Williams

Supplier Portal Tax User Guide

April 2023

Copyright and legal notices

Copyright © 2019 Vertex Global Tax Solutions Ireland Holdings. All rights reserved.

This documentation may not be reproduced, displayed, distributed, modified, posted, republished, or transmitted in any form or by any means, without the prior written consent of Vertex Global Tax Solutions Ireland Holdings or its affiliates (collectively, "Vertex"), except as otherwise specified in a valid, current Vertex license agreement or allowed by law.

Disclaimers

The information contained in this documentation is designed to help users regarding the subject matter covered. Some of it may be based upon interpretations of federal, state, foreign and other tax laws, and regulations. Each entity is responsible for making its own determination of how such laws and regulations apply to its own circumstances and for evaluating the capabilities of, and all data and results generated by, any product that is described in this documentation. Vertex is not engaged in providing legal, tax or accounting advice or services and the information contained in this documentation or in any product cannot replace the advice of competent legal counsel. Further, the information in this documentation is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

Trademarks and Service Marks

The trademarks, logos, and service marks ("marks") displayed in this documentation are the property of Vertex or other third parties. Users are not permitted to use these marks without the prior written consent of Vertex or the third party that may own the mark. Third Party Products

Copies of the licenses for some third-party products included with a Vertex product may be found in or with the installation materials for that product

Williams Supplier Portal Tax Guide Document

Contents | 3

Contents

1.	DOCUMENT SUMMARY
Pur	POSE5
2.	CALCULATE TAX ON A PO MATCHED INVOICE
3.	CALCULATED TAX DOES NOT MATCH
4.	CALCULATE TAX ON NON-PO INVOICES
5.	ADDING FREIGHT THROUGH THE SUPPLIER PORTAL
6.	CORRECTING INVOICES
BEF	DRE INVOICE IS SUBMITTED
Aft	er Invoice is Submitted

Document Summary | 4

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	

Williams Supplier Portal Tax Guide Document

Document Summary | 5

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.

Calculate Tax on a PO Matched Invoice | 6

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.

٩				
equining variance 4.05 AUX 4.05 AU	Recent Activity List 30 Jone Colors cancel Colors cancel Recette Payments. Payments.	2 PC Drasaction Reports Lati 30 Days PC DrasacAnout Incock Amount Incock Amount Incock Amount	16DK UBD 15K UBD 9 UBD ₽	٥
	planam organization to the Reserved State of the State of	Image: Contract of the state of the sta	Image: Point water, and out of the point of the poin	Image: Provide a register of the first interval of the register of the regist

Williams Supplier Portal Tax Guide Document

Calculate Tax on a PO Matched Invoice | 7

The Create Invoice	e scree	en will ope	n.										
Williams.											ΔP	¢	©
Create Invoice ②								In	voice Actions 👻	Save Save a	nd Close Su	bmit	ancel
* Identify Si Taxpi * Suppl	upplier 040 ayer ID 74-0 ier Site	W LP 989600	•	Unique	Remit-to Bank Accor Unique Remittance Identit Remittance Identifier Check Di Descripti	int lier lier lier lier lier lier lier lier	y		" Numl " D " Ty Invoice Currer	ate m/d/yy ppe Invoice	~	6	
Au Supplier Tax Registration N	laaress lumber		•		Attachmei Tax Control Amoi	nts None 🕂			Payment Currer	ку			
Customer Customer Taxpa	ayer ID				Na	me							
Lines View 🗸 🕂 🗶 🖪 Cancel Li	ine												
* Mumber * Ture	Pur	chase Order	Consum	ption Advice	Sumplies How	New Description	Shin to Location	Ten Classification	Available	Oursetitu	Unit Drive	шом	-
* N	Number * Li	ne * Schedule	Number	Line	Supplier ttern	tem beschption	Ship-to Eocation	Tax Classification	Quantity	Quantity	onic Price	COM	
 data to display. 	Ŧ												
Summary Tax Lines	" Tax N	ame Tax Juri	udiction * Tax	Status	* Rate Name Perce	ntage Per Unit						An	nount
Totals	8		Freight		Miscellaneous	Inc	lusive Tax	Exclusi	ive Tax 0.00 ainage		Ir	ivoice Amo	unt 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

Williams.													ı Ç) 🤇
Create Invoice ②									Invo	oice Actions 👻 🚺	ave <u>S</u> ave a	nd Close S	ub <u>m</u> it <u>C</u> ance
Ide	entifying PO Supplier	WPO106276 DNOW LP			Remit-to B	ank Account	т	•		^ Numb	er WPO1062	76_inv12	
s	Taxpayer ID	74-0989800 18 HOUSTON		Vnique	Unique Remitta Remittance Identifie	nce Identifier r Check Digit	1			" De Ty	te 4/4/23 pe Invoice	Dallar	00
Supplier Tax Registrat	Address	77041. 7402 N ELDRIDG HOUSTON,, HARRISTX,	BE PKWY. US, 1902	•		Description Attachments	Accelerator Users tot 🕂 🗙			Payment Curren	cy USD-US	Dollar	
Customer 185 View - + ¥ E Can	Taxpayer ID	73-0569878	v			Name Address	The Williams Companies, Inc						
Mumber 2 Tons		Purchase Order	c	onsumption Advice	Compliant Itom	Here Deser		Chin to I continu	Ausilable Quantity	Quantity	Unit Drive	HOM	-
iype	* Number	* Line * Sche	dule Num	ber Line	support item	Item Descr	puon	amp-to Location	Avanaure Quantity	qualitity	Unit Price	00m	Amour
Williams Supp	lier Pc	rtal Tax Guid	de Doci	ument								verte	xinc.coi

Calculate Tax on a PO Matched Invoice | 8

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.

Cancel Line					
	Purchase	Order	Consun	nption Advice	C
* Number	* Line	* Schedule	Number	Line	Supplie
Tasat					
	Cancel Line * Number	Cancel Line Purchase * Number * Line	Cancel Line Purchase Order * Number Line * Schedule	Cancel Line Purchase Order Consum * Number * Line * Schedule Number	Cancel Line Purchase Order Consumption Advice Number Line Total

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.



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

Lin	les		13													
2	view 🔻 🔹	ΗXE	Can	cel Line												
	* Number	* Tuno	e	P	Purchase C	Irder	Consu	mption Advice	Supplier Item	Itom Description	Ship to Location	Ausilable Quantity	Quantity	Unit Dring	HOM	* Amount
	Number	type		* Number	[*] Line	* Schedule	Number	Line	Supplier term	ten beschpion	Sinp-to Eduation	Available Quantity	quantity	Unit Frice	00m	Amount
	1	Item	×	WPO106276	1	1				FLANGE, PIPE, 5 IN, 150 LB, CS, TWIN	SNWP-GRR		320	16	EACH	5,120.00
				Total												5,120.00

Summary Tax Lines



Calculate Tax on a PO Matched Invoice)
---------------------------------------	---

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

Williams.	۲											⊐ ¢	KC
Create Invoice ⑦								In	oice Actions 👻	Save Save	nd Close	Sub <u>m</u> it (ancel
Identifying PO V	VPO106276			Permit to P	ank Account				Calculate tax	CONTRACTA NO.	78 10017		
Supplier D	NOW LP			Remit-to B	ank Account				Cancel Invoice	00.	/0_IN/12		
Taxpayer ID 7	4-0989800			Unique Remittar	nce Identifier				Delete Invoice			G.	
Supplier Site	8 HOUSTON		Unique	Remittance Identifier	Check Digit					Type Invoice			
Address	Address HOLISTON HABRISTX IIS 1902				Description				Invoice Curr	ency USD - US	Dollar		
	IOUSTON,, HARRISTX, US,	1902			Attachments None +				Payment Curr	ency USD-US	Dollar		
Supplier Tax Registration Number		•		Tax Cor	trol Amount								
Customer Taxpayer ID 7	3-05698/78	¥			Address								
TOWN T PA BE CONCURNE	Purchase Order	Consur	nption Advice										
* Number * Type * Number	*Line *Schedule	Number	Line	Supplier Item	Item Description		Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Ar	mount
1 item ~ WP0106276	1 1				FLANGE, PIPE, 5 IN, 150	0 LB, CS, TWIN	SN/VP-GRR		320	16	EACH	5,	120.00
Tota	al											5,	120.00
Summary Tax Lines													

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 <u>Tax.Transaction@williams.com</u>.

