



WE MAKE ENERGY HAPPEN

Oracle Supplier Portal Overview

7/27/21

NYSE: WMB
williams.com



New Terminology

- Negotiation Event
 - A Negotiation Event is the term used for Bid Events in Oracle Cloud
- Amendment (within Negotiation Event)
 - Amendment to the Negotiation Event would occur when new information is added or changed to a negotiation event that is in progress (i.e. Bid Addenda)
- Purchase Order
 - A Purchase Order (old term: Request for Service) will be used to facilitate payments under a contract
- Lines
 - Lines refers to the payment lines associated with a Contract in Oracle Cloud and will be what is populated in the system when submitting a bid.

Portal Administrator

- Once the Supplier nominates a Portal Administrator your Contracts representative will create access in the system
 - Once access is created an automatic email from Oracle will be generated and sent with a link to the portal for access.
- Administrator is responsible to manage the profile information for the Supplier company. Primary tasks include updating supplier profile information and manage user accounts/access
 - When creating additional accounts, you must click the box for create new user account in order for the system to initiate a registration email to the new account holder
 - Ensure that when changes are made in the supplier portal that the submit button has been selected. This will send those changes to Williams for approval
 - Recommend a bids email box be set up by the supplier. This box would then be used as the contact for the Negotiation Event and would receive all notifications regarding the event

Accessing a Negotiation Event

- The Contractor contact that is selected by Williams for the bid will receive an email from the system notifying them that a new Negotiation Event is active
- Once a notification is received, log into the system click the bell notification icon in the top right corner
- Click the blue hyperlink for the Negotiation

The screenshot displays the Williams Supplier Portal interface. On the left, there are four main navigation icons: Supplier Portal (orange), Social (blue), Marketplace (green), and Set Preferences (teal). On the right, a 'Notifications' dropdown menu is open, showing a list of pending notifications. The notifications include:

Notification Title	Time	Sender	Actions
Action Required: You Are Invited to Negotiation WEN000145,1 (BID DEMO)	Yesterday	Tranchau Malone	Actions ▼
Reminder: Action Required: Terms and Conditions for Negotiation WEN000135-2 (Benton Loop Faux UAT Test Run)	2 months ago	Tranchau Malone	Actions ▼
Action Required: Terms and Conditions for Negotiation WEN000135-2 (Benton Loop Faux UAT Test Run)	2 months ago	Tranchau Malone	Actions ▼
FYI: Negotiation WEN000067,1 (Benton Loop Pseudo) Was Closed	3 months ago	John Todd	
FYI: Negotiation WEN000121 (Benton Loop Faux) Was Closed	3 months ago	Michael Moran	
FYI: Negotiation WEN000135 (Benton Loop Faux UAT Test Run) Was Closed	3 months ago	Michael Moran	

Accessing a Negotiation Event

- Clicking on the event will bring up the Terms and Conditions for Oracle Cloud use that need to be accepted to participate
- Click the Accept Terms box in the top right to proceed
- Once accepted reopen the same notification (through the bell notification)
- Scroll to the bottom and click View Negotiation



Terms and Conditions for Negotiation WEN000145,1 (BID DEMO) - Work - Microsoft Edge

https://ejyq-dev1.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FChicago&df=medium&dt=both&tf=short&lg=en&cy=&bpmWo...

Terms and Conditions for Negotiation WEN000145,1 (BID DEMO) Actions Accept Terms Decline Terms

Terms Acceptance

BID DEMO
Setup Enterprise

From Tranchau Malone
RFQ [WEN000145,1](#)
Opens 7/23/21 12:33 PM
Closes 7/21/22 6:50 AM

Supplier HOLLOMAN CORPORATION
Supplier Contact John Todd

Terms and Conditions

1. General Legal Information

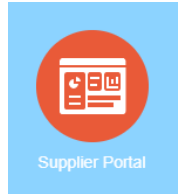
a. Confidentiality

If Bidder and Company have entered into a confidentiality agreement or other agreement addressing the confidential treatment of Company provided information, including any information disclosed as part of this RFP process, then this RFP and all information related to this RFP is subject to and governed by the obligations set forth in such agreement ("Confidentiality Obligations").

