

# Williams

## Supplier Portal Tax User Guide

April 2023

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Document Control

Change Record

Date	Author	Version	Change Reference
05/07/2020	Vito Bianco	1.0	Original Draft
4/17/2023	Vito Bianco		
4/27/2023	Vito Bianco		Section 1, General Guidelines Section 6 – Correcting Invoices

Reviewers

Name	Role
TBD	
TBD	
TBD	

## 1. Document Summary

### Purpose

This document is to provide guidance to Williams vendors using the Oracle Supplier Portal for how to enter or update sales tax on invoices document the tax calculation process.

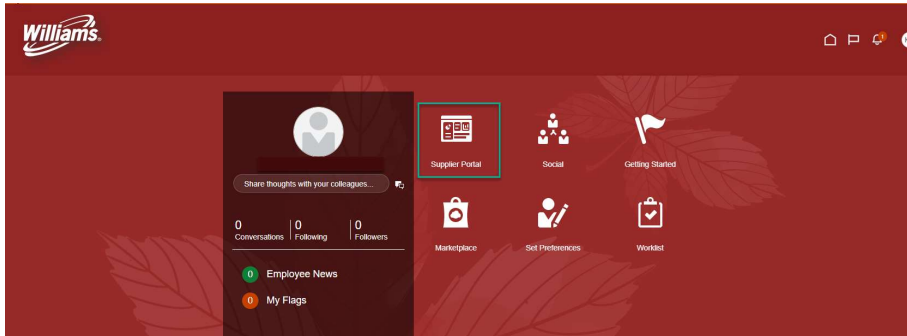
Note to Suppliers: The Supplier Portal uses the Williams tax solution that integrates Oracle with Vertex on Demand. Tax is calculated on all invoices entered through the portal using the rules configured for the Williams payables application.

### General Guidelines

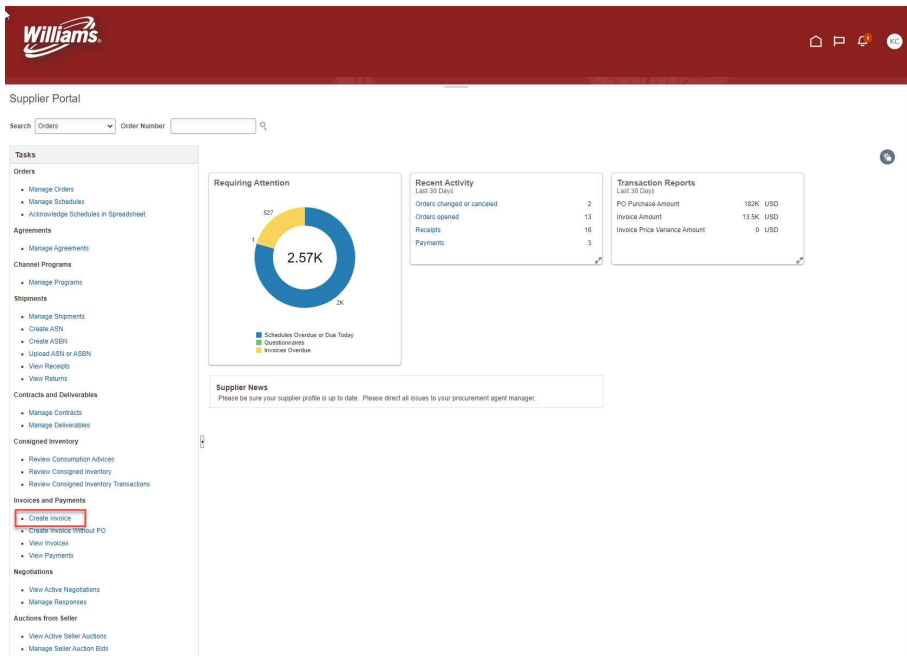
- Do NOT enter tax in the Tax Control Amount field on the invoice header.
- Do NOT enter a value in the Supplier Tax Registration number field on the invoice header.
- Do NOT enter Sales Tax as an Item Line.
- Enter all Item Lines, then the Freight Line before creating a Sales Tax line.
- Make sure the invoice is complete before calculating tax or submitting the invoice.
- Tax lines are only entered by the system when the "Calculate Tax" action is selected by the user.
  - The sales tax charged by the supplier is identified by the Tax Name "VERTEX TAX".  
The "VERTEX TAX" should match what is on the invoice in the supplier's billing system.  
*If the amount does not match, then update the amount (including a 0.00 tax amount).*
  - If the Tax Name is not "VERTEX TAX", this is Self Assessed Tax by Williams and is NOT Supplier charged tax. This tax is NOT included on the invoice and will not be paid to the Vendor.  
Some examples of this type of tax will be shown as State, City, County and District tax.
- If updating the invoice after calculating tax, the tax line must be updated manually to the amount shown on the invoice.

## 2. Calculate Tax on a PO Matched Invoice

This process applied to all invoices entered through the Williams Supplier Portal. Log into Oracle and choose the Supplier Portal icon from the



Click on the link to Create Invoice.



The Create Invoice screen will open.

Create Invoice ⓘ

Invoice Actions: **Save** **Save and Close** **Submit** **Cancel**

Identifying PO:  Remit to Bank Account:

Supplier:  Unique Remittance Identifier:

Taxpayer ID: 74-0989800 Unique Remittance Identifier Check Digit:

Supplier Site:  Description:

Address:  Attachments: None

Supplier Tax Registration Number:  Tax Control Amount:

Number:

Date:  Type:

Invoice Currency:

Payment Currency:

Customer Taxpayer ID:  Name:

Address:

Lines

Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
No data to display.											

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Retainage	Invoice Amount
				0.00		Due

Enter header information on the invoice starting with the Identifying PO.

Do not populate the following fields in the Invoice Header as they are not used.

- Tax Control Amount
- Supplier Tax Registration Number

Create Invoice ⓘ

Invoice Actions: **Save** **Save and Close** **Submit** **Cancel**

Identifying PO: WPO106276 Remit to Bank Account:

Supplier: DNOW LP Unique Remittance Identifier:

Taxpayer ID: 74-0989800 Unique Remittance Identifier Check Digit:

Supplier Site: 18 HOUSTON Description:

Address: 77041, 7402 N ELDRIDGE PKWY, HOUSTON, HARRISTX, US, 1902 Attachments: Accelerator Users bit

Supplier Tax Registration Number: 73-0560878 Tax Control Amount:

Number: WPO106276\_Inv12

Date: 4/4/23 Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer Taxpayer ID: 73-0560878 Name: The Williams Companies, Inc.