* Number	* Тупе		Purchase	Order		Con	sumption	Advice	Supplier Item	Item Description	Shin	n to Location	Available Quantity	Quantity	Unit Price	LIOM	* Amo
Tumber	1100	* Number	[*] Line	^	Schedule	Number	r Lin	10	ouppilor term	Num Desemption	omp	p-to cooution	Aronabic quantity	duantity	onici nee	00111	Fillo
	Item	WPO10627	1	1						FLANGE, PIPE, 5 IN, 15	50 L SNV	WP-GRR V		320	16	EACH	5,12
		To	tal														5,120
mary Tax w 🔻	Lines	,	ax Name		Tax Jurisdic	ction *	Tax Statu	s -	Rate Name	Percentage F	Per Unit						Am
mary Tax v ▼	Line * Regime		ax Name		Tax Jurisdie	ction *	Tax Statu	s -	* Rate Name	Percentage F	Per Unit						Ame
mary Tax v 🔻	Line * Regime	, *·	ax Name RTEX TAX		Tax Jurisdie VTX_VERTE	ction *	* Tax Statu	s ·	* Rate Name	Percentage F	Per Unit						Am
mary Ta> w ▼	Line * Regime	, ve	ax Name		Tax Jurisdie	ction * X S	* Tax Statu: Standard	s °	" Rate Name STD	Percentage F	Per Unit						Am. ع
mary Ta> ₩ ▼ S	Line * Regime	SOMMON VE	ax Name RTEX TAX		Tax Jurisdia	ction * X S	[*] Tax Statu: Standard	s ·	* Rate Name	Percentage 5	Per Unit	Tax	Evelo	eine Tay			Am 4

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.

Williams Supplier Portal Tax Guide Document

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

View v									
	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

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					
View 👻					
Line * Regime	* Tax Name	Tax Jurisdiction * Tax Status	* Rate Name	Percentage Per Unit	Amount
1 VERTEX COMM	ON 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.

	-			Purchase O	rder	Con	sumption Advice	Construction of the second	h - D - L - L - L - L - L - L - L - L - L	Philippine Lange day			0		
Imper	type		Number	* Line	* Schedule	Number	r Line	Supplier item	item Description	Ship-to Location		Available Quantity	Quantity	Unit Price	UOM
	ttern	~	WPO106276	1	1				FLANGE, PIPE, 5 IN, 150	SNWP-GRRC-WY	•		320	16	EACH
			Tot	al											
/ Tax	Lines	5													
1. I.															
·	Line	* Regime	* Ta	ix Name	Tax Juris	liction *	Tax Status	* Rate Name	Percentage Per	Unit					A
)	Line 1	* Regime VERTEX COM	"Ta MON VEF	IX Name	Tax Juris	liction *	Tax Status	* Rate Name	Percentage Per	Unit					A
	Line 1 2	* Regime VERTEX COM	* Ta MON VEF	IX Name	Tax Juris VTX_VER1 PA	liction * EX S	' Tax Status Standard Standard	* Rate Name STD ¥	Percentage Per 6 0	Unit					A
	Line 1 2 3	* Regime VERTEX COM VERTEX US T. VERTEX US T.	"Ta MON VEF VX STA VX STA	IX Name ITEX TAX TE TE	Tax Juris VTX_VER PA MD	liction * EX S S S	¹ Tax Status Standard Standard Standard	* Rate Name STD • STD STD	Percentage Per 6 0 6	Unit					Α
	Line 1 2 3	* Regime VERTEX COM VERTEX US T. VERTEX US T.	* Te WON VEF XX STA XX STA	IX Name ITEX TAX TE TE	Tax Juris VTX_VER PA MD	liction * TEX S S S	^r Tax Status Standard Standard Standard	* Rate Name STD STD STD	Percentage Per 6 0 6	Unit					A
	Line 1 2 3	* Regime VERTEX COM VERTEX US T. VERTEX US T.	* Ta WON VEF XX STA XX STA	IX Name ITEX TAX TE TE	Tax Juris VTX_VER PA MD	liction * EX S S	' Tax Status Standard Standard Standard	* Rate Name STD V STD STD	Percentage Per	Unit					A
	1 2 3	* Regime VERTEX COM VERTEX US T.	" Ta MON VEF VX STA VX STA	IX Name ITEX TAX TE TE	Tax Juris VTX_VERI PA MD	liction * EX S S	Tax Status Blandard Standard Standard	* Rate Name STD V STD STD	Percentage Per 6 0 6	Unit					A
•	Line 1 2 3	* Regime VERTEX COM VERTEX US T.	" Te MON VEF XX STA XX STA	IX Name ITEX TAX TE TE	Tax Juris VTX_VER PA MD	diction * "EX S S S	¹ Tax Status Standard Standard	* Rate Name STD STD STD	Percentage Per 6 6	Unit					A
	Line 1 2 3	* Regime VERTEX COM VERTEX US T. VERTEX US T.	* Ta MON VEF NX STA XX STA	IX Name ITEX TAX TE TE	Tax Juris VTX_VER1 PA MD	liction * EX S S S	Tax Status Standard Standard	* Rate Name STD STD STD Miscellaneous	Percentage Per 6 0 6	Unit		Exclusive Tax			A

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.

Williams Supplier Portal Tax Guide Document



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.

0105924									
		Remit-to Bank Account		•			* Number	INVWPO105924A	
OW LP		Inique Remittance Identifier		-			* Date	4/18/23	(Da.)
0088880	0						Type	Invoice	
HOUSTON	Unique Remit	ttance Identifier Check Digit				Invoice	Currency	USD - US Dollar	
141, 7402 N ELDRIDGE PKWY, HOUSTON, RRISTX, US, 1902		Description				Payment	t Currency	USD - US Dollar	
-		Attachments	2023-03-29_12-43-30;pg + ×						
		Tax Control Amount							
0589678		Name Address	The Williams Companies, Inc.						
ase Order Consumption J	Advice Sumplier Item	tem Description	Shin to Location	Ausilable Quantity	Quanting	Unit Price	IOM	* Amount	Ship from Location
ne [^] Schedule Number Line				,	,				
1		TUBING, METALLIC, 3/81	HAYNLAM-NDS-LA		60	15.63 E	ACH	937.80	
								937.80	
e Tax Jurisdiction * Tax State	us Rate Name	Percentage Per U	Jnit						A
X VTX_VERTEX_TAX Standard	STD 💌	8.45							
	ADDITION A CONTRACT OF A CONTR	CUENTO ALCORDE PANY HOUSTON, MORTZ US, 1902 SUBURY LUS, 1902 SUBURY MOLECULAR ALCORD SUBURY SUBUR	CONTROL OF PROVI NOUTION. CONTROL OF THE ADDRESS OF CASE OF PROVI NOUTION. CONTROL OF THE ADDRESS OF CASE OF PROVINCE ADDRESS OF CASE OF PROVINCE ADDRESS OF CASE OF PROVINCE ADDRESS OF CASE OF CA	Disigen Remittance Searchive Casck Digit Disigen Remittance Searchive Casck Digit Disigen Remittance Searchive Casck Digit Disigen Remittance Searchive Disigen Remittance Sarchive Disigen Remittance Searchive Disigen Remittance Searchive Tax Control Amount Tax Control Amount Tax Control Amount Tax Sarchive Tax Control Amount Tax Sarchive Tax Disigen Remittance Searchive Tax Disigen Remittance Searchive Tax Disigen Remittance Sarchive Tax Disigen Remittance Tax D	United and the set of	Unique Remitance Meetings Case A Dig Unique Remitance Meetings Case	CONTROL Ubligue Remittano Mercifier Check Opt Interfere Interfere Interfere MARE 105 1900 FROM HOUNDOK, Description Description Description Percentage Station Image: Station Image: Station Image: Station Image: Station Image: Station Station Consumption Advice Stapplier Image: Station Station Available Quantity Ubligue Remittano Mercifier Station Consumption Advice Stapplier Image: Station Station Available Quantity Ubligue Remittano Mercifier Station Name Image: Station Station Available Quantity Ubligue Remittano Mercifier Station Name Image: Station Station Available Quantity Ubligue Remittano Mercifier Station Name Image: Station Station Available Quantity Ubligue Remittano Mercifier Station Image: Station Station Available Quantity Ubligue Remittano Rem	Durges Restitutes Southor Case Dug the Star Lis Southor Pering House Southor Case Dug Tax Control Amount Southor Southor Pering Southor Southor S	Billion Tax Control Memory Profession Mare The Williams Comparies, Inc. Address Supplier term Item Description Andresses Analiable Quantify Use http://www.comparies.inc. Secondary Consumption Advice Supplier term Item Description Andresses Analiable Quantify Use http://www.comparies.inc. Secondary Consumption Advice Supplier term Item Description Subjets Location Analiable Quantify Use http://www.comparies.inc. Secondary Consumption Advice Supplier term Item Description Subjets Location Analiable Quantify Use http://www.comparies.inc. secondary Consumption Advice Supplier term Item Description Subjets Location Analiable Quantify Use http://www.comparies.inc. secondary Line TuBHOL METALLIC, 3B.L. HM/MLAMOS4A 69 15.SI EACH 5937.60 secondary Tas Jurisdiction Tas Status Rate Name Percentage Per Unit Status Status x YPR_VERTED_VEN Status Status Status Status Status

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

Summary	Tax Lines
viel	

	스ir * Regime	[*] Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amour
	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.

