One Williams Center
P.O. Box 2400
Tulsa, OK 74102-2400

June 2, 2021

IMPORTANT: ORACLE CLOUD IMPLEMENTATION

Dear Supplier/Contractor:

On July 6, 2021, Williams and its affiliates will complete its enterprise resource planning (ERP) transition to Oracle Cloud, which will provide numerous benefits to both Williams and our valued Suppliers/Contractors by establishing and standardizing processes across Williams. This communication highlights some of the changes to our processes and requirements resulting from this system implementation, which may result in adjustments on your side. We thank you in advance and request your patience and understanding as we work together through this transition.

Invoice Payment Freeze Period
Please note that Williams' ERP transition will require a temporary outage of its payment system from June 22 to July 5. Payments will be processed during this period but may be delayed. Please make every effort to submit pending invoices by Monday, June 14, to allow processing of any required payments by COB on Monday, June 21.

Updated Invoice Requirements
- NEW: Purchase Order (PO) refers to both the purchase of goods and the Request for Service (RFS)
- NEW: PO Routing Codes are no longer required when you provide a PO number on the invoice
- NEW: PO numbers are required for all Materials and Services provided to Williams
- NEW: If your PO contains multiple Lines, identify the PO Line(s) billed on each Invoice Line
- The Supplier/Contractor Name in the Remit To section of the Invoice must match the name on the PO
- Non-PO Routing Codes are still required; request these from your Williams contact

Invoice Submission

- Continue to submit Invoices via email to APInvoices@williams.com as well as what is specified in your contract terms
- Book/long-form contracts progress payments continue unchanged
- See guidelines below to avoid delays in invoice processing

NEW: Supplier Portal

Suppliers/Contractors can participate in the new Williams Supplier Portal. You will receive additional details and training on functionality as it becomes available. A few of the tasks that will become available through the Portal include:

- Negotiation/Sourcing events, more commonly known as bids
- Completion of Qualifications; this is where a supplier of goods and services will answer qualification questions to be considered and/or remain as a Supplier/Contractor for Williams
- Invoice Submission
- Invoice payment status
- View issued POs and associated activities (such as change orders, amounts remaining, etc.)

Contracts

- All _existing_ contracts will be migrated to Oracle Cloud and onshore contracts will be reviewed to determine if terms and conditions require an update. _New_ onshore service contracts executed within Oracle Cloud will have a term not to exceed five (5) years; however, project specific contracts (book/long form) will remain in effect for the duration of the contracted project/work.

Contact information:

- Questions on invoices, statements, changes of address, Supplier/Contractor company name changes, mergers/acquisitions should be emailed to WilliamsAP@us.ibm.com or call (866) 778-2665 or (918) 573-7575
- Questions on the new Supplier Portal and Contracts should be emailed to supplychain@williams.com.

Williams is committed to paying your invoices within terms. Adhering to the information above and the guidelines outlined on the "Important Email Requirements for Submitting Invoices" document will help us achieve that goal. We value your business and the role you play in our mutual success. Again, we thank you for your patience as we work through this implementation.

Williams

IMPORTANT EMAIL REQUIREMENTS FOR SUBMITTING INVOICES

Continue to submit invoices via email by sending them to **APInvoices@williams.com**

Vendor Email Requirements:
- Emails and invoice attachments must follow these specifications:
- Submit only one invoice per email
    - Email subject line must be formatted to include:
        _PO, PO#, Vendor Name, Invoice Number (Example: _PO E001258, ABC Store, 000123456)
        _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
    - Invoices Files can be submitted in formats: PDF, TIFF, PNG, JPG, DOC, DOCX
    - Do not include any text in the email; it will neither be read nor attached to your invoice
- All invoices must have the PO/RFS number on the first page of the invoice to be processed for payment
- For Non-PO invoices, the Routing Code must be present on the first page of the invoice to be processed for payment
    - The routing code must be valid; if it is missing one digit or alpha character, it will be returned
    - Non-PO Routing codes must be provided by your Williams contact
- Additional information that must be included on the invoice:
    - Invoice number, date, and amount(s) by PO Line(s)
    - Vendor name and address
    - Remit-to name/address (must match supplier/contractor name on PO)
- All emails received after 3 p.m. CT will be processed with the next day's receipt date
- Emails will not be read for directions or clarifications
- 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

Accounts Payable Contact information:
Send all inquiries, statements, changes of address, Supplier/Contractor company name changes, mergers/acquisitions to WilliamsAP@us.ibm.com or call (866) 778-2665 or (918) 573-7575