Address:

Lines

Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount
No data to display.											

Press the "Select and Add" icon under the Lines section to match to the PO lines. The Select and Add: Purchase Order window will open.

Lines

View    Cancel Line


* Number	* Type	Purchase Order			Consumption Advice		Supplier
		* Number	* Line	* Schedule	Number	Line	
No data to display.							

Highlight one or more lines from the PO to match to the invoice or press the Select All button to add all PO lines. Then press the Apply button. Then press OK.

Select and Add: Purchase Orders



Search Advanced Saved Search ▼

\*\* Purchase Order WPO106276 \*\* Consumption Advice  \*\* At least one is required

\*\* Creation Date m/d/yy h:mm a 

Search Reset Save...

Search Results




View   Select All

Purchase Order				Consumption Advice		Supplier Item	Item Description	Ship-to Location
Number	Line	Schedule	Retainage Rate (%)	Number	Line	Number		
WPO106276	1	1					FLANGE, PIPE, 5 I...	SNWP-GRRC-W

Apply OK Cancel

The matched PO line or lines should appear in the Lines section of the form. Press the Save button.

Lines

View    Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line								
1	Item	WPO106276	1	1				FLANGE, PIPE, 5 IN, 150 LB. CS, TWIN ...	SNWP-GRRC-W		320	16	EACH	5,120.00
Total													5,120.00	

Summary Tax Lines



After Saving the line, go to the Invoice Actions and open the drop-down list. Choose Calculate Tax.

Williams Test Clone as of March 7th. Next Clone May 1

**Williams**

Create Invoice ⓘ

Identifying PO: WFO106276  
 Supplier: DROW LP  
 Taxpayer ID: 74-9989900  
 Supplier Site: 18 HOUSTON  
 Address: 77041 TAMM N ELDRIDGE PKWY, HOUSTON, HARRISTX, US, 1902  
 Supplier Tax Registration Number: [dropdown]

Remit to Bank Account: [dropdown]  
 Unique Remittance Identifier: [text]  
 Unique Remittance Identifier Check Digit: [text]  
 Description: [text]  
 Attachments: None ⓘ  
 Tax Control Amount: [text]

Invoice Actions: [dropdown]  
 Calculate Tax: CBT=AB-X  
 Cancel Invoice: 36278\_inv12  
 Delete Invoice: [text]  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer Taxpayer ID: 73-0589878  
 Name: The Williams Companies, Inc.  
 Address: [text]

Lines

Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
Number	Line	Schedule	Number	Line							
1	Item	WFO106276	1	1	FLANGE, PIPE, 5 IN, 150 LB, CS, TWIN...	SNWIP-GRR		320	16	EACH	5,120.00
Total											5,120.00

## Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

The system will calculate tax for the transaction and return a tax line. The tax amount returned is based on rules that exist in Williams tax solution.

The total of the tax amount to be paid to the supplier will appear in the Exclusive Tax column in the Totals. If the amount does not agree with the invoice from the supplier's billing system, then the supplier should edit the tax to match. (PLEASE NOTE: if the different is larger than \$1000, the supplier should email [Tax.Transaction@williams.com](mailto:Tax.Transaction@williams.com)).

Lines

Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
Number	Line	Schedule	Number	Line							
1	Item	WFO106276	1	1	FLANGE, PIPE, 5 IN, 150 L...	SNWIP-GRR		320	16	EACH	5,120.00
Total											5,120.00

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX...	Standard	STD	6		46.08

Totals

Items	5,120.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	46.08	Invoice Amount	5,166.08
								Retainage	0.00	Due	5,120.00

The Invoice Amount total will include all Items, Freight, Miscellaneous, and Tax lines. If the Invoice Amount and Amount due do not match, then press save again.

### 3. Calculated Tax Does Not Match

If the amount does not agree with your invoice, highlight the record, and change the amount to agree with your invoice.

#### Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON	VERTEX TAX	VTX_VERTEX_...	Standard	STD	6		46.08

#### Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
5,120.00	0.00	0.00	0.00	46.08	5,166.08
				Retainage	Due
				0.00	5,120.00

#### Vertex Shows Tax and Supplier Invoice Does Not

In this example, your invoice shows the sales tax as 0. This could be that your company is not registered in the Ship To location's jurisdiction or your system shows the goods or services you are selling as non-taxable. You can update the tax on the line to 0 to match your invoice. The press Save.

#### Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON	VERTEX TAX	VTX_VERTEX_...	Standard	STD	6		0

Go back to the Invoice Actions and press Calculate Tax again. **Make sure to press Save again.** The system may add tax lines to the invoice. These are self-assessed tax lines for Williams to accrue the tax and should not appear in the Totals for the invoice. Do not change these lines. Verify after saving the invoice that they Tax amount shows as zero and the Invoice Amount and Due amount agree.

#### Lines

Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM
1	Item	WPO195275	1	1	FLANGE, PIPE, 5 IN, 150	SNWP-ORRC-WY		320	16	EACH
Total										

#### Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON	VERTEX TAX	VTX_VERTEX_...	Standard	STD	6		0
2	VERTEX US TAX	STATE	PA	Standard	STD	0		0
3	VERTEX US TAX	STATE	MD	Standard	STD	6		46.08

#### Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
5,120.00	0.00	0.00	0.00	0.00	5,120.00
				Retainage	Due
				0.00	5,120.00

**Note:** The Tax records that show the Tax Name "VERTEX TAX" represent the amount charged and collected by the supplier. Any other tax lines are not added to the total of the invoice and should be ignored.



Submit the invoice.

### Vertex Shows 0 Tax and Supplier Invoice Shows Tax

In this example the tax calculation results in a line that is Non-taxable and 0 is returned for the tax amount. The supplier's invoice shows sales tax charged.