Subject to any previously existing Confidentiality Obligations between Bidder and Company, Bidder acknowledges and agrees that the information provided in this RFP or in connection with the RFP process, including any attachments, modifications, clarifications, or amendments, is confidential ("Confidential Information").

Accessing a Negotiation Event

- Suppliers may also access the Negotiation Event from the Home Screen by selecting the Supplier Portal icon



- This will open the Dashboard view
- Scroll down while looking at Tasks on the left to Negotiations
- Click View Active Negotiations
- This will open active events from which to select from

- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

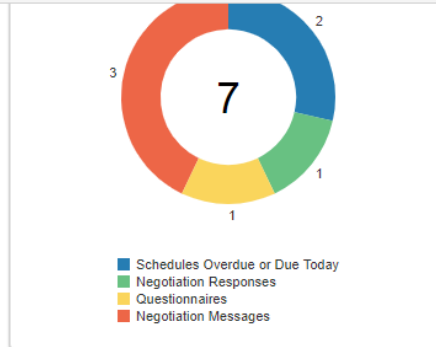
- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- **View Active Negotiations**
- Manage Responses



Category	Count
Schedules Overdue or Due Today	2
Negotiation Responses	1
Questionnaires	1
Negotiation Messages	1
Other	3
Total	7

Supplier News

Please be sure your supplier profile is up to date. Please direct a

Accessing a Negotiation Event

- From the Suppliers list of active events click the blue hyperlink to open

Active Negotiations Done

Time Zone Central Standard Time

Search
Manage Watchlist
Saved Search
Open Invitations

** At least one is required

** Negotiation
 ** Title
 ** Negotiation Close By

** Invitation Received
 Response Submitted
 Negotiation Open Since

Search
Reset
Save...

Search Results

Actions
View
Format
Freeze
Detach
Wrap
Accept Terms
Acknowledge Participation
Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
WEN000145,1	BID DEMO	RFQ	356 Days 21 Ho...	7/21/22 6:50 AM	0		0		

Columns Hidden 4

Reviewing the Negotiation Event

- When open the Cover Page will be displayed
- From here the event can viewed and responded to
- The Cover page highlights the Close date of the event and the Time Remaining before the event closes
 - Note: the system will not allow the Supplier to enter a response after the event has closed

RFQ: WEN000145,1

Currency = US Dollar

Title BID DEMO

Status Active

Time Remaining 356 Days 22 Hours

[Messages](#) [Create Response](#) [Actions](#) [Done](#)

Time Zone Central Standard Time

Open Date 7/23/21 12:33 PM

Close Date 7/21/22 6:50 AM

[Table of Contents](#)
[Cover Page](#)
[Overview](#)
[Requirements](#)
[Lines](#)
[Contract Terms](#)

Cover Page



Williams
REQUEST FOR PROPOSAL
BID DEMO
TRANSCONTINENTAL GAS PIPE LINE COMPANY, PRINCETON DIVISION

Issued: 7/23/21 12:33 PM

Proposal Due: 7/21/22 6:50 AM

Reviewing the Negotiation Event

- The Overview page is where the Supplier can find a link to all the documents associated with the bid. Typically, the project Drawing and Contract Sections II – V
- The General and Terms do not need to be reviewed on this page
 - General shows setting that were selected for the event
 - Terms refers to payment terms which are covered in Section I of the Contract

