



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.*
 - **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.*
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- **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.*
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