

Vendor Access will include:

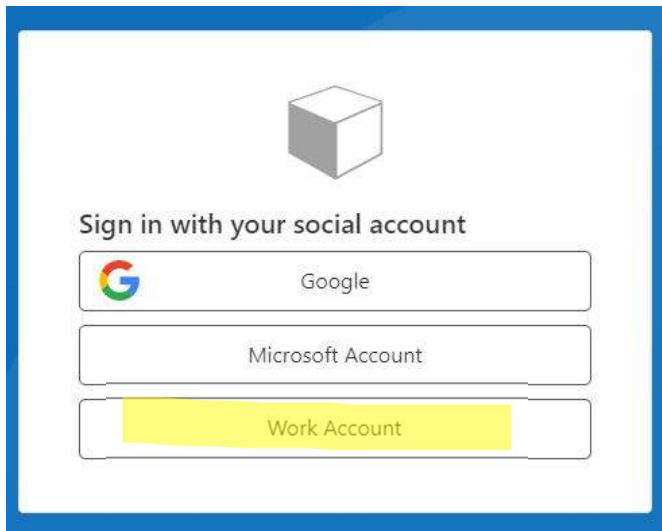
Orders - View PO Details; Who is the Buyer/ Invoice & Receiving Data
Agreements
Invoices and Payments (Create Invoice Without PO is not functional)
Negotiations
Qualifications
Company Profile

Accessing the Williams Portal

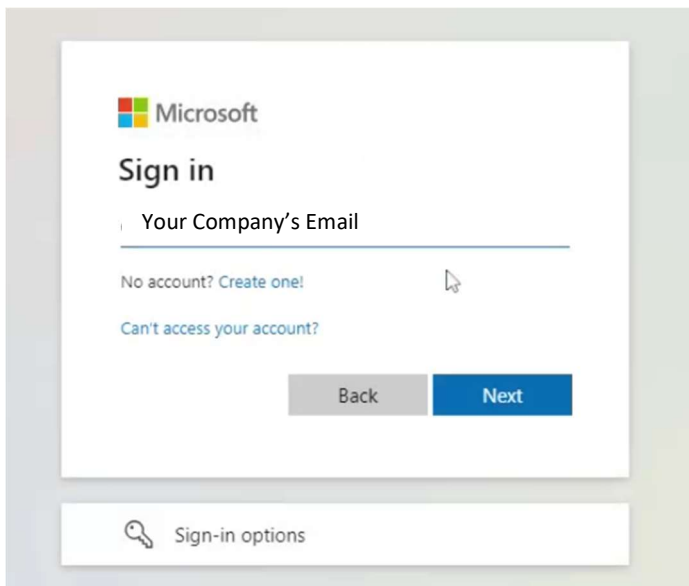
Step 1: Williams Portal Link:

https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemNodeId=itemNode_supplier_portal_supplier_portal

Step 2: Select Work Account on the main screen.



Step 3: Sign in with your Company's network credentials.



Step 4: If your IT department has customized your access settings, you may encounter additional steps that require their assistance. If you receive the below notification, we recommend reaching out to your IT team for any necessary support during this stage.

Need admin approval

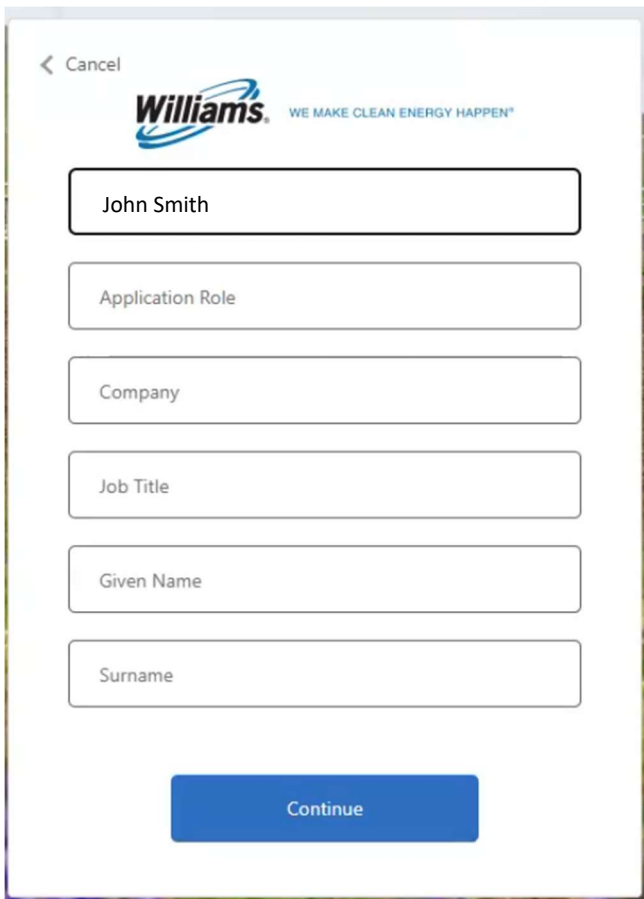
The Williams Companies Inc. 

needs permission to access resources in your organization that only an admin can grant. Please ask an admin to grant permission to this app before you can use it.