RFQ: WEN000145,1 Messages Create Response Actions Done

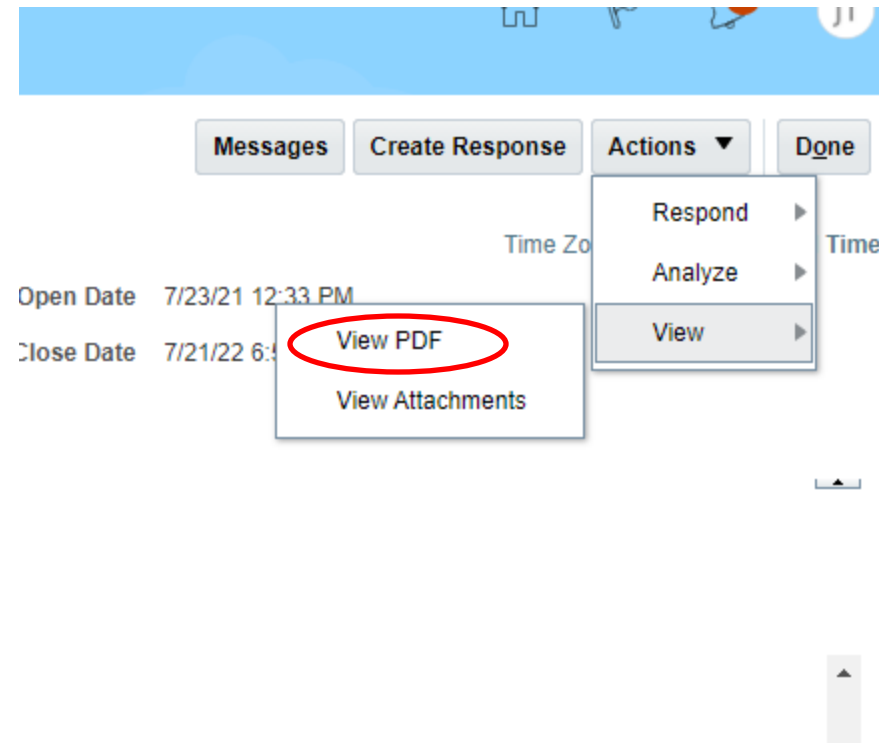
Currency = US Dollar Time Zone Central Standard Time

<p>Title BID DEMO</p> <p>Status Active</p> <p>Time Remaining 356 Days 22 Hours</p>	<p>Open Date 7/23/21 12:33 PM</p> <p>Close Date 7/21/22 6:50 AM</p>	<p>Buyer Tranchau Malone</p> <p>Outcome Purchase Order</p> <p>Attachments Contract Sections II through V</p>
--	---	---

<p>Table of Contents</p> <ul style="list-style-type: none"> Cover Page Overview Requirements Lines Contract Terms 	<p>Overview</p> <p>Expand All</p> <ul style="list-style-type: none"> ▶ General ▶ Terms 	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"> <p>Title BID DEMO</p> <p>Synopsis Here's your new bidding environment!</p> <p>Amendment Description Addendum No. 1 - add supplier</p> </td> <td style="width: 33%;"> <p>Buyer Tranchau Malone</p> <p>Outcome Purchase Order</p> <p>Attachments Contract Sections II through V</p> </td> </tr> </table>	<p>Title BID DEMO</p> <p>Synopsis Here's your new bidding environment!</p> <p>Amendment Description Addendum No. 1 - add supplier</p>	<p>Buyer Tranchau Malone</p> <p>Outcome Purchase Order</p> <p>Attachments Contract Sections II through V</p>
<p>Title BID DEMO</p> <p>Synopsis Here's your new bidding environment!</p> <p>Amendment Description Addendum No. 1 - add supplier</p>	<p>Buyer Tranchau Malone</p> <p>Outcome Purchase Order</p> <p>Attachments Contract Sections II through V</p>			

Reviewing the Negotiation Event

- Requirements Contains the bid instructions and a list of deliverables that are required to be returned with the bid
- The instruction can be better viewed by clicking Actions, View, View PDF.



Reviewing the Negotiation Event

- By selecting lines the Supplier will be able to preview the Compensation lines that will need to be completed as part of the response

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines**
- Contract Terms

Reviewing the Negotiation Event

- When you select Contract Terms the system will display Section I of the Contract
- To download a word version of the Terms click Download Contract Terms
- Note: If the bid event is using existing Master agreements this section will be empty

RFQ: WEN000145,1 Messages Create Response Actions Done

Currency = US Dollar Time Zone Central Standard Time

Title BID DEMO	Open Date 7/23/21 12:33 PM
Status Active	Close Date 7/21/22 6:50 AM
Time Remaining 356 Days 22 Hours	

Table of Contents

- [Cover Page](#)
- [Overview](#)
- [Requirements](#)
- [Links](#)
- [Contract Terms](#)

Contract Terms

[Download Contract Terms](#)

Clauses and Deliverables

This Construction Contract No. 2021-PTF-CST-809000TBD ("Contract") is effective from 7/23/21 ("Effective Date"), between TRANSCONTINENTAL GAS PIPE LINE COMPANY, LLC, with an address at 2800 Post Oak Blvd. ("Company") and _____, with an address at TBD ("Contractor"). Hereafter, Company and Contractor may be referred to individually as a "Party" or collectively as the "Parties".