Create Invoice ⓘ

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: WPO105924  
 Supplier: DNOW LP  
 Taxpayer ID: 74-0999000  
 Supplier Site: 18 HCAUSTON  
 Address: 77041 7402 N ELDRIDGE PKWY, HOUSTON, HARRIS TX, US, 77062  
 Supplier Tax Registration Number: [Dropdown]

Remit to Bank Account: [Dropdown]  
 Unique Remittance Identifier: [Text]  
 Unique Remittance Identifier Check Digit: [Text]  
 Description: [Text]  
 Attachments: 2023-03-20\_12-43-30.jpg [X]  
 Tax Control Amount: [Text]

\* Number: INVWPO105924A  
 \* Date: 4/18/23  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 73-9588078  
 Name: The Williams Companies, Inc.  
 Address: [Text]

Lines

View: [Icons] Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Lot	On
1	Item	WPO105924	3	1				TUBING, METALLIC, 3/8 I...	HAYNLAMANDS-LA		60	15.83	EACH	937.80			
Total														937.80			

Summary Tax Lines

View: [Icons]

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	8.45		0

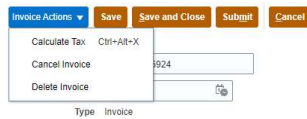
You can update the tax on the line to 0 to match your invoice. Press Save.

Summary Tax Lines

View: [Icons]

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	8.45		79.24

You will need to Calculate tax again from the Invoice Actions. Then Submit the invoice.



## 4. Calculate Tax on Non-PO Invoices

From the Supplier Portal screen, click on the link to Create Invoice without PO.

Williams

Supplier Portal

Search Orders

Order Number

Tasks

Orders

Agreements

Channel Programs

Shipments

Contracts and Deliverables

Consigned Inventory

Invoices and Payments

Negotiations

Requiring Attention

Recent Activity

Transaction Reports

Supplier News

Supplier News

This will open the Create Invoice Without PO window.

Create Invoice Without PO

Supplier: DNOW LP

Taxpayer ID: 74-0895800

Supplier Site

Address

Supplier Tax Registration Number

Remit to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments

Tax Control Amount

Invoice Actions

Save

Save and Close

Submit

Cancel

Number

Date

Type

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

Address

Requester Email

Requester Name

Lines

View

Cancel Line

Number

Type

Ship-to Location

Ship-from Location

Tax Classification

Amount

Description

Summary Tax Lines

View

Line

Regime

Tax Name

Tax Jurisdiction

Tax Status

Rate Name

Percentage

Per Unit

Amount

Totals

Items

Freight

Miscellaneous

Inclusive Tax

Exclusive Tax

Invoice Amount

Enter header information on the invoice including the Requestor Email. This should be the person that requested the order at Williams.

The Supplier will need to pick the supplier site. If they are billing from a site that is into in the pick list, they will need to contact Williams to add the site.

Create Invoice Without PO ⓘ

Supplier: DNOW LP  
Taxpayer ID: 74-0989800

Supplier Site:

Address:

Supplier Tax Registration Number:

Customer:

Customer Taxpayer ID:

Remit-to Bank A  
Unique Remittance Id  
Unique Remittance Identifier Check  
Desc  
Attach  
Tax Control A

17 DALLAS 75320PO BOX ... US1  
17 DALLAS 75320PO BOX ... US1  
18 HOUSTON 770417402 N E... US1  
34 CASPER 820046577 WE... US1  
RECORDED WIR... 74172RECORD... US1

Search...

The Supplier should not populate the following fields in the Invoice Header as they are not used.

- Tax Control Amount
- Supplier Tax Registration Number

Create Invoice Without PO ⓘ

Supplier: DNOW LP  
Taxpayer ID: 74-0989800

Supplier Site:

Address:

Supplier Tax Registration Number:

Customer:

Customer Taxpayer ID:

Remit to Bank Account:

Unique Remittance Identifier:

Unique Remittance Identifier Check Digit:

Description:

Attachments:

Tax Control Amount:

Invoice Actions:

\* Number:   
\* Date:   
Type:   
Invoice Currency:   
Payment Currency:

\* Requestor Email:   
Requestor Name:

Press the plus sign icon under the Lines section to add lines to the invoice.

Lines

View

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
No data to display.						
Total						

This will create a line on the invoice. Choose the Type of "Item" to enter an invoice line.

Lines

View Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
1	Item					
Total						

Summary Tax Lines

View

Enter the Ship-to-Location. This field is required. You cannot submit the invoice with a blank ship-to. NOTE: The pick list contains all locations configured in the Williams environment. Williams will provide a list of valid locations for each Supplier to use .

Lines

View Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	* Amount	Description
1	Item				

Summary Tax Lines

View

No data to display.

Totals

CYP-ST045-LA

CYPRESS / TRANSCO STATION 045...

AK ANCHORAGE

AK DENALI BOROUGH

AK FAIRBANKS NORTH ST

AL AUTAUGA

AL AUTAUGA BILLINGSLEY 36006

AL AUTAUGA JONES 36749

AL BALDWIN

AL BLOUNT

Search...

AK ANCHORAGE

AK DENALI BOROUGH

AK FAIRBANKS NORTH ST

AL AUTAUGA

AL AUTAUGA BILLINGSLEY 36006

AL AUTAUGA JONES 36749

AL BALDWIN

AL BLOUNT

Name	Percentage	Per Unit
Miscellaneous		
Inclusive Tax		
Exclusive Tax		0.0

The Ship-From Location field is not required and can be left blank. Enter the amount and the line description and press save.

Lines

View Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	* Amount	Description
1	Item	CYP-ST045-LA		250.00	Invoice line description
Total				250.00	

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit
------	----------	------------	------------------	--------------	-------------	------------	----------

After Saving the line, go to the Invoice Actions and open the drop-down list. Choose Calculate Tax.

Create Invoice Without PO ⓘ

Supplier  
Taxpayer ID  
Supplier Site  
Address  
Supplier Tax Registration Number

DNOW LP  
14-0000000  
17 DALLAS  
75320, PO BOX 200822, DALLAS, DALLASTX,  
US, 0822

Remit-to Bank Account  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description  
Attachments  
Tax Control Amount

2023-03-29\_12-43-30.jpg

Invoice Actions  
Calculate Tax  
Cancel Invoice  
Delete Invoice

Save  
Save and Close  
Submit

Calculate Tax  
Ctrl+Alt+X  
Cancel Invoice  
Delete Invoice

Customer

Customer Taxpayer ID  
Name  
Address

73-0569870  
The Williams Companies, Inc.  
Address

\* Requester Email  
Requester Name

yfo.bianco@williams.com  
Bianco, Vito

The system will calculate tax for the transaction and return a tax line. The tax amount returned is based on rules that exist in the Williams tax solution.