[Have an admin account? Sign in with that account](#)

[Return to the application without granting consent](#)

Step 5: Enter Your Name (First/Last) and Select Continue

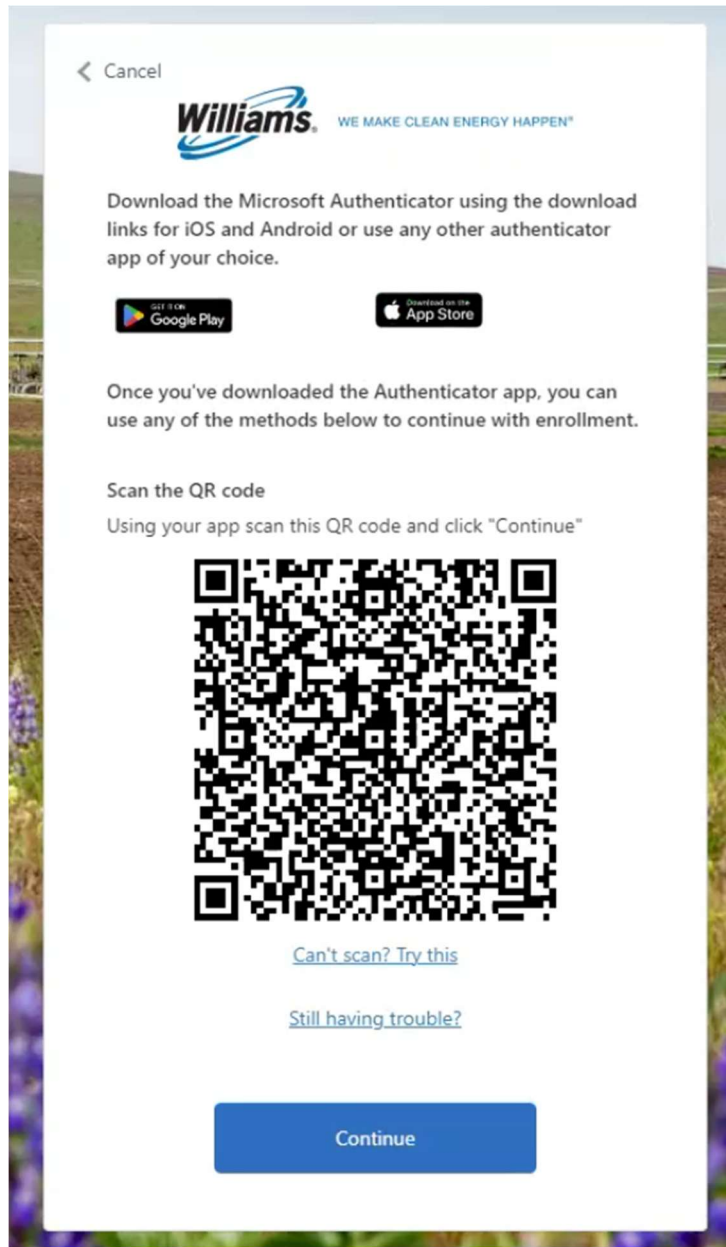


The screenshot shows a mobile application interface for Williams Companies. At the top left is a back arrow and the word "Cancel". Below this is the Williams logo with the tagline "WE MAKE CLEAN ENERGY HAPPEN®". The form contains the following fields:

- A text field containing "John Smith".
- A text field labeled "Application Role".
- A text field labeled "Company".
- A text field labeled "Job Title".
- A text field labeled "Given Name".
- A text field labeled "Surname".
- A blue button labeled "Continue" at the bottom.

Step 6: Microsoft Authenticator (QR Code)

As an added layer of security, the Williams Supplier Portal may prompt you to scan a QR code. If you do not have the Microsoft Authenticator app installed on your phone, don't worry! You can download it for free. Simply visit your app store and search for "Microsoft Authenticator." Once downloaded, log into the authenticator using the same email address you are using for the Williams portal. If you already have the Microsoft Authenticator app, navigate to the bottom right of the app, select "Verified IDs," and scan the QR code to add the Williams authenticator.



Step 7: Need Assistance?

We understand that getting acquainted with a new portal can sometimes be challenging. Our dedicated support team is here to help you every step of the way. If you have any questions or encounter any issues while accessing the portal, please don't hesitate to reach out to our friendly supplier support team at supplierportal@williams.com. They will be delighted to assist you and ensure a smooth experience.

We are thrilled to have you as a valued supplier and believe that the Williams Supplier Portal will enhance our collaboration and streamline our partnership. Through this portal, you will have access to a wealth of resources, including questionnaires, company information, order management, and invoice processing.

Thank you for joining us on this exciting journey. Should you have any further questions or require additional support, feel free to reach out to us. We are committed to your success as our trusted partner.