

Cancel Line

Once the PO lines appear, highlight the ones that are associated with the invoice. Click Apply, then OK.

Once all lines are selected, Click Submit. The Invoice must be Submitted for AP to receive (if you select SAVE, the Invoice will show as Incomplete)

The Vendor can invoice partials if needed

Available Quantity	Quantity	Unit Price	UOM
1	1	4760	EACH
15	15	30.4	EACH

Apply, OK, Cancel

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FAQ

- If you need to add freight to your invoice, select the + sign under Lines and select freight
 - The freight will be prorated against all lines on the PO

- **Very important – To be paid via ACH, select your ACH option under the Supplier Site
 - The ACH site will begin with an 'A'

- If you do not have ACH set up with Williams, please send your ACH information on your letterhead to supplierportal@williams.com

View: +, -, Cancel Line

Select Pay Site – ACH if Available

Supplier Site: 4 CANONSBURG

Address: 15317, 102 FOUR COINS DR STE 44, CANONSBURG, WASHINGTONPA, US