The total of the tax amount to be paid to the supplier will appear in the Exclusive Tax column in the Totals. If the amount does not agree with the invoice from the supplier's billing system, then the supplier should edit the tax to match.

Lines

View  
Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	* Amount	Description
1	Item	CYP-ST045-LA		250.00	Invoice line description
Total				250.00	

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	9.2		23.00

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
250.00	0.00	0.00	0.00	23.00 Retainage 0.00	273.00
					Due 250.00

In this example, the Tax calculated equals the tax on the supplier invoice. So, the supplier Submits the invoice and is done.

Invoice Actions  
Save  
Save and Close  
Submit  
Cancel

Williams Supplier Portal Tax Guide Document

vertexinc.com

Once the Supplier submits the invoice, it cannot be edited, validated, or coded manually through the View Invoices form in Payables. This process must be initiated by the Requestor through a notification. The Action menu for these steps is greyed out.

Invoice Details

Invoice Date4/14/23

Invoice TypeStandard invoice request

Supplier or PartyDNOW LP

Supplier SiteF17 DALLAS

AddressPO BOX 200822, DALLAS, TX 75320

Invoice Amount273.00 USD

Applied Prepayments9.00 USD

Unpaid Amount273.00 USD

Holds0

Not validated

Actions

Save

Save and Close

Cancel

Edit

Validate

Account Coding

Approval

Cancel Invoice

Post to Ledger

Account in Draft

LinesHolds and ApprovalsPaymentsInstallments

Items

View

Print

Export

Detach

Line	Amount	Description	Quantity	Price	UOM	Name	Number	Line	Schedule	Number	Line	Ship-to Location
------	--------	-------------	----------	-------	-----	------	--------	------	----------	--------	------	------------------

Invoice Coding

Non-PO invoices are sent to the Requestor referenced on the header of the invoice to code the invoice. The requestor will receive a Notification that an action is required to approve the invoice.

Williams

Payables Dashboard

Invoices

Payments

Invoices

Scanned

Recent

Holds

Approval

Prepaid

View

Print

Export

Detach

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Invoice Date	Creation Date	Assignee
No data to display.							

Pending Notifications

Enter search terms

Action Required: Approval of Invoice NPOINV1 from DNOW LP (273.00 USD)

KIMBERLEY CUENCA

(Reminder) Action Required: Approval of Invoice NPOTaxTest01 from DNOW LP (110.00 USD)

Batch Scheduler

Action Required: Approval of Invoice NPOInvoice004 from DNOW LP (325.00 USD)

KIMBERLEY CUENCA

Action Required: Approval of Invoice NPOTaxTest01 from DNOW LP (110.00 USD)

Batch Scheduler

Action Required: Approval of Invoice NPOTaxTest01 from DNOW LP (110.00 USD)

KIMBERLEY CUENCA

Action Required: Approval of Invoice Test123 from DNOW LP (105.00 USD)

KIMBERLEY CUENCA

Action Required: Approval of Invoice Test123 from DNOW LP (105.00 USD)

KIMBERLEY CUENCA

Action Required: Approve Purchase Order WPO106276

Vito Blanco

Approve

Read



When the requestor clicks on the notification, a window will open for the requestor. They will take the Action to Edit the Distributions.

Approval of Invoice NPOINV1 from DNOW LP (273.00 USD)

Invoice Approval

273.00 USD

DNOW LP

NPOINV1

4/12/23

Details

From: KIMBERLEY CUENCA

Requester: Vito Bianco

Supplier Site: 17 DALLAS

Business Unit: US1

Amount Summary

Line Type	Amount
Item	250.00
Tax	23.00
Total	273.00

Lines

Invoice Line	Amount
1. Invoice line description	250.00
2. Tax	23.00
VERTEX COMMON TAX - VERTEX TAX	
Total	273.00

Installments

Due Date	Amount
1. 5/12/23	273.00

Payment Method: Check

Payment Priority: 99

Total: 273.00

View Invoice

Action

Approve

Reject

Edit Distributions

Request Information

Delegate

Reassign

Route Task

Add Comments

Add Attachment

View Approvals

In the Edit Distributions window, the requester adds a distribution for each Item line and enters the amount and Distribution Combination. They may also enter Project Information on the distribution. The coder does not enter a distribution for the Tax line. When they are done, they press Submit.

Edit Distributions

Details

Requester Email: Vito.Bianco@williams.com

Business Unit: US1

First-Party Taxpayer ID: 73-5588678

Remit-to Address: 75320, PO BOX 200822, DALLAS, DALLASTX, US, 9822

Number: NPOINV1

Date: 4/12/23

Invoice Description

Supplier or Party: DNOW LP

Invoice Lines

Line	Line Type	Amount (USD)	Quantity	Unit Price	UCM Name	Purchase Order							Item Description	Supplier Item
						Number	Line	Schedule	Overbilled Quantity	Overbilled Amount	Unit Price Variance	Not Received		
1	Item	250.00							0	0.00	0.00	0		
2	Tax	23.00							0	0.00	0.00	0		

Line 1: Distributions

Actions

View

+

-

Print

Number	Amount (USD)	Distribution Combination	Project		
			Project Number	Task Number	Expenditure Organization
1	250.00	280.20280.2714.85600.8304.8216.000			

Commented [VB1]: Note to Williams AP Team. For Supplier Portal invoices, the distribution descriptive flexfields do not appear to the coder.

After coding the invoice, they press Approve to send the invoice through the approval process.

Approval of Invoice NPOINV1 from DNOW LP (273.00 USD) - Google Chrome  
epjq-test.fa.us2.oraclecloud.com/fcm/UI/faces/UnifiedNotificationFlow/UnifiedNotificationPage?\_afcl=12yeBhmyjL\_3898\_afLoop=17474629617893493

Approval of Invoice NPOINV1 from DNOW LP (273.00 USD)

View Invoice Actions Approve Reject

Invoice Approval

**273.00 USD**

**DNOW LP**

NPOINV1

4/12/23

Details

From KIMBERLEY CUENCA

Requester Vito Bianco

Supplier Site 17 DALLAS

Business Unit US1

Amount Summary

Line Type	Amount
Item	250.00
Tax	23.00
Total	273.00

Before the invoice is approved, it cannot be edited. Once the invoice is approved it can be edited. The distribution descriptive flexfields are also visible through the Payables Edit Invoice screen.