IN CONSIDERATION of the mutual covenants and conditions contained herein, the Parties agree as follows:

1 DEFINITIONS

1.1 The following terms, wherever capitalized in the Contract, or any document produced pursuant to the terms of the Contract (if not otherwise defined therein), shall have the following meanings:

1.1.1 "Acceptance Requirements" means the specifications, requirements and criteria, set forth in Section II, Exhibit L and Exhibit M, and Section V;

1.1.2 "Acceptance Tests" mean the factory, site and other acceptance tests described in Section II, Exhibit L and Exhibit M, and Section V;

1.1.3 "Affiliate" or "Affiliates", means, with respect to a specified entity, any entity directly or indirectly controlling, controlled by or under common control with such specified entity during the term of this Contract. For this definition "control," and its correlative terms shall mean, directly or indirectly or through one or more intermediaries, either (i) the possession of more than fifty percent (50%) of the outstanding voting stock or (ii) the power to direct or cause the direction of the management policies whether through ownership of stock, as a general partner or joint venture partner or trustee, by contract or otherwise;

1.1.4 "Applicable Codes and Standards" means those codes and standards, in their latest issue as of the Effective Date, specified, attached or referenced in this Contract which are applicable to the Work or any portion thereof. For any part of the Work where no such codes and standards are expressly specified, Applicable Codes and Standards means applicable industry codes, standards, guidelines and best practices, in their latest issue as of the Effective Date, generally accepted and followed by reputable and prudent contractors experienced in the type of work to be performed under this Contract. Applicable Codes and Standards shall not include codes adopted or issued by a Governmental Authority, which are deemed to have the effect of Law. Unless otherwise directed in writing by Company, the stricter of any relevant codes, standards, guidelines, and best practices shall apply to the Work;

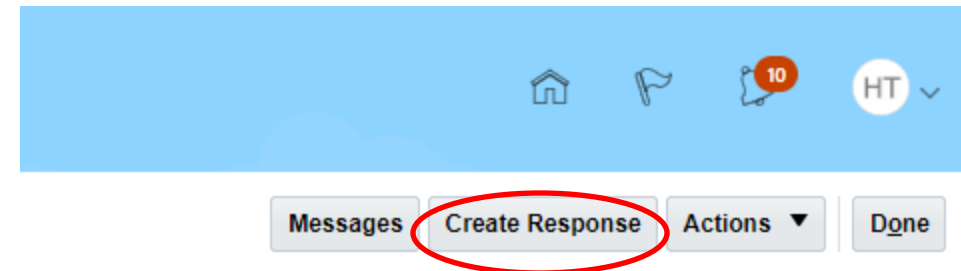
1.1.5 "As-Built Documentation" means documents and records, including, but not limited to, drawings, vendor-provided documentation, schematics, specifications, manuals, surveys, maps, weld maps, weld records, test records, MTR's, equipment data, and populated seed files which incorporate all construction field notes and redlines and reflect the final as-built condition (i.e. revisions, field routing, dimensions, weights, orientations, ratings, and equipment nameplate information) of the Project, as further defined in Section II and Section V. "As-Built Documentation" includes any such documents which Company may be required by Law to maintain in connection with the Project;

1.1.6 "Change Directive" means the written direction, utilizing the form in Section II, Exhibit A-3, prepared and signed by Company directing an addition, deletion, change or alteration in the Work prior to an agreed adjustment, if any, to the Contract Price, Schedule, and/or Milestones.

1.1.7 "Change Order" means the written instrument, utilizing the form in Section II, Exhibit A-2, which when signed by Company and Contractor is the exclusive means of authorizing a Change and states the Parties agreement on (i) the nature and scope of the agreed Change, (ii) the adjustment to the Contract Price, if any, and (iii) the adjustment to the Schedule, if any, and (iv) the adjustment to Milestones, if any.

