

Creating an Invoice in the Supplier Portal – Header Information

Create Invoice ?

Select PO Number

* Identifying PO WPO132133

Supplier JOHN SMITH EXAMPLE CO

Taxpayer ID 10-1002002020

Select Pay Site –
ACH if Available

* Supplier Site 4 CANONSBURG

Address 15317, 102 FOUR COINS DR STE 44,
CANONSBURG,, WASHINGTONPA, US

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attach a copy of
the Invoice

Attachments 10302023-A John Smith.pdf

Tax Control Amount

Invoice Actions

Save

Save and Close

Submit

Cancel

Enter in Invoice Number

* Number 103023-A

Enter in
Today's
Date

* Date 10/30/23

* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer


* Customer Taxpayer ID 73-0569878

Name The Williams Companies, Inc.

Address

Creating an Invoice in the Supplier Portal – Selecting the Lines

Lines

View ▾ + ×  Cancel Line

Click the “Select and Add” to show the PO Lines

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

Once all lines are selected, Click Submit. The Invoice must be Submitted for AP to receive (if you select SAVE, the Invoice will show as Incomplete)

Select and Add: Purchase Orders

Search

Advanced Saved Search ▾

** At least one is required



** Purchase Order WPO132133

** Consumption Advice

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

Search Reset Save

Search Results

View ▾   Select All

Once the PO lines appear, highlight the ones that are associated with the invoice. Click Apply, then OK.

The Vendor can invoice partials if needed

Available Quantity	Quantity	Unit Price	UOM
1	1	4760	EACH
15	15	30.4	EACH

Number	Line	Schedule	Consumption Advice	Supplier Item Number	Item Description	Ship-to Location	Order
WPO132133	1	1			DETECTOR, FIRE ...	EFD-SAOFF-TX	
WPO132133	2	1			CATALYST, ELEME...	EFD-SAOFF-TX	

Apply OK Cancel

NYSE: WMB | www.williams.com

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'

Select Pay Site –
ACH if Available *

Supplier Site

4 CANONSBURG

Address

15317, 102 FOUR COINS DR STE 44,
CANONSBURG, WASHINGTONPA, US