Edit Invoice: NPOINV1

Invoice Header

Identifying PO: Number NPOINV1 Date 4/12/23

Business Unit: US1 \* Amount: USD - US Dollar 273.00 Payment Terms: Net 30

Supplier: DNOW LP Type: Standard Terms Date: 4/12/23

Supplier Number: 400178 Description: Requester: Bianco, Vito

Supplier Site: 17 DALLAS Attachments: 2023-03-09\_12-43-30.jpg

Legal Entity: The Williams Companies, Inc. Invoice Group:

Lines

Line	Type	Amount	Cancelled	Inclusive	Self-Assessed	Tax Only Line	Regime	Tax Name	Tax Jurisdiction
1	Item	250.00							
2	STU	23.00					VERTEX COMMON TAX	VERTEX TAX	VTX_VERTEX_TAX_JURCD
Total		273.00							

Totals

Items	Amount	Freight	Miscellaneous	Tax	Included Prepayments	Total
250.00	0.00	0.00	0.00	23.00	0.00	273.00
				Withholding	Applied Prepayments	Due
				0.00	0.00	273.00

Edit Distribution: 1

Context Value: STANDARD

\* ACTIVITY DATE

MAXIMO WO NUMBER

PO NUMBER

UOM

VOLUME/QUANTITY

\* SHIP TO LOCATION

\* DESCRIPTION

Regional Information

OK Cancel

Expenditure Type

Expenditure Organization

Details

Product Category

Distributions Total Amount: 250.00

Remaining Amount: 0.00

Line Amount: 250.00

Save and Close Cancel

The invoice is then run through the validation process and accounting is applied.

Edit Invoice: NPOINV1

Invoice Header

Show More

Identifying PO

Business Unit

Supplier

Supplier Number

Supplier Site

Legal Entity

Invoice Group

Number

\* Amount

Type

Description

NPOINV1

USD - US Dollar

Standard

Date

Payment Terms

Terms Date

Requester

Attachments

Note

4/12/23

Net 30

4/12/23

Bianco, Vito

2023-05-29\_12-43-38.jpg

Last Saved

4/12/23 7:45 PM

Lines

Match Invoice Lines

View

Allocate

Cancel Line

Distributions

Distribution	Reference	Tax
* Number	* Type	* Amount
Distribution Set	Distribution Combination	Accounting Date
1	Item	250.00

Taxes

Transaction Taxes

Withholding Taxes

View

Detach

Override Tax Amount

Apply

Edit Taxes

Manage Tax Details

Line	Rate Name	Rate	Amount	Canceled	Inclusive	Self-Assessed	Tax Only Line	Regime	Tax Name	Tax Jurisdiction
2	STD	9.2	23.00					VERTEX COMMON TAX	VERTEX TAX	VTX_VERTEX_TAX_JURCD
	Total		23.00		0.00	0.00				

Totals

Items	250.00	Freight	0.00	Miscellaneous	0.00	Tax	23.00	Included Prepayments	0.00	Total	273.00
				Refundable	0.00	Withholding	0.00	Applied Prepayments	0.00	Due	273.00

Supplier Portal: View Invoice

The Supplier can view the invoice from the supplier portal at any point after they submit the invoice to payables. By choosing the View Invoices in the menu.

Williams

Supplier Portal

Search

Orders

Order Number

Tasks

Orders

Manage Orders

Manage Schedule

Acknowledge Schedules in Spreadsheet

Agreements

Manage Agreements

Manage Programs

Shipments

Manage Shipments

Create ASN

Create ASN

Upload ASN or ASN

View Receipts

View Returns

Contracts and Deliverables

Manage Contracts

Manage Deliverables

Consigned Inventory

Review Consumption Advice

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

Auctions from Seller

View Active Seller Auctions

Requiring Attention

2.57K

Recent Activity

Order opened

Receipts

Transaction Reports

Last 30 Days

PO Purchase Amount

Invoice Amount

Invoice Price Variance Amount

12K USD

19.4K USD

0 USD

Supplier News

Please be sure your supplier profile is up to date. Please direct all issues to your procurement agent manager.

The status of invoices submitted by the supplier with show as “Pending Import”. The invoice status changes to In Process when the Requestor starts the coding and approval process, but the invoice status may still show as “In Process” even though the invoice is Approved, Validated and Accounted in Payables.

View Invoices

Search

\*\* Invoice Number

NPO

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Advanced

Saved Search

All Invoices

Done

\*\* At least one is required

Search

Reset

Save...

Search Results

View

Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Invoice Amount	Invoice Status	Unpaid Amount	Paid Status
NPOINV2	4/14/23	Standard I...		DNOW LP	17 DALLAS	273.00 USD	Pending import	273.00 USD	Unpaid
NPOINV1	4/12/23	Standard		DNOW LP	17 DALLAS	273.00 USD	In process	273.00 USD	Unpaid
NPOInvoice004	4/6/23	Standard		DNOW LP	17 DALLAS	325.00 USD	Approved	325.00 USD	Unpaid
NPOTaxTest01	4/4/23	Standard		DNOW LP	17 DALLAS	110.00 USD	In process	110.00 USD	Unpaid

## 5. Adding Freight through the Supplier Portal

If the invoice has freight charges, you can add the freight line after all the item lines are created on the invoice. Adding freight is done the same way regardless of whether the invoice is PO based or Non-PO. This example shows a purchase order invoice with two lines.

Create Invoice ⑦

Invoice Actions: **Save** **Save and Close** **Submit** **Cancel**

Identifying PO: WPO105924  
 Supplier: DROW LP  
 Taxpayer ID: 74-999999  
 Supplier Site: 13 HOUSTON  
 Address: 77041, 7802 N ELDRIDGE PKWY, HOUSTON, HARRISTX, US, 7802  
 Supplier Tax Registration Number:

Remit to Bank Account:   
 Unique Remittance Identifier:   
 Unique Remittance Identifier Check Digit:   
 Description:   
 Attachments: None   
 Tax Control Amount:

\* Number: INVWPO105924  
 \* Date: 4/17/23  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 73-0599878  
 Name: The Williams Companies, Inc.  
 Address:

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Lc	Di
1	Item	WPO105924	1	1				ADAPTER, TUBE TO PIP...	HAYNLAM-NDS-LA		10	18.99	EACH	189.90			
2	Item	WPO105924	2	1				ELBOW, TUBE, 3/8 IN X 1...	HAYNLAM-NDS-LA		10	32.83	EACH	328.30			
Total														518.20			

Summary Tax Lines

View

Press the plus sign icon under the Lines section to add lines to the invoice.