Creating a Response to the Negotiation Event

- When ready to input your Bid into the Negotiation Event click Create Response in the top right of the screen
- If any modifications to the event had been made by Williams you will need to Acknowledge the event Amendments before proceeding to the event. Example below



Amendment	Title	Published Date	Status	Acknowledged	Acknowledgment Date	Acknowledged By
Amendment 2	BID DEMO	7/29/21 9:09 AM	Active			
Amendment 1	BID DEMO	7/23/21 12:33 PM	Amended	✓	7/29/21 9:04 AM	John Todd

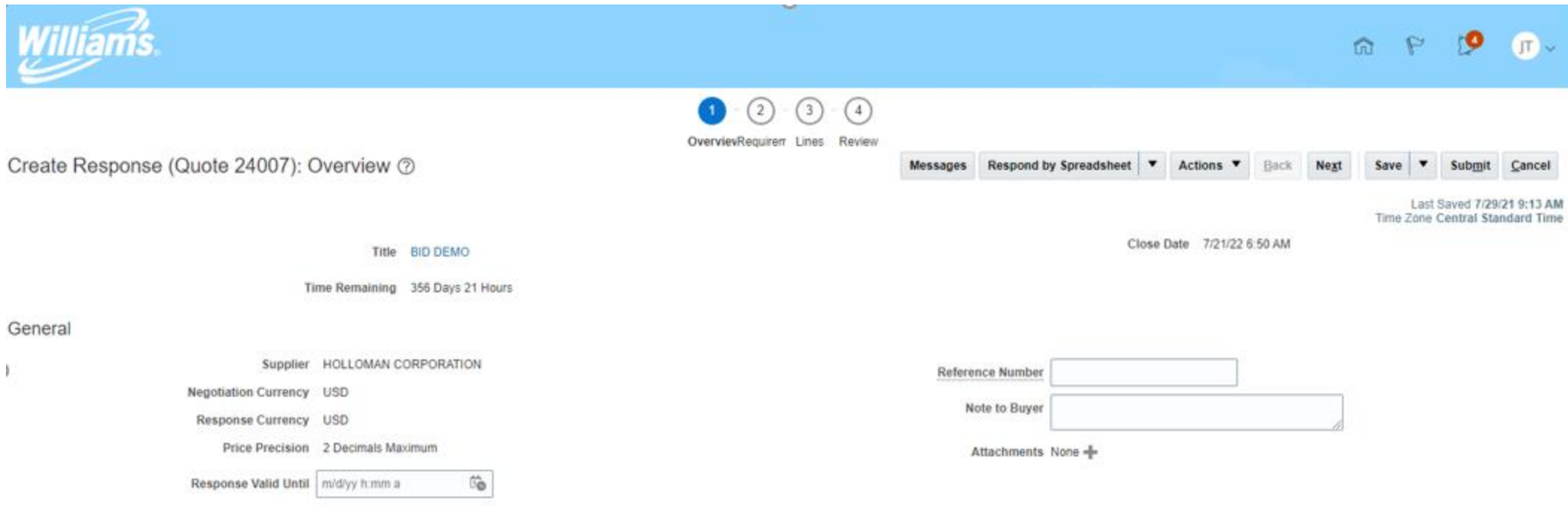
Columns Hidden 3

Amendment 2: Details

Acknowledgment I have reviewed the changes and I acknowledge amendment 2 for negotiation WEN000145.
 Amendment Description Addendum No. 2 - add scope

