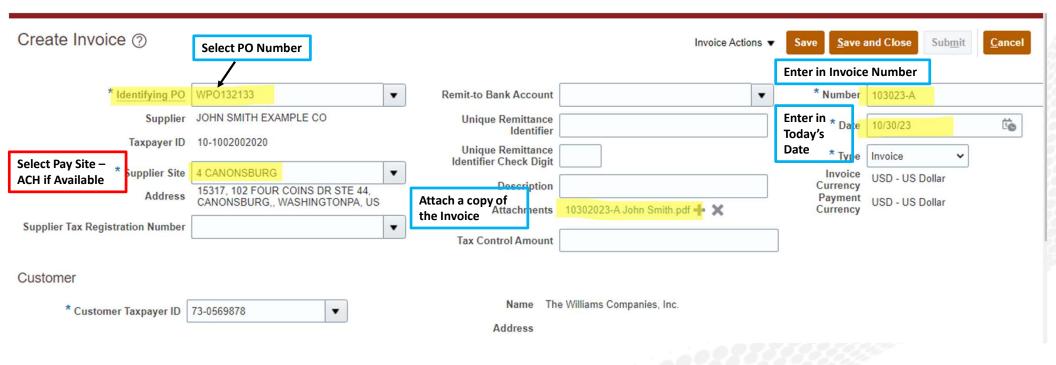
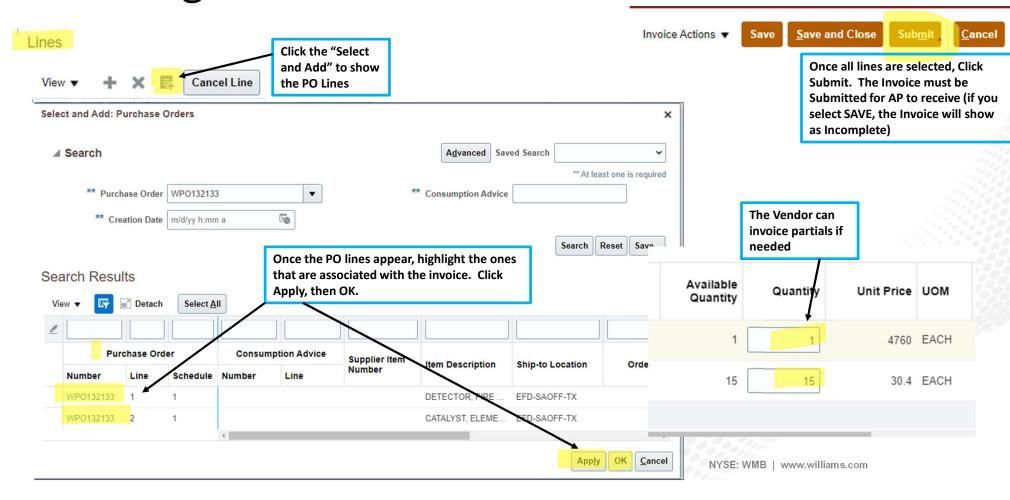
Creating an Invoice in the Supplier Portal – Header Information

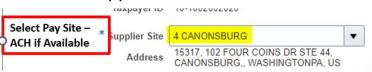


Creating an Invoice in the Supplier Portal – Selecting the Lines



FAQ

- If you need to add freight to your invoice, select the + sign under Lines and select freight
 - The freight will be prorated against all lines on the PO
- **Very important To be paid via ACH, select your ACH option under the Supplier Site
 - The ACH site will begin with an 'A'



Cancel Line

- If you do not have ACH set up with Williams, please send your ACH information on your letterhead to supplierportal@williams.com
- Williams Portal Link: Williams Supplier Portal