Lines

View Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
No data to display.						
Total						

An additional line should appear in the Lines section of the window. Choose the Type of "Freight" and enter the Amount. You do not need to add a Ship to Location as the freight will get allocated to all invoice lines automatically.

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Lc	Di
3	Freight													30.00			
1	Item	WPO105924	1	1				ADAPTER, TUBE TO PIP...	HAYNLAM-NDS-LA		10	18.99	EACH	189.90			
2	Item	WPO105924	2	1				ELBOW, TUBE, 3/8 IN X 1...	HAYNLAM-NDS-LA		10	32.83	EACH	328.30			
Total														548.20			

Press Save . The totals should show the amount of all item's lines and freight. Invoice Amount and Due Amount should match.

Totals

Items	518.20	Freight	30.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	0.00	Retainage	0.00	Invoice Amount	548.20	Due	548.20
-------	--------	---------	-------	---------------	------	---------------	------	---------------	------	-----------	------	----------------	--------	-----	--------

Invoice Actions ▾ Save Save and Close Submit Cancel

Calculate Tax Ctrl+Alt+X

Cancel Invoice 924

Delete Invoice

Type Invoice

From the Invoice Actions choose Calculate Tax and press Save again.

In this example, the invoice is non-taxable, so the tax line added in the Summary Tax Lines shows as 0.

Create Invoice ⓘ

Invoice Actions ▾ Save Save and Close Submit Cancel

Identifying PO: WPO105924

Supplier: DNOVI LP

Taxpayer ID: 74-0888800

Supplier Site: 18 LACROIX

Address: 77041, 7402 N ELDRIDGE PKWY, HOUSTON, HARRISTX, US, 77062

Supplier Tax Registration Number: ▾

Remit to Bank Account: ▾

Unique Remittance Identifier: ▾

Unique Remittance Identifier Check Digit: ▾

Description: ▾

Attachments: None

Tax Control Amount: ▾

\* Number: RVWVPO105924

\* Date: 4/17/23

Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer

Customer Taxpayer ID: 73-0909078

Name: The Williams Companies, Inc.

Address: ▾

Lines

View ▾ + - Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Loc Dis
1	Item	WPO105924	1	1		ADAPTER, TUBE TO PIP...	HAYNLAM-NDS-LA		10	18.99	EACH	189.90		
2	Item	WPO105924	2	1		ELBOW, TUBE, 3/8 IN X 1...	HAYNLAM-NDS-LA		10	32.83	EACH	328.30		
3	Freight											30.00		
Total												548.20		

Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	0.45		0

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
518.20	30.00	0.00	0.00	0.00	548.20
				Rate Range	Due
				0.00	548.20

## 6. Correcting Invoices

### Before Invoice is Submitted

At any time before the invoice is submitted (invoice status is “Incomplete”), the Supplier can manually change the Tax amount on the invoice for the tax line where the Tax Name is “VERTEX TAX”. The line will not update if the supplier adds additional lines to the invoice. If they cancel any invoice lines, then Oracle will remove any tax amount that was prorated to the invoice line.

In this example the supplier opens invoice WPO106385Inv\_1.

Identifying PO: WPO106385  
Supplier: DNOW LP  
Taxpayer ID: 74-9898908  
Supplier Slt: 18 HOUSTON  
Address: 77041, 7402 N ELDRIDGE PKOY, HOUSTON, HARRISTX, US, 1902  
Supplier Tax Registration Number:

Remit to Bank Account:   
Unique Remittance Identifier:   
Unique Remittance Identifier Check Digit:   
Description:   
Attachments: None   
Tax Control Amount:

Invoice Actions:

\* Number: WPO106385Inv\_1  
\* Date: 4/26/23  
Type: Invoice  
Invoice Currency: USD - US Dollar  
Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 73-0558678  
Name: The Williams Companies, Inc.  
Address:

Lines

View

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship from Loca
3	Item	WPO106385	2	1				SOCKET SET 3/8 IN 12 P...	BSH-WYSOF-PA		1	133.32	EACH	133.32	
1	Item	WPO106385	1	1				SOCKET SET SHALLOW ...	BSH-WYSOF-PA		1	198.07	EACH	198.07	
Total														331.39	

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		11.88

### Changing the Tax Amount

If the supplier needs to change the tax amount, they can highlight the tax record under the Summary Tax Lines and enter a new amount in the Amount field. They will need to calculate tax again from the Action drop down menu and save the record.

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		11.88

Adding a Matched line

In this example the Supplier opens invoice WPO106385INV\_2. Tax was calculated previously and shows a 6.6 for the two existing lines on the invoice.

Create Invoice ⓘ

Identifying PO: WPO106385

Supplier: DNOW LP

Taxpayer ID: 74-0999800

Supplier Site: 18 HOUSTON

Address: 77041, 7482 N ELDREDGE PKWY, HOUSTON, HARRISTX, US, 1902

Supplier Tax Registration Number:

Remit to Bank Account:

Unique Remittance Identifier:

Unique Remittance Identifier Check Digit:

Description:

Attachments: None ⓘ

Tax Control Amount:

\* Number: WPO106385INV\_2

\* Date: 4/29/23 ⓘ

Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Invoice Actions: 

Save

Save and Close

Submit

Cancel

Customer

Customer Taxpayer ID: 73-0569878

Name: The Williams Companies, Inc.

Address:

Lines

View ⓘ

Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Location o Discharge
1	Item	WPO106385	4	1		RATCHET FLEX HEAD 1/2 IN DRIVE 1	BSH-WYSOXF		1	60.63	EACH	60.63		
2	Item	WPO106385	5	1		RATCHET ENCLOSED HEAD 1/2 IN D.	BSH-WYSOXF		1	49.27	EACH	49.27		
Total												109.90		

Summary Tax Lines

View ⓘ

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		6.6

Supplier press the Select and Add icon button again and adds PO line 6 as invoice line 3.

