

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 PO Invoice Requirements:

- Email subject line must be formatted to include:
_PO, Vendor Name, Invoice Number (Example: _PO, XYZ Store, 9876543)
- PO invoices must have the PO/RFS number on the first page of the invoice
- Remit-to name on the invoice must match supplier/contractor name on the PO
- PO invoices must show amount(s) by PO line(s) and include PO line number(s)
- Invoice line descriptions should match PO line descriptions

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.