Invoice Actions 👻	Save S	ave and Close	Submit	Cancel
Calculate Tax	Ctrl+Alt+X			
Cancel Invoice		924		
Delete Invoice			Co.	

Williams Supplier Portal Tax Guide Document



				Calculated Tax Does Not Match 12
4. Calculate	Tax on Non-P	O Invoices		
calculate		o monees		
rom the Supplier Port	tal screen, click on the li	nk to Create Invoice with	nout PO.	
William's.			۵	₽ 🦨 📧
Supplier Portal				
Search Orders	ৎ			
Tasks Orders	Regulting Attention	Becent Activity	Transpotion Beneric	0
Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet	527	Last 30 Days Orders changed or canceled Orders opaned	2 PO Purchase Amount 27.6K. USD 15 Invoice Amount 19.8K. USD	
Agreements Manage Agreements Channel Programs	2.57K	Payments	20 Invoice must ventierice ventierite ventierite in o uso	2
Manage Programs Shipments	*			
Manage Shipments Create ASN Create ASN	Schedules Overdue or Due Today			
Upfoed ASN or ASBN View Receipts View Receipts	Invoices Overdue			
Contracts and Deliverables Manage Contracts	Supplier News Please be sure your supplier profile is up to date. P	lease direct all issues to your procurement agent manager.		
Manage Deliverables Consigned Inventory	8			
Review Consumption Advices Review Consigned Inventory Review Consigned Inventory Transactions				
Invoices and Payments Create Invoice Create Invoice Create Invoice				
Wew Invoices Wew Payments				
regolations				
This will open the Create	Invoice Without PO windo	w.		
Create Invoice Without PO ②			Invoice Actions	Submit Cancel
Supplier DNOW I Taxpayer ID 74-0989	LP Re	mit-to Bank Account	* Number	
" Supplier Site Address	Unique I Unique Remitta	Remittance Identifier	* Date m/d/yy * Type Invoice	<u>مَتَ</u>
Supplier Tax Registration Number	•	Description Attachments None -	Invoice Currency Payment Currency	×
Customer				
Customer Taxpayer ID	v	Name Address	* Requester Email	
Lines View • + E X Cancel Line				
* Number * Type Ship-to Location No data to display.	Ship-from Location Tax Classification Total	Amount Description		
Summary Tax Lines	TUGBI			
View •	ame Tax Jurisdiction "Tax Status "Ra	te Name Percentage Per Unit		Amount
No data to display.				
Totals				
Items	Freight Mis	ccellaneous inclusive Tax	Exclusive Tax 0.00 Retainage	Invoice Amount 0.00 Due
Williams Supplier Po	ortal Tax Guide Document			vertexinc.com

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 ⑦				
Suppi Taxpayer	ier DNOW LP ID 74-0989800			Remit-to Bank A Unique Remittance Id
* Supplier S	ite		•	Unione Domittee of Unitifier Cher
Addre	17 DALLAS	75320PO BOX	US1	and chee
Supplier Tax Registration Numb	ber			Desc
	17 DALLAS	75320PO BOX	US1	Attact
	18 HOUSTON	770417402 N E	US1	Control A
	34 CASPER	826046577 WE	US1	
Customer	RECORDED WIR	74172RECORD	US1	
Customer Taxpayer	ID 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 ②						ave Save and Cros	
Supplier	DNOWLE						
Taxpayer ID	74-0989800	Remit-to Bank Account		•	" Number	NPOINV1	
Supplier Site	17 DALLAS	Unique Remittance Identifier			* Date	4/12/23	6°e
Address	75320, PO BOX 200822, DALLAS,, DALLASTX,	Unique Remittance Identifier Check Digit			Туре	Invoice	
Supplier Tax Registration Number	05,0622	Description			Invoice Currency	USD - US Dollar	~
		Attachments	2023-03-29_12-43-30.jpg + 🗙		Payment Currency	USD - US Dollar	
4		Tax Control Amount					
ustomer							
		Name	The Williams Companies, Inc.				
Customer Taxpayer ID	73-0569678	Address			Requester Email	vito.biancogyvilliams	.com
ress the plus sign icon ইines View 👻 📑 🗐 🕽	n under the Lines secti	on to add lines to the i	nvoice.				
ress the plus sign icon होnes View v मिल्ला विद्या	n under the Lines secti Cancel Line Ship-to Locatio	on to add lines to the i on Ship-from Lc	nvoice. cation Tax	Classification		* Amount	Description
Press the plus sign icon pines View Type No data to display.	n under the Lines secti Cancel Line Ship-to Locatio	on to add lines to the i on Ship-from Lo	nvoice. cation Tax	Classification		* Amount	Description
View View Type No data to display.	n under the Lines secti Cancel Line Ship-to Locatio	on to add lines to the i on Ship-from Lo Total	nvoice. cation Tax	Classification		* Amount	Description

Williams Supplier Portal Tax Guide Document

umber *	Туре	Ship-to Location	Ship-from Location	Tax Classification	* Amount Description
1	ltem	~ ·	•	•	
		Te	otal		

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 + EX Cancel Line *Number *Type Ship-to Location Ship-from Location

1 Item 🗸		▼					
	CYP-ST045-LA	CYPRESS / TRANSCO STATION 045					
Summary Tax Lines	AK ANCHORAGE AK DENALI BOROUGH	AK ANCHORAGE AK DENALI BOROUGH					
Line * Regime	AK FAIRBANKS NORTH ST	AK FAIRBANKS NORTH ST AL AUTAUGA	ame	Percentage	Per Unit		
No data to display.	AL AUTAUGA BILLINGSLEY 36006	AL AUTAUGA BILLINGSLEY 36006					
Totals	AL BALDWIN	AL BALDWIN					
	AL BLOUNT Search	AL BLOUNT .	Miscella	aneous		Inclusive Tax	Exclusive Ta

* Amount Description

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

Lines

umber	r [*] Type	Sh	ip-to Location	Ship-from Location	on	* Amount	Description	
	Item	✓ C ¹	P-ST045-LA	•	•	250.00	Invoice line description	
				Total		250.00		
iary Ta	ax Lines			Total		250.00		
nary Ta	ax Lines			Iotal		250.00		

Williams Supplier Portal Tax Guide Document

Calculated Tax Does Not Match 15	
------------------------------------	--

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

reate Invoice Without PO ③				Invoice Actions 👻 Sa	ve Save and Close Submit	
Supplier Taxpayer ID Supplier Site Address	DNOW LP 74-0989800 Uniqu 17 DALLAS 75320, PO BOX 200822, DALLAS,, DALLASTX, Unique Remittanc	Remit-to Bank Account ue Remittance Identifier ce Identifier Check Digit		Calculate Tax Ctr Cancel Invoice Delete Invoice Type	HAR+X	
Supplier Tax Registration Number	00,9822	Description Attachments Tax Control Amount	2023-03-29_12-43-30.jpg + 🗙	Invoice Currency USD - US Dollar Payment Currency USD - US Dollar		
ustomer Customer Taxpayer ID	73-0568078	Name Address	The Williams Companies, Inc.	* Requester Email Requester Name	vito.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 🔻	+ 🗉 🗙 Car	icel Line								
* Numbe	ar [*] Type	Ship-to Location	Ship-from Location	* Amour	t Descript	tion				
1	Item 🗸	CYP-ST045-LA 💌		250.00	Invoice I	line description				
		Tota	al .	250.0)					
Summary T	Fax Lines					_				
	Line Regime	Tax Name	Tax Jurisdiction	Tax Status Rate N	ime	Percentage	Per Unit			Amoun
_	1 VERTEX CO	MMON VERTEX TAX	VIX_VERIEX_IAX :	Standard STD		9.2				23
Totals										
		Items 250.00	Freight 0.00	M	iscellaneou 0.0	15 00	Inclusive	Tax 0.00	Exclusive Tax 23.00	Invoice Amount 273.00
									Retainage 0.00	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.