Lines

View ⓘ

Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Loc	* Amount	Ship-from Location
1	Item	WPO106385	4					60.63	
2	Item	WPO106385	5					49.27	
Total								109.90	

Summary Tax Lines

View ⓘ

Line	* Regime	* Tax Name
1	VERTEX COMMON...	VERTEX TAX

Search Results

View ⓘ

Detach

Select All

Purchase Order				Consumption Advice		Supplier Item	Item Description	Ship-to Loc
Number	Line	Schedule	Retainage Rate (%)	Number	Line	Number		
WPO106385	1	1					SOCKET SET SHA...	BSH-WYSOX
WPO106385	2	1					SOCKET SET 3/8 I...	BSH-WYSOX
WPO106385	3	1					SOCKET SET SHA...	BSH-WYSOX
WPO106385	6	1					SOCKET SET SHA...	BSH-WYSOX
WPO106385	7	1					SOCKET 3/4 DRIV...	BSH-WYSOX
WPO106385	8	1					HANDLE DRIVE 3/...	BSH-WYSOX
WPO106385	9	1					GAUGE SET THIC...	BSH-WYSOX
WPO106385	10	1					BAR PRY SCREW...	BSH-WYSOX
WPO106385	11	1					PRYBARS SCREW...	BSH-WYSOX
WPO106385	12	1					PRY BAR SCREW...	BSH-WYSOX

Apply OK Cancel



The new line appears on the invoice. The supplier then goes to the Action menu and chooses Calculate Tax. The tax line does not update. The amount remains 6.6 from the first-time tax was calculated. The supplier must manually update the tax amount to match the invoice from their billing system. In this example the new invoice line total is 1080.87 so if all lines are taxable at 6%, the tax amount should be 64.86.

Lines

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Location o Discharge
1	Item	WPO106385	4	1		RATCHET FLEX HEAD 1/2 IN DRIVE 1	BSH-WYBOXF		1	60.63	EACH	60.63		
2	Item	WPO106385	5	1		RATCHET ENCLOSED HEAD 1/2 IN D.	BSH-WYBOXF		1	49.27	EACH	49.27		
4	Item	WPO106385	6	1		SOCKET SET SHALLOW 7/8 IN - 2-3/8	BSH-WYBOXF		1	970.97	EACH	970.97		
<b>Total</b>												<b>1,080.87</b>		

## Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		6.6

If the supplier updated the supplier charged tax line to 0, then the self-assed tax will still calculate.

Lines

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Location o Discharge
1	Item	WPO106385	4	1		RATCHET FLEX HEAD 1/2 IN DRIVE 1	BSH-WYBOXF		1	60.63	EACH	60.63		
2	Item	WPO106385	5	1		RATCHET ENCLOSED HEAD 1/2 IN D.	BSH-WYBOXF		1	49.27	EACH	49.27		
4	Item	WPO106385	6	1		SOCKET SET SHALLOW 7/8 IN - 2-3/8	BSH-WYBOXF		1	970.97	EACH	970.97		
<b>Total</b>												<b>1,080.87</b>		

## Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		0
2	VERTEX US TAX	STATE	PA	Standard	STD	6		64.86

If the supplier wants to charge and collect this amount, then they can manually update the supplier tax (Tax Name = VERTEX TAX) record to 64.86 and recalculate tax again. The system will then reverse the self-assessed tax.

## Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		64.86
2	VERTEX US TAX	STATE	PA	Standard	STD	6		0

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Retainage	Invoice Amount
1,080.87	0.00	0.00	0.00	64.86	0.00	1,145.73
						Due 1,145.73

### Canceling a matched line

If the supplier needs to change a matched PO line, they can remove an existing line using the Cancel Line button. If there is an existing Tax Line with an amount, Oracle will automatically remove the amount of tax associated to the line.

In this example, there are two lines on the invoice and a tax line in the amount of 6.68

Create Invoice ⓘ

Invoice Actions: [Save](#) [Save and Close](#) [Setup](#) [Cancel](#)

Identifying PO: WPO106385  
 Supplier: DNOV LP  
 Taxpayer ID: 74-090800  
 Supplier Site: 18-HOUSTON  
 Address: 77041, 7402 N ELDRIDGE PKWY, HOUSTON, HARRISTX, US, 1902  
 Supplier Tax Registration Number:

Remit to Bank Account:   
 Unique Remittance Identifier:   
 Unique Remittance Identifier Check Digit:   
 Description:   
 Attachments: None   
 Tax Control Amount:

\* Number: WPO106385INV\_3  
 \* Date: 4/26/23  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 73-0908078 Name: The Williams Companies, Inc. Address:

Lines

* Number	Type	Purchase Order	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Location o Discharge
1	Item	WPO106385	10	1			BAR PRY SCREWDRIVER TYPE 12 IN...	BSH-WY50XF		1	34.53	EACH	34.53		
2	Item	WPO106385	11	1			PRYBARS SCREWDRIVER TYPE PN...	BSH-WY50XF		2	38.4	EACH	76.80		
Total													111.33		

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		6.68

The supplier highlight line 2 of the invoice and presses the Cancel Line button. The quantity and Amount of the line 2 will appear as 0. The tax line is changed to 2.07. This is the tax that was calculated for line 1 (34.53 X .06).

Lines

* Number	Type	Purchase Order	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Location o Discharge
1	Item	WPO106385	10	1			BAR PRY SCREWDRIVER TYPE 12 IN...	BSH-WY50XF		1	34.53	EACH	34.53		
2	Item	WPO106385	11	1			PRYBARS SCREWDRIVER TYPE PN...	BSH-WY50XF		0	38.4	EACH	0.00		
Total													34.53		

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		2.07

The supplier can update this manually, but if they add an additional line and recalculate tax again, the system will not update the amount of the tax line. The supplier will need to change it manually.

After Invoice is Submitted

Once the invoice is submitted; the supplier cannot change it. Any changes to the invoice must be made by the payables department or the invoice must be cancelled, and the supplier create and submit a new invoice.

PO Matched Invoice with Supplier Charged Tax

The Invoice amount cannot be changed from payables. So, for invoices with supplier charged tax, you can either pay the invoice as charged, or cancel the invoice and have the supplier re-submit a corrected invoice.

**NOTE:** The invoice will allow you to add matched lines from the purchase order, but since you cannot update the Invoice total, the validation process will create variance holds.