Creating a Response to the Negotiation Event

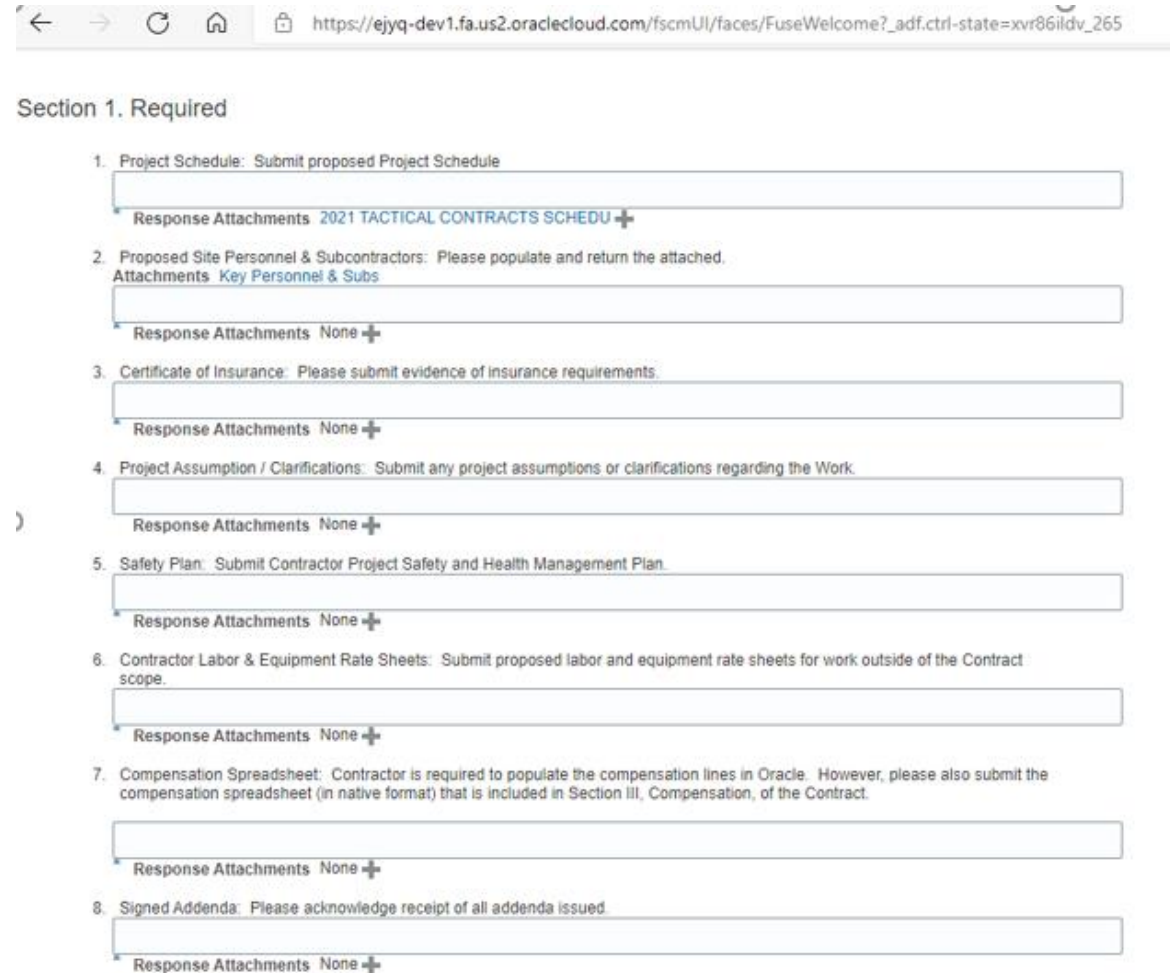
- On the Overview screen the Supplier will be able to populate some optional fields
 - Response Valid Until date
 - Reference number for the Supplier's internal use
 - Any notes to Buyer (Williams)
 - Attach any additional information that was not requested in the requirements section



The screenshot shows the 'Create Response (Quote 24007): Overview' screen in the Williams Supplier Portal. The page features a blue header with the Williams logo and navigation icons. A progress bar at the top indicates the current step is 'Overview' (1), with 'Requirements' (2), 'Lines' (3), and 'Review' (4) as subsequent steps. The main content area includes a title 'Create Response (Quote 24007): Overview', a breadcrumb trail, and a set of action buttons: Messages, Respond by Spreadsheet, Actions, Back, Next, Save, Submit, and Cancel. Key information displayed includes the Title 'BID DEMO', Close Date '7/21/22 6:50 AM', and Time Remaining '356 Days 21 Hours'. The 'General' section contains fields for Supplier ('HOLLOMAN CORPORATION'), Negotiation Currency ('USD'), Response Currency ('USD'), Price Precision ('2 Decimals Maximum'), and Response Valid Until (a date picker). On the right side, there are input fields for Reference Number, Note to Buyer, and Attachments (currently set to 'None').

Creating a Response to the Negotiation Event

- Navigate to the next screen by using the circles in the middle of your screen or by clicking next
- The Requirements screen contains a list of Documents that must be submitted
- To add an attachment, click the plus sign
 - Choose file type
 - Choose file to upload
 - Update Title and Description and click ok
 - Note: some requirements contain attachments that you will need to download, populate, and then upload back to the system



← → ↻ 🏠 🔒 https://ejyq-dev1.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=xvr86ildv_265

Section 1. Required

1. Project Schedule: Submit proposed Project Schedule

 Response Attachments 2021 TACTICAL CONTRACTS SCHEDU +
2. Proposed Site Personnel & Subcontractors: Please populate and return the attached.
 Attachments Key Personnel & Subs

 Response Attachments None +
3. Certificate of Insurance: Please submit evidence of insurance requirements.