Williams Supplier Portal Tax Guide Document

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							4	Not validated	Actions 🔻 Save	Save and Close
invoice Date Invoice Type Suppler or Party Suppler State Address	41402 Sandard Invace request. Book LP ^P P DaLLAS ^P PO BOX 200822, DALLAS, TX-75120	Invoice Amount Applied Prepayments Unpaid Amount Holds 0		273.00 0.00 273.00	USD USD USD		Payr	Business ment Business Payment Tr Payment Curry	Edit Validate Account Coding Approval Cancel Invoice Post to Ledger Account in Drait	>
Lines Holds and Approvals Payments Install	ments									
View v 🎟 🖙 🔛 Detach										
Dec. Annual December		Querta	Delus			Purchase Order			Receipt	Phila de La confere
Line Amount Description		Quantity	Price UUM Nan	OOM 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 Supplier Portal Tax Guide Document

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

roval of Invoir	NPOINV1 from DNOW LP (273.00 LISD)	Mountain	ning tricos - terroug Duitest
oval of involu	(273.00 00D)	VIEW III	
			Editostidadis
	Invoice Approval		Requestimormation
	273.00 USD		Delegate
	DNOWLP		Reasogn
	NROINV1		Robert Task
	4/12/23		Add comments
			Add Addenment
	Details	KINDEDLEV CLENCA	view Approvais
	From	MINDERLET GUENGA	
	Requester	Vito Bianco	
	Supplier Site	17 DALLAS	
	Business Unit	t 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 VERTEX COMMON TAX - VERTEX TAX		23.00
	Total		273.00
	Installments		
	Due Date		Amount
	1. 5/12/23		273.00
	Payment Method	Check	
	Payment Priority	ая	

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.

tails																	
		Reques	ter Email	Vito Bianco@	williams	com							Number	NPOINV1			
		Busir	ess Unit	US1			Date 4/12/23										
	First-Party Taxpayer ID 73-0569878 Invoice						Invoice De	scription									
		Remit-to	Address	75320, PO BO	DX 20083	22, DALLAS,, D	ALLASTX	US, 0822				Supplie	r or Party	DNOW LP			
oice	e Lines																
					HOM				Purchase Or	der							
Line	Line Type	* Amount (USD)	Quantity	Unit Price	Name	Number	Line	Schedule	Overbilled Quantity	Overbilled Amount	Unit Price Variance	Not Received	Item Des	scription	Supplier Item		
1	Item	250.00							0	0.00	0.00	0					
2	Tax	23.00							0	0.00	0.00	0					
1.1.1	e 1: Distribution	s - × 师									Pro	oject					
Action	s view view 🛉	nt (USD) Distribution	Combina	tion		Project Number	Tas	sk Number	Expenditu Item Date	re Exp Type	enditure	Expenditu	re Organia	zation			
Action Nun	s view v 🕂 aber Amou	nt (USD) Distribution	Combina 714.85600	tion 6304.8218.000		Project Number	Tas	sk Number	Expenditu Item Date	re Exp Typ	enditure P	Expenditu	re Organia	zation			

Williams Supplier Portal Tax Guide Document

vertexinc.com

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

			Calculated Tax Does Not Match 18
After coding the invoice, they pr	ress Approve to send the in	voice through the approva	l process.
ejyq-test/aus2.oradecloud.com//scmUl/faces/Unified Approval of Invoice NPOINV1 from DNO	NotificationFlow/UnifiedNotificationPage?_adf.ctrl- W LP (273.00 USD)	state=12ys8hmyji_389&_afrLoop=1747462961789	View Invoice Actions v Approve Reject
	Invoice Approval 273.00 USD DNOW LP NPCINV1 4/12/23		
	Details From Requester Supplier Site Business Unit	KIMBERLEY CUENCA Vito Bianco 17 DALLAS US1	
	Amount Summary Line Type Item Tax	Amount 250.00 23.00	

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 (2)				Validated Invoice Actions 👻	Save Save and Close Cance
					Last Saved 4/12/23 7:45
Invoice Header Show More					
Identifying PO		Number NPOINV1			
Business Unit	US1	* Amount USD - US Dollar	273.00	Date 4/12/23	
Supplier	DNOW LP	Type Standard		Payment rerms Net 30	
Supplier Number	400178	Description		Terms Date 4/12/23	
Supplier Site	17 DALLAS			Alleshereds 2022.02	
Legal Entity	The Williams Companies, Inc.			Austinents 2025/05-	allessarby T A
Invoice Group	Manage Distributions	Edit Distribution: 1	×	×	
Lines () Match Invoice Lines	View 🔻 🕂 🗶 🎵 📴 🖾 Detach in	* Context Value STANDARD ~	1		
Vev • 十 首 × 羿 际 🕅 De	Status Purchase Order Receipt Project	* ACTIVITY DATE			
Distribution Reference Tax Purchase Orde	r Line ^ Distribution ^ Type			Expenditure Expenditure Details	
Number Type		PO NUMBER		Type Organization	
	1 1 000	UOM 🗸			a Product Category
1 item		VOLUME/QUANTITY		· · · · · · · · · · · · · · · · · · ·	-
		* SHIP TO LOCATION		Distributions Total Amount 250.00	,
∡ Taxes		* DESCRIPTION		Remaining Amount 🞯 0.03	Ð
Transaction Taxes Withholding Taxes		Regional Information 🗸		Line Amount 250.00	
			OK Crew	CHICAGO CONTRACTOR	
View • 🔤 Detech Override Tax Amou			OK Cancer	Save and Close Cancel	
Line Rate Name Rate	Amount Canceled Inclusive	Self-Assessed Tax Only Line Regime	Tax Name	Tax Jurisdiction	
2 STD 9.2	23.03	VERTEX COMMON TAX	VERTEX TAX	VTX_VERTEX_TAX_JURCD	
Total	23.00 0.00	0.00			
▲ Totals					
Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
250.05	0.00	Retainage 0.50	Withholding 0.00	Applied Prepayments 0.00	Due 273.00

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

Williams Supplier Portal Tax Guide Document

Edit Invoice: NP	OINV1 ()										Validated	Invoice Actions 👻 🥵	ave Save and Close	Cancel	
▲ Invoice Header	Show More														
▲ Lines ⑦	Identifying PO Business Unit L Supplier Number Supplier Number Legal Entity Invoice Group	S1 NOW LP 20178 r DALLAS re Williams Comp	anies, inc.			N A Desc	lumber N mount U Type S ription	IPDINV1 JSD - US Dellar tandard	273.00		Paymer Ter Re Attac	Date 4/12/23 nt Terms Net 30 ms: Date 4/12/23 rquester Bianco, Vito chments 2023-03-29_12-4 Note	3-30.89 + X	F	
View + E	X J Er C Detac	Allocate	Cancel Line	Distributions	•										
					Distribution	Distribution				e		Tax			
" Number " Typ	e Ar	Distribu	tion Set	Distribution Combination		Accounting Date Pro		Prorate Across All Item Lines	5 Description		Tax Classification	Ship-to Location	Product Category		
1 item	2	i0.00				4/12/23	56		Invoice line description		Ψ.	CYP-ST045-LA v	Ŧ		
▲ Taxes Transaction Taxes W	thholding Taxes	4												, 1)	
View 👻 📄 Detac	h 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 Jurisdict	ion				
2 STD	9.2 Total	23.00 23.00		- 0.00	- 0.00		VERTEX	COMMON TAX	VERTEX TAX	VTX_VERTEX	_TAX_JURCD				
✓ Totals	Items 250.00		Freigh 0.0	đ D	Mit	cellaneous 0.00 Retainage 0.00			Tax 23.00 Withholding 0.00	linci Ap	uded Prepayments 0.00 plied Prepayments 0.00		₹ 27: 27: 27:	otal 3.00 Due 3.00	

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.				
Owner Namego Castelli Namego Castelli	Supplier Portal Search Order Number	٩		NUMBER OF CONTRACTOR	0
	Orani Unaque Or	Requiring Attention	et al load by juit pourment applit ranges.	Theorem Annual Control of Control	

Williams Supplier Portal Tax Guide Document

Calculated Tax Does Not Match 20	
------------------------------------	--

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				Done
∡ Search			Advanc	ced Saved Search All Invoices 🗸
				** At least one is required
** Invoice Number	NPO	Consumption Advice		
** Supplier	•	Invoice Status	~	
Supplier Site	•	Paid Status	~	
** Purchase Order		Payment Number		
				Search Reset Save
Search Results				

View

Invoice Number	Invoice Date	Туре	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
4								,