Edit Invoice: INVWPO105924A

Needs revalidation

Invoice Actions

Save

Save and Close

Cancel

Last Saved 4/26/23 3:36 AM

Invoice Header

Show More

Identifying PO WPO105924

Business Unit US1

Supplier ONOW LP

Supplier Number 400178

Supplier Site 18 HOUSTON

Legal Entity The Williams Companies, Inc.

Invoice Group

Number INVWPO105924A

\* Amount USD 1,017.04

Type Standard

Description

\* Date 4/19/23

\* Payment Terms Net 30

\* Terms Date 4/17/23

Requester

Attachments 2023-03-29\_12-43-30.jpg

Note

Lines

Match Invoice Lines

View

+

×

↺

↻

Detach

Allocate

Cancel Line

Distributions

Distribution	Reference	Tax	Purchase Order	Asset	Project					
* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Ship-to Location	Product Category	Number
1	Item	937.80			5/1/23		TUBING, METALLIC, 3/8 IN OD, 20 FT L	HAYLAMANDS-L		WPO1059

Taxes

Transaction Taxes

Withholding Taxes

View

×

Detach

Override Tax Amount

Apply

Edit Taxes

Manage Tax Details

Line	Rate Name	Rate	Amount	Canceled	Inclusive	Self-Assessed	Tax Only Line	Regime	Tax Name	Tax Jurisdiction
2	STD	8.45	79.24					VERTEX COMMON TAX	VERTEX TAX	VTX_VERTEX_TAX_JURCD
	Total		79.24		0.00	0.00				

Totals

Items	937.80	Freight	0.00	Miscellaneous	0.00	Tax	79.24	Included Prepayments	0.00	Total	1,017.04
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00	Due	1,017.04

### Invoices with Accrued Taxes

For invoice with self-assessed (accrued) taxes, you can reverse the accrual using the Product Category if need as the accrued taxes do not affect the invoice total.

In this example we have self-assessed taxes of 48.08.

Edit Invoice: WPO106276\_Inv12 ⓘ

**Edit Invoice:** WPO106276\_Inv12

Last Saved: 4/4/23 8:01 PM

---

#### Invoice Header Show More

Identifying PO: WPO196276	Date: 4/4/23
Business Unit: US1	* Amount: USD - 5,120.00
Supplier: ENOV LP	Type: Standard
Supplier Number: 400178	Description:
Supplier Site: 18 HOUSTON	
Legal Entity: The Williams Companies, Inc.	* Payment Terms: Net 30
Invoice Group:	Terms Date: 4/4/23
	Requestor:
	Attachments: Accelerator Users list
	Note:

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#### Lines Show Match Inverse Lines

View: + X [ ] [ ] Detail Allocate Cancel Line Distributions

		Distribution	Reference	Tax
*Number *	Type	*Amount		
		Distribution Set	Distribution Combination	Accounting Date
1	Item	- 5,120.00		4/4/23
PLANGE, PPE, S IN, 150 LB, CS, TWIN				
Ship-to Location: SNWP-GRRC-WY Product Category: WPO1962				

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#### Taxes

Transaction Taxes Withholding Taxes

View: + X [ ] [ ] Detail Override Tax Amount Apply Edit Taxes Manage Tax Details

Line	Rate Name	Rate	Amount	Canceled	Inclusive	Self-Assessed	Tax Only Line	Regime	Tax Name	Tax Jurisdiction
2	STD	6	0.00	--	--	--	--	VERTEX COMMON TAX	VERTEX TAX	VTX_VERTEX_TAX_JURCD
	STD	6	46.08	--	--	✓	--	VERTEX US TAX	STATE	MD
	STD	0	0.00	--	--	✓	--	VERTEX US TAX	STATE	PA
<b>Total</b>			<b>46.08</b>		<b>0.00</b>	<b>46.08</b>				

We want to reverse out the self-assessed tax, so we go to the Product Category and pick the Non-Taxable – Tax Correction for the invoice line.

Reference		Tax			
g Date	Prorate Across All Item Lines	Description	Ship-to Location	Product Category	Number
	<input type="checkbox"/>	FLANGE, PIPE, 5 IN, 150 LB, CS, TWIN	SNWP-GRRC-WY		WPO1062
		MACHINERY AND EQUIPMENT	MACHINERY AND EQUIPMENT	MACHINERY AND EQUIP...	
		NON-TAXABLE - TAX CORRECTION	NON-TAXABLE - TAX CORRECTION	NON-TAXABLE - TAX COR...	
		SERVICES	SERVICES	SERVICES	
		TAX ONLY INVOICE	TAX ONLY INVOICE	TAX ONLY INVOICE	
Regime		TAXES OTHER THAN SALES TAX	TAXES OTHER THAN SALES TAX	TAXES OTHER THAN SAL...	
VERTEX C		TEST AND MEASUREMENT TOOLS	TEST AND MEASUREMENT TOOLS	TEST AND MEASUREMENT...	
VERTEX U		TPP GOODS	TPP GOODS	TPP GOODS	
VERTEX U		Search...			

After validation is run again on the invoice, the self-assessed tax is canceled.

Edit Invoice: WPO106276\_Inv12

Validated

Invoice Actions

Save

Save and Close

Cancel

Last Saved: 4/26/23 3:07 PM

Invoice Header

Identifying PO: WPO106276  
Business Unit: US1  
Supplier: DNOW LP  
Supplier Number: 400178  
Supplier Site: 18 HOUSTON  
Legal Entity: The Williams Companies, Inc.  
Invoice Group:

Number: WPO106276\_Inv12  
Amount: USD 5,120.00  
Type: Standard  
Description:

Date: 4/4/23  
Payment Terms: Net 30  
Terms Date: 4/4/23  
Requester:  
Attachments: Accelerator Users Ltd  
Note:

Lines

Distribution		Reference	Tax
* Number	* Type	* Amount	
1	Item	5,120.00	

Taxes

Line	Rate Name	Rate	Amount	Canceled	Inclusive	Self-Assessed	Tax Only Line	Regime	Tax Name	Tax Jurisdiction
2	STD	6	0.00					VERTEX COMMON TAX	VERTEX TAX	VTX_VERTEX_TAX_JURCD
	STD	6	0.00	✓		✓		VERTEX US TAX	STATE	MD
	STD	0	0.00	✓		✓		VERTEX US TAX	STATE	PA
Total			0.00			0.00				

Totals

Items	5,120.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	5,120.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00	Due	5,120.00