 Response Attachments None +
4. Project Assumption / Clarifications: Submit any project assumptions or clarifications regarding the Work.

 Response Attachments None +
5. Safety Plan: Submit Contractor Project Safety and Health Management Plan.

 Response Attachments None +
6. Contractor Labor & Equipment Rate Sheets: Submit proposed labor and equipment rate sheets for work outside of the Contract scope.

 Response Attachments None +
7. Compensation Spreadsheet: Contractor is required to populate the compensation lines in Oracle. However, please also submit the compensation spreadsheet (in native format) that is included in Section III, Compensation, of the Contract.

 Response Attachments None +
8. Signed Addenda: Please acknowledge receipt of all addenda issued.

 Response Attachments None +



Creating a Response to the Negotiation Event

- The Lines screen will be utilized to upload your compensation into the event
- Utilize the Compensation Spreadsheet that was completed as part of the bid as a guide to populate lines in Oracle Cloud
- Reference the Oracle Template Excel tab, these lines will match the lines in the system and the Supplier will only need transfer the Response Price from the Excel file to Oracle Cloud

Create Response (Quote 24007): Lines ⓘ

Overview | Requiren | **Lines** | Review

Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Currency = US Dollar

Last Saved 7/29/21 9:26 AM
Time Zone Central Standard Time

Time Remaining 356 Days 21 Hours | Close Date 7/21/22 6:50 AM

Line	Description	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	#1211227 (06.602) TEMP CONSTRUCTION FACILITIES - CONSTRUCTION ONSHORE MECHANICAL FAC		SERVICES.CONST			1	EACH		m/d/yy
2	#1211227 (06.603) CIVIL / SITE / STRUCTURAL BUILDINGS - CONSTRUCTION ONSHORE MECHANICAL		SERVICES.CONST			1	EACH		m/d/yy
3	#1211227 (06.604) MECHANICAL / PIPING / PROCESS - CONSTRUCTION ONSHORE MECHANICAL FAC		SERVICES.CONST			1	EACH		m/d/yy

Columns Hidden 8

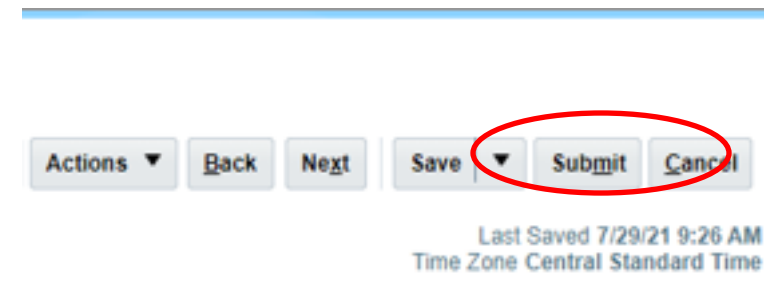
Grand Totals
All response lines are included.
Response Amount 0.00

	Lump Sum		
	Lump Sum		
above]	Lump Sum		
	Lump Sum		
above]	Lump Sum		
	Lump Sum		
en above]	Lump Sum		
	Lump Sum		
	Lump Sum		
e if not applicable]	Lump Sum		
pany Option)	Lump Sum		
ve if not applicable]	Lump Sum		
npany Option)	Lump Sum		
ove if not applicable]	Lump Sum		
ompany Option)	Lump Sum		

ems | Appendix 1.B - Unit Rate Items | **Oracle Template** | ..

Creating a Response to the Negotiation Event

- When the Lines have been completed, the Review screen can be utilized to review the response before submittal
- Once review is complete click the Submit button to send your response to the Negotiation Event to Williams.
- Note: the Supplier is able to go back into the system to modify any submitted information prior to the close date of the event



Questions

- Should you have any questions regarding the bid or the use of Oracle Cloud please contact your Contracts Manager
- An additional training video can be found at the link below
 - <https://williamscontracts.sharefile.com/d-s556ad0b7ab7d416cadd1be99ed65b0cb>