Williams Supplier Portal Tax Guide Document

Adding Freight through the Supplier Portal | 21

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 Inve	oice												Invoice	Actions 🔻	Save <u>S</u> ave and C	lose Sub <u>m</u> it	<u>C</u> ancel
			Identifying PC	WP01059	24				Remit-to Bank Account		-			* Number	INVWP0105924		
			Supplie	DNOW LP					Inique Remittance Identifier					* Date	4/17/23	100	
			Taxpayer IC	74-098980	00			Unious Demit	House Identifier Charle Divid					Type	Invoice		
			Supplier Site	18 HOUST	ION	Ŧ		onique Nenna	titatioe identitier Check Digit				Invo	ice Currency	USD - US Dollar		
			Address	HARRIST.	02 N ELDRODGE X, US, 1902	PKWY, HOUSTC	IN		Description				Paym	ent Currency	USD - US Dollar		
	Supplier To	x Regie	tration Numbe	r -)		Attachments	None 🕂							
									Tax Control Amount								
Customer																	
Linne		Custor	ner Taxpayer IC	73-056987	8	Y			Name Address	The Williams Companies, Inc.							
View • +	×	Canc	el Line														
* Number	Type		F	urchase Or	der	Consump	tion Advice	Supplier Item	Item Description	Ship to Location	Available Quantity	Quantity	Unit Price	LIOM	* Amount	Shin-from Location	Lc
	.,,,,,		[^] Number	* Line	* Schedule	Number	Line										. Di
1.	Item	v	WPO105924	9	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	•	JE
			Tota	l,											518.20		

Summary Tax Lines

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

vines				
View 🔻 📑 📃 🗙	Cancel Line			
* Number * Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount
No data to display.				
	1	otal		

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.

Description

Lines I View 👻 📑	× E	Cance	el Line												
* Number	* Turne		F	urchase O	Irder	Consur	mption Advice	Supplier Itom	Item Description	Ship to Location	Available Quantity	Quantity	Helt Price	HOM	* Amount
Number	type	_	* Number	" Line	* Schedule	Number	Line	Supplier Rem	Rein Description	Ship-to Eucation	Available Quality	Quantity	Onterrice	000	Aniount
3	Freight	*								•					30.00
1	Item	Ŷ	WPO105924	3	1				ADAPTER, TUBE TO PIP	HAYNLAM-NDS-LA		10	18.99	EACH	189.90
2	Item	Ŷ	WPO105924	2	1				ELBOW, TUBE, 3/8 IN X 1	HAYNLAM-NDS-LA		10	32.83	EACH	328.30
			Tota												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



Williams Supplier Portal Tax Guide Document

Location Adding Freight through the Supplier Portal $\mid \mathbf{22}$

								Invo	ce Actions 🔻	Save	ave and Cl	lose Subj	mit (Cancel		
									Calculate Ta>	Ctrl+Alt+X						
									Cancel Invoid	e	5924					
									Delete Invoic	e		Co.				
									Ту	pe Invoice	_					
om the Invo	ice Action	s choo	ose Calc	ulate Ta	x and	press Sav	e again.				2 -					
this exampl	e the invo		non-tax	vable so	tho ta	be anil ve	dad in the Su	nmary Tay I	inos shi							
	e, the invo	JICE IS	non-ta	vabie, so	, the ta		ueu in the Sui	111111111111111111111111111111111111111		Jws as 0		Invice	Artistas -	Sava Sava an	Close Subm	Carr
														June 1		
	Identifying Po Supplie	O WPO10592 ar DNOW LP	24				Remit-to Bank Account		-				* Number	INVWPO105924]
	Taxpayer II	D 74-098980	10				Unique Remittance Identifier						Date	4/17/23	50	
	Supplier Sit	te 18 HOUST	ON .	v		Unique Rem	ittance Identifier Check Digit					Invo	ice Currency	USD - US Dollar		
	Addres	HARRISTX	X, US, 1902	PKWY, HOUSTON			Description	Mana di				Payme	ent Currency	USD - US Dollar		
Supplier Ta	ax Registration Numbe	ar					441499.000071115	LANG -								
ustomer	Customer Texpayer II	D 73-0569870	8	v			Tax Control Amount	The Williams Companies, I	16.							
ustomer nes	Customer Taxpayer II	D 73-0589871	8	v			Tax Control Amount Name Address	The Williams Companies, I	10.							
ustomer nes View • + × E	Customer Taxpayer II	D 73-0569870	8 der	• Consumption	in Afvice		Tax Control Amount Name Address	The Williams Companies, I	16							
ustomer Nes View • + × E Number Type	Customer Taxpayer II Cancel Line	D 73-05699770 Purchase Ord * Line	er * Schedule	* Consumption Number	on Advice Line	Supplier Item	Tax Centrol Amount Name Address	The Williams Companies, I	ıc. Avai	lable Quantity	Quantity	Unit Price	UOM	* Amou	nt Ship-from Lo	cation
view v + X E Number * Type	Customer Taxpayer II Cancel Line * Number VWP0105924	D 73-05690770 Purchase Ord * Line 1	e er * Schedule	* Consumption Number	on Advice Line	Supplier Item	Tax Control Amount Name Address Item Description ADAPTER, TUBE TO PIP	The Williams Companies, I Ship-to Location	TC Avai	lable Quantity	Quantity	Unit Price 18.99	UOM	* Amou 189	nt Ship-from Li	cation
visioner Ver • + X E * Number * Type 1 Ien 2 Ien	Customer Taxpayer II Cancel Line * Number > WP010924 > WP010924	D 73-0599870 Purchase Ord * Line 1 2	e der * Schedule 1	v Consumption Number	on Advice Line	Supplier Item	Tax Control Amount Name Address Rem Description ADAPTER, TUBE To PP ELBOW, TUBE, To IN X 1.	The Williams Companies, I Ship-to Location HAYNLAM-NDS-LA	rc. Avai	lable Quantity	Quantity 10	Unit Price 18.99 32.83	UOM EACH EACH	* Ато и 189 328.	t Ship-from Lo	cation v
ines Ver	Customer Taxpayer II Cancel Line * Number WPO109924	D 73-0599070 Purchase Ord * Line 1 2	e der * Schedule 1 1	• Consumptin Number	on Advice Line	Supplier Item	Tax Control Amount Name Address Item Description AdJAPTER, TUBE TO PP ELBOW, TUBE, 30 N.X.1	The Williams Companies, I Ship-to Location HAYNLAM-NDS-LA HAYNLAM-NDS-LA	TC.	Jable Quantity	Quantity 10 10	Unit Price 18.99 32.83	UOM EACH EACH	* Amou 189. 328. 30.0	tt Ship-from Lt	cation v
Ustomer User Ver Ver Ver Ver Ver Ver Ver Ver Ver V	Customer Taxpayer II Cancet Line * Number WPO105924 WPO105924	D 73-05699970 Purchase Ord * Line 1 2	der * Schedule 1	v Consumpti Number	on Advice Line	Supplier Item	Tax Control Amount Name Address Item Description AdJAPTER, TUBE TO PP ELBOW, TUBE, 38 IN X 1	The Williams Companies, I Ship-to Location HAYNLAM-NDS-LA HAYNLAM-NDS-LA	Avsi	Jable Quantity	Quantity 10 10	Unit Price 18.99 32.83	UOM EACH EACH	[*] Amou 189 328. 30.0 548.	t Ship-from Lt	cation
UNER VIEW VIEW VIEW	Customer Tazpayer II Cancel Line WHO 105524 WHO 105524 WHO 105524 UP 105524 Cancel Line Name Name State Cancel Line	D 73-05599378 Purchase Ord 1 2 at x Name TEX TAX	e der * Schedule 1 1 Tax Jurisdict VTX_VERTEX	Consumpti Number tion * Tax S	on Advice Line Status	Supplier Item	Tex Cottori Amount Neme Address Rem Description ADAPTER TUBE TO PP ELEDVI TUBE 38 NX 1 Percentage Per 545	The Williams Companies, I Ship to Location INVINLAWARDSLA	K. Aval	lable Quantity	Quantity 10 10	Unit Price 18.09 32.83	UOM EACH EACH	* Amou 189 328 300 548	n Ship-from La 0 1 1 1 1 1 1 1 1 1 1 1 1 1	cation v

Williams Supplier Portal Tax Guide Document

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.

