

IMPORTANT REQUIREMENTS FOR SUBMITTING INVOICES

We use image character recognition software to import invoices into our accounting systems for processing. Following are the requirements for submitting an invoice to be processed. **Invoices submitted incorrectly will be rejected.**

Submit all invoices via email by sending them to APInvoices@williams.com

Email Requirements – All Invoices:

Emails and invoice attachments must follow these specifications:

- Submit only one invoice per email
 - 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, DOC, DOCX
 - Do not include any text in the email; it will neither be read nor attached to your invoice
- Information that must be included on the invoice:
 - Invoice number, date, tax (if applicable), freight (if applicable), and total amount
 - Vendor name and address
 - Remit-to name/address

Additional Non-PO Invoice Requirements:

- Email subject line must be formatted to include:
_NONPO, Vendor Name, Invoice Number (Example: _NONPO ABC Store, 000123456)
- For Non-PO invoices, a Routing Code must be present on the first page of the invoice
 - The routing code will be one of two formats: either 5 alpha characters followed by 6 numeric characters, or 10-11 alpha characters only. Sample valid routing codes are: NXCKK140846, RXGGPALMETT
 - The routing code must be valid; if it is missing one digit or alpha character of the 10–11-character string, the invoice will be rejected.

Processing Details:

- All invoices received after 3 p.m. CT will be processed with the next day's receipt date
- Status of your invoice can be determined by logging in to the Vendor Portal

Accounts Payable Contact information:

Send all inquiries, statements, changes of address, Supplier/Contractor company name changes, and merger/acquisition notices to WilliamsAP@us.ibm.com or call (866) 778-2665 or (918) 573-7575.