Edit Invoid	e (?)												In	woice Actions 💌	Save Sav	e and Close Su	bmit Cancel
			Identifying PO	WPO10638	5			Re	emit-to Bank Account			1		" Numt	wPO1053	185inv_1	
			Supplier	DNOW LP				Unique	Remittance Identifier		-	-		* D	4/26/23	10	1
			Taxpayer ID	74-0989800				Gradue						Tu	ne invoice	-	
			Supplier Site	18 HOUSTO	0N			Unique Remittance	Identifier Check Digit					Invoice Curren	CF 1100-110	Dellar	
			Address	77041, 740, HARRISTX	US, 1902	KWY, HOUST	JN.,		Description					Payment Curren	cy USD-US	Dollar	
	Supplier T	ax Registi	ration Number						Attachments Non	ie 🕂					.,		
									Tax Control Amount								
Customer Lines	F×E	Custom	er Texpayer ID	73-0569878					Name The Address	Williams Companies, Inc.							
			F	Purchase Or	der	Consu	nption Advice		and designed on								
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	Ibern	Y	WPO106385	2	1				SOCKET SET 3/8 IN 12 P.	BSH-WYSOXFO-PA	•		1	133.32	EACH	133.32	
1	Item	~	WPO106385	2	1				SOCKET SET SHALLOW	BSH-WYSOXFO-PA	•		1	198.07	EACH	198.07	
			Tota	a i												331.39	
4																	
Summary Ta	x Lines																
	Line * F	legime	* Ta:	x Name	Tax Jurisdic	tion *	ax Status	* Rate Name	Percentage Pe	r Unit							Amount
	1 VE	RTEX CO	MMON VER	TEX TAX	VTX_VERTED	(TAX St	indard	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 Ta	ix Lines							
View 🔻		L3						
	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.

reate Inv	voice @										Invoice Actions 👻	Save	ave and Close Sub	mit Can
reate Inv s	roice ⑦ Id Supplier Tax Registra	Supplier (Supplier (Taxpayer ID) Supplier Site Address tion Number	NPO106385 INOW LP 74-0889800 18 HOUSTON 17041, 7402 N 4ARRISTX, U	N ELDRIDGE PK IS, 1902	WY, HOUSTON.,	Renti-to Ban Unique Rentitance Unique Rentitance Identifier C1 Dr Att Tax Contro	Account				Invoice Actions • Nu Invoice Curr Payment Curr	Sove Mber WPC Date 4/26 Type Invo ency USD ency USD	save and Close Sub 106585/NV_2 23 fr 28 - US Dollar - US Dollar	mit Can
151011181	Customer	Taxpayer ID 7	3-0569878				Name The Williams	Companies, Inc.						
							Address							
nes		and Line												
nes View ▼ -¶	► X 🛃 Canc	cel Line	urchase Or	der										Location
View v +	F 🗙 💽 Canc	F Number	Purchase Or	der * Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amoun	Ship-from Location	Location
Number	F X 💽 Canc * Type Rom 🗸	F Number	Purchase Or ^ Line 4	der * Schedule 1	Supplier Item	Nem Description	Ship-to Location	Available Quantity	Quantity 1	Unit Price 60.63	UOM EACH	* Amoun 60.63	Ship-from Location	Location Discharg
New • • Number	• X E Canc • Type Nom ~	Cel Line F Number WPO 106385 WPO 106385	Purchase Or ^ Line 4	der * Schedule 1	Supplier Item	Item Description RATCHET FLEX HEAD 1/2 IN DRIVE 1 RATCHET ENCLOSED HEAD 1/2 IN D	Ship-to Location BSH-WYSOXF + BSH-WYSOXF +	Available Quantity	Quantity 1	Unit Price 60.63 49.27	UOM EACH EACH	* Amoun 60.63 49.21	Ship-from Location	Location Discharg
New View View View View View View View Vi	Type	Cel Line F Number WPO 106385 WPO 106385 Tota	Purchase Or ^ Line 4 5	der * Schedule 1 1	Supplier Item	Rem Description RATCHET FLEX HEAD 1/2 IN DRIVE 1 RATCHET ENCLOSED HEAD 1/2 IN D	Ship-to Location BSH-WYSOXF(• BSH-WYSOXF(•	Available Quantity	Quantity 1 1	Unit Price 60.63 49.27	UOM EACH EACH	* Amoun 60.63 49.27 109.90	Ship-from Location	Location
Nes View • • • • • • • • • • • • • • • • • • •	* X E: Cance * Type Non * Hern × Lines	VPO106385 Tota	Aurchase Or A Line 4 5	der * Schedule 1 1 Tax Jurisdic	Supplier Item	tem Description RATCHET FLEX HEAD 12 IN DRIVE 1 RATCHET ENCLOSED HEAD 12 IN D	Ship-to Location BSH-WYSOXF{ • BSH-WYSOXF{ • Contact of the second secon	Available Quantity	Quantity 1	Unit Price 60.63 49.27	UOM EACH EACH	* Amoun 60.63 49.27 109.94	Ship-from Location	Amou

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

				Search Res	ults									
Lines				View 🔻 🕎	Detacl	h Select &	u,							
View 🔻 🔹	- x R	ancel Line			P	urchase Orde	HT	Consu	nption Advice	Supplier Item	Item Description	Chin to Loo		
			Purchase Orde	Number	Line	Schedule	Retainage Rate (%)	Number	Line	Number	item Description	Ship-to Loca		
* Number	* Туре	* Numb	or *Lino	WPO106385	1	1					SOCKET SET SHA	BSH-WYSOX ^	* Amount	Ship-from Locatio
-		Humo	er Line	WPO106385	2	1					SOCKET SET 3/8 I	BSH-WYSOX		
1		WPO106	385 4	WPO106385	3	1					SOCKET SET SHA	BSH-WYSOX	60.63	
2		WPO106	385 5	WPO106385	6	1					SOCKET SET SHA	BSH-WYSOX	49.27	
			Total	WPO106385	7	1					SOCKET 3/4 DRIV	BSH-WYSOX	100.00	LE
11			Total	WPO106385	8	1					HANDLE DRIVE 3/	BSH-WYSOX	105.50	
				WPO106385	9	1					GAUGE SET THIC	BSH-WYSOX		
Summary Ta	x Lines			WPO106385	10	1					BAR PRY SCREW	BSH-WYSOX		
View 👻				WPO106385	11	1					PRYBARS SCREW	BSH-WYSOX		
	Line * Regim	e	* Tax Name	WPO106385	12	1					PRY BAR SCREW	BSH-WYSOX		
	1 VERTEX	COMMON	VERTEX TAX					4				>		
											Apph	OK <u>C</u> ancel		

Williams Supplier Portal Tax Guide Document

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.

* Mumber	* Tunn		F	urchase C	Order	Supplier Itom	Item Decor	intian	Chie	to Logation	Available Quantity	Quantity	Unit Drive	LIOM	* Amount	Ship from Location	Location of
Number	type		* Number	* Line	* Schedule	Supplier item	Item Descr	iption	Snip	to Location	Available Quantity	Quantity	Unit Price	UUM	Amount	Ship-from Location	Discharge
1	Item	~	WPO106385	4	1		RATCHET F	LEX HEAD 1/2 IN DF	RIVE 1 BSH	WYSOXF		1	60.63	EACH	60.63	•	
2	Item	~	WPO106385	5	1		RATCHET E	NCLOSED HEAD 1/2	2 IN D BSH	WYSOXF		1	49.27	EACH	49.27	•	
4	Item	×	WPO106385	6	1		SOCKET SE	T SHALLOW 7/8 IN	- 2-3/8 BSH	WYSOXF(-		1	970.97	EACH	970.97	-	
			Tota	E											1,080.87		
ımmary Ta	x Lines																
View 🔻																	
	Line	Regime	* Ta:	Name	Tax Jurisdict	ion [*] Tax	Status	* Rate Name	Percenta	e Per U	nit						Amount
	1	VERTEX CON	MON VER	EX TAX	VTX_VERTEX	TAX Standa	rd	STD		6							6.6
																	-

Dines

Number	The second se			urchase Of	der	Consellar Item	Item Description	Chine to Landler	Augiliable Ouestin	Quantita	Unix Onlars	HOM	* *	Chin from Location	Location
	type		* Number	* Line	* Schedule	Supplier item	ttem Description	Ship-to Location	Available Qualitity	Quantity	Onit Price	UOM	Amount	Ship-irom Location	Dischar
	ltern	~	WPO106385	4	1		RATCHET FLEX HEAD 1/2 IN DRIVE 1	BSH-WYSOXF(¥		1	60.63	EACH	60.63		
	Ibern	~	WPO106385	5	1		RATCHET ENCLOSED HEAD 1/2 IN D	BSH-WYSOXF(-		1	49.27	EACH	49.27	•	
	Item	~	WPO106385	6	ĩ		SOCKET SET SHALLOW 7/8 IN - 2-3/8	BSH-WYSOXF(-		1	970.97	EACH	970.97	•	

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			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 T	fax Lines									
View 🔻										
	Line * Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit			Amoun
	1 VERTEX COMMON.	VERTEX TAX	VTX_VERTEX_TAX_	Standard	STD 🔻	6				64.85
	2 VERTEX US TAX	STATE	PA	Standard	STD	6				
Totals										
Iotalo										
	Items 1,080.87		Freight 0.00	E D	Miscellane	ous 0.00		Inclusive Tax 0.00	Exclusive Tax 64.85	Invoice Amount 1,145.73
									Retainage 0.00	Due 1,145.73
										L

Williams Supplier Portal Tax Guide Document

Canceling a matched line

Lines

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 @ oice Actions 🔻 Save Save and Close Submit Cancel Identifying PO WPO106385 Supplier DNOW LP Taxpayer ID 74-0969800 Remit-to Bank Ar Number WPO10538 -* Date 4/26/23 6 Unique Remittance Identifier Type Invoice Invoice Currency USD - US Dollar Payment Currency USD - US Dollar tifier Check Digit Supplier Site 18 HOUSTON Address 77041, 7402 N ELDRIDGE PKWY, HOUSTON, HARRISTX, US, 1902 Description plier Tax Registration Number • Attachments None + Tax Control Amount Customer Name The Williams Companies, Inc. Address Customer Taxpayer ID 73-0569878 Lines View 🔹 🕂 🗶 🖪 Cancel Line Purchase Order * Number * Type Supplier Item Item Description Ship-to Location Available Quantity Quantity Unit Price UOM * Amount Ship-from Location Discharge lumber *Line *Sche 34.53 ltem v WPO106385 10 BAR PRY SCREWDRIVER TYPE 12 IN... BSH-WYSOXFC -34.53 EACH V WP0106385 11 PRYBARS SCREWDRIVER TYPE PIN ... BSH-WYSOXF 2 38.4 EACH 76.80 2 • Total 111.33 4 Summary Tax Lines View -
 Line
 * Regime
 * Tax Name
 Tax Jurísdiction
 * Tax Status

 1
 VERTEX COMMON...
 VERTEX TAX
 VTX_VERTEX_TAX...
 Standard
 * Rate Name Percentage Per Unit STD 6

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).

* Manual and			P	urchase O	Irder	Course Have become	here Ore estation	Chieves Lander	Augiliable Ourseller	0	U-h Deler	1101	* * * * * *	Phile form I another	Location o
Number	type		Number	* Line	* Schedule	Supplier item	item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	00M	Amount	Ship-from Location	Discharge
1	Item	~ 1	WPO106385	10	1		BAR PRY SCREWDRIVER TYPE 12 IN.	BSH-WYSOXFC		1	34.53	EACH	34.53	•	
2	Item	~ 1	WPO106385	11	1		PRYBARS SCREWDRIVER TYPE P/N	BSH-WYSOXF(👻		0	38.4	EACH	0.00	¥	
			Total										34.53		
+															•
ummary Ta View 🔻	ix Lines														
	Line *	Regime	* Tax	Name	Tax Jurisdiction	on * Tax s	Status [*] Rate Name Pe	rcentage Per Un	iit						Amount
															-

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.

Williams Supplier Portal Tax Guide Document

6.68

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	: INVWPO10)5924A @									ne Ne	eds revalidation Invoice A	sctions - Save	Save and Close
▲ Invoice He	eader Show Mo	re												Last Saved 4/26/23 3:36 All
	Ide	tifying PO WPO105	924				Num	ber INV	WPO105924A					
	But	siness Unit US1					* Amo	eint 1193	1.0	017.04		* Date	4/18/23	io (10
		Supplier DNOW L	P				T	vpe Star	ndard			* Payment Terms	Net 30	
	Suppli	er Number 400178					December					* Terms Date	4/17/23	14
	Su	opplier Site 18 HOUS	TON				Descrip	DON				Description		0
	L	egal Entity The Wills	ams Companies	, Inc.								Attachmente	2022-02-20 12-42-20 in	
	Inv	bice Group										Attachinents	ava	TA
✓ Lines ⑦ View ▼ + Distribution Ref	Match Invoice L	ines 👻 💿 Er 🔛 Detach 🗐 urchase Order 🛛 Asse	Allocate 💌	Cancel Line	Distribution	15								
						Distribution					Reference	T	ax	
* Number	* Туре	* Amount	Distribution	Set	Distributio	n Combination	Accounti	ng Date	Prorate Across All Item Lines	Description		Ship-to Location	Product Category	Number
1	Item	937.80					5/1/23	60		TUBING, ME	TALLIC, 3/8 IN OD, 20 FT L(HAYNLAM-NDS-L/ V		WP01059 ¥
			<[_									•
✓ Taxes Transaction Taxe View ▼	es Withholding Tar	ie Tax Amount		Apply	Edit Taxes	Manage Tax Details]							Ð
Line Rate M	Name	Rate	Amount	Canceled	Inclusive	Self-Assessed	Tax Only Line	Regime		Tax Name	Tax Jurisdicti	on		
2 STD		8.45	79.24	-	_	_	_	VERTER	K COMMON TAX	VERTEX TAX	VTX_VERTEX_	TAX_JURCD		
		Total	79.24		0.0	0 0.00								
▲ Totals	93	tems 17.80		Freight 0.00		Misce	Ilaneous 0.00 etainage 0.00		With	Tax 79.24	Included	Prepayments 0.00 Prepayments 0.00		Total 1,017.04 Due 1,017.04

Williams Supplier Portal Tax Guide Document

Invoices with Accrued Taxes

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

n th	is example	e we have self	-assesed taxe	s of 48.08.						
Edit In	voice: WPO	06276_Inv12 @						Validated Invoice A	ctions - Save	Save and Close Cance
a Invo	vice Header	how More								Last Saved 4/4/23 8:01
	25 ⑦ Match I + E X on Reference 1	Mentifying PO VIPO108 Business Unit US1 Supplier DNOWL Supplier Number 400178 Supplier Number 400178 Legal Entity The Ville Invoice Group III DT III Detach [at Parchase Order Ass	I276 P STON ams Companies, Inc. Allocate V Cancel Lin M Project	e) Diskladuns	Number WPC * Amount USD Type Stan Description	1105276_Imr12	•] 2	Date * Payment Terms Terms Date Requester Attachments Note	4423 Net 30 4423 Accelerator Users bit +	۹ ×
				Distribution			Reference	Ta	3X	
	Number * Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines Dec	scription	Ship-to Location	Product Category	Number
1	Item	5,120.00	4		4/4/23 Š		ANGE, PIPE, 5 IN, 150 LB, CS, TWIN I	SNWP-GRRC-WY	•	WPO1062 ¥
⊿ Tax Transac	es tion Taxes Withho	ding Taxes								υ
I Tax Transac View	es tion Taxes Withho	ding Taxes Dverride Tax Amount	Apply	Edit Taxes Manage Tax Details			New Technologi			Ð
A Tax Transac View Line 2	es tion Taxes Withho	ding Taxes Override Tax Amount Rate 6	Amount Canceled	Edit Taxes Manage Tax Details Inclusive Self-Assessed	Tax Only Line Regime	Tax I	Name Tax Jurisdicti TEX TAX VTX. VERTEX	ion TAX_JURCD		0
A Tax Transac View Line 2	es tion Taxes Withho Taxes Withho Taxes Name STD STD	ding Taxes Override Tax Amount Rate 6 6	Amount Canceled 0.00 _ 45.08	Edit Taxes Manage Tax Details Inclusive Self-Assessed	Tax Only Line Regime	COMMON TAX VER US TAX STAT	Name Tax Jurisdicti TEX TAX VTX_VERTEX_ TE MD	ion TAX_JURCD		0
✓ Tax Transac View Line 2	es tion Taxes Withho Constraints Withho Constraints Withho Withho Mate Name STD STD STD	ding Taxes Override Tax Amount Rate 6 6 6 0	Apph Amount Canceled 0.00 46.08	Edit Taxes Manage Tax Details Inclusive Self Assessed	Tax Only Line Regime VERTEX VERTEX VERTEX VERTEX	COMMON TAX VER US TAX STAT US TAX STAT	Name Tax Jurisdicti TEX.TAX VTX_VERTEX_ TE MO TE PA	ion TAX_JURCD		Ð

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.

		Ket	erence		li I	ax	
g Date	Prorate Across All Item Lines	Description		Ship-to Locatio	on	Product Category	Number
Ť@	13	FLANGE, PIPE, 51	N, 150 LB, CS, TWIN	SNWP-GRRC-	vy 🔹	•	WPO1062
	MACHINERY AN	D EQUIPMENT	MACHINERY AND E	QUIPMENT	MACHI	NERY AND EQUIPM	
	NON-TAXABLE -	TAX CORRECTION	NON-TAXABLE - TA	CORRECTION	NON-T/	AXABLE - TAX COR	
	SERVICES		SERVICES		SERVIO	CES	
	TAX ONLY INVO	ICE	TAX ONLY INVOICE		TAX ON	ILY INVOICE	
Regime	TAXES OTHER 1	THAN SALES TAX	TAXES OTHER THA	N SALES TAX	TAXES	OTHER THAN SAL	
VERTEX	C TEST AND MEAS	SUREMENT TOOLS	TEST AND MEASUR	EMENT TOOLS	TEST A	ND MEASUREMEN	
VERTEX	U: TPP GOODS		TPP GOODS		TPP GO	DODS	
VERTEX	Us Search						

Williams Supplier Portal Tax Guide Document

											Correcting I	nvoices 29
				h 16			and a d					
er validatio	on is run again o	on the l	nvoice, t	ne seit-	assessed	tax is car	iceled.					
it Invoice: WP	0106276_Inv12 @									Validated Invoice A	ctions v Save	Save and Close
												Last Saved 4/26/23
nvoice Header	Show More											
	Identifying PO WP01	06276				Num	iber WPO106276_Inv12					
	Business Unit US1					* Amo	unt USD - y 5,	120.00		* Date	4/4/23	-o
	Supplier DNOW	LP				т	ype Standard			* Payment Terms	Net 30	
	Supplier Number 400178	В				Descrip	lion			* Terms Date	4/4/23	0
	Supplier Site 18 HOI	USTON				o a a a a a a a a a a a a a a a a a a a				Requester		9
	Legal Entity The Wi	illiams Companie	as, Inc.							Attachments	Accelerator Users bit	×
	Invoice Group											
bution Reference	Tax. Purchase Order As:	set Project			Distribution			Reference		Te	9X	
* Number * Type	Tax Purchase Order Ass	nt Distributio	n Set	Distribution	Distribution Combination	Accounti	ng Date Prorate Across All Item Lines	Reference Description	n 1	Te Ship-to Location	Product Category	Number
* Number * Type	Tax Purchase Order As: e * Amoun 5,120.00	nt Distributio	n Set	Distribution	Distribution	Accounti 4/4/23	ng Date Prorate Across All Item Lines	Reference Description FLANGE, PIPE, 5 IN, 150 L	LB, CS, TWIN	Te Ship-to Location	Product Category	Number WP01062 v
* Number * Type	e Amount 5,120.00	eset Project Distributio	n Set	Distribution	Distribution a Combination	Accounti 4/4/23	ng Date Prorate Across All Item Lines	Reference Description FLANGE, PIPE, SIN, 150 L	LB, CS, TWIN	Te Ship-to Location	Product Category	Number WP01062 v
* Number * Type 1 Jiem axes	Tax Purchase Order As: e Amoun 5,120.00	nt Distributio	n Set	Distribution	Distribution a Combination	Accounti 4/4/23	ng Date Prorate Across All Item Lines	Reference Description FLANGE, PIPE, 5 IN, 150 L	LB, CS, TWIN (To Ship-to Location	Product Category	Number WP01062 •
Number Type 1 Item axes Wift axes Wift axes Wift	Tax: Purchase Order Asi • * Amoun 5,120,00 Cholding Taxes • Override Tax Amount	set Project nt Distributio	n Set	Distribution	Distribution a Combination Manage Tax Details	Accounti 4/4/23	ng Date Prorate Across All Rem Lines	Reference Description FLANGE, PIPE, 5 IN, 150 L	LB, CS, TWIN (Te Ship-to Location SNWP-GRRC-WY	Product Category	Number WP01062 v
* Number * Type * Number * Type 1 Item axes saction Taxes With aw * @ Detach e Rate Name	Tax Purchase Order Asi • * Amoun sholding Taxes • Override Tax Amount Rate	Amount	n Set Apply Canceled	Distribution	Distribution Combination Manage Tax Details Self-Assessed	Accounti 4/4/23	ng Date Prorate Across All Rem Lines	Reference Description FLANGE, PIPE, 5 IN, 150 L	LB, CS, TWIN	Tr Ship-to Location SNWP-GRRC-WY V	Product Category	Number WP01862 V
Reference * Number * Type 1 Item axes saction Taxes With axes www ED Detach reference STD	Tax: Purchase Order Asi	Amount 0.00	n Set Apply Canceled	Distribution	Distribution Combination Manage Tax Details Self-Assessed	Accounti 4/4/23	Regime VERTEX COMMON TAX	Reference Description FLANGE, PIPE, 5 IN, 150 L Tax Name VERTEX TAX	LB, CS, TWIN	Tr Ship-to Location SNWP-GRRC-WY V	NON-TAXABLE	Number WP01862 *
Reference Number Type 1 Item axes saction Taxes With axe Detach Rate Name STD STD	Tax: Purchase Order Asi	Amount 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	n Set Apply Canceled	Edit Taxes	Distribution Combination Manage Tax Details Self-Assessed	Accounti 4/4/23	Regime VERTEX US TAX	Reference Description FRANCE_PIPE_SIN_150 L Tax Name VERTEX.TAX	Tax Jurisdiction VTX_VERTEX_T.	To Ship-to Location SNWP-GRRC-WY • N	Product Category NON-TAXABLE	Number WP01962 • •
Number Type * Number * Type 1 Item axes Write axes STD	Tax Purchase Order Air e State Pooling Taxes 1 Override Tax Amount Rate 6 6 0	Amount	n Set Apply Canceled 	Edit Taxes	Distribution In Combination	Accounti 4/423	Regime VERTEX COMMON TAX VERTEX US TAX VERTEX US TAX VERTEX US TAX	Reference Description FLANGE_PIPE_S.B., 1591 Tax Name VERTEX.TXX STATE STATE	Tax Jurisdiction	To Ship-to Location SNWP-GARC-WV V	Product Category	Number WP01962 v
Reference Number Type Number Type Hem Axes saction Taxes Wife www.imit Detach e Rate Name STD STD STD	Tax Purchase Order All Control Purchase Order All Contro	Project Project Project Distributio < < < <	n Set Apply Canceled ✓ ✓	Edit Taxes Inclusive	Distribution Combination Manage Tax Details Self Assessed 	Accounti 4/423	Regime Vertex vs Tax Vertex us Tax	Reference Description FXANCE_PIPE 518, 159 L Tax Name VERTEX TAX STATE STATE	LB. CS, TWIN Tex Jurisdiction VTX, VERTEX, T. MD PA	Tr Ship-to Location SNWP-GRRC-WY • N N N N N N N N N N N N N N N N N N N	Product Category	Number WP01882 • •
Number * Type 1 Ref Taxes Ware STD STD STD STD Yotals Yotals	Tax Purchase Order All Purchase Order Annou States Processing Taxes Processing T	Project Project Distributio	n Set	Edit Taxes	Distribution a Combination Manage Tax Details Self-Assessed 	Accounti 4423 Tax Only Line 	Regime VERTEX COMMON TAX VERTEX US TAX	Reference Description Truckoc PPE 5 Rt 159 L Tax Name VERTEX TAX STATE STATE	Tax Jurisdiction VTX_VERTEX_T. MD	Tr Ship-to Location SNWP-GRRC-WY • n n	x Product Category NON-TAXABLE	Number WP01662 v ,
kuton Reference "Type * Number "Type 1 Rem axxes axxes axxes axxes axxes axxes axxes axxes axxes axxes axxes backon Taxes backon Taxes back	Tax Purchass Officer Air Purchass Officer Air Amount States Photoday Takes Reason Reason Total Beams S120.00	Proyect Proyect Distributio c	n Set	Edit Taxes	Distribution a Combination Manage Tax Details Self-Assessed U U U Masc	Accounti 4/4/23	Regime Prozet Across	Reference Description FLANGE_PIPE_S R. 150 L Tax Name VERTEX ToX STATE STATE 000	Tax Jurisdiction VTX_VERTEX_T. MD PX	Tr Ship-to Location SNWP-GRRC-WY • n NC_JURCD	X Product Category NON-TAXABLE	Number WPD1662 + , , STata

Williams Supplier Portal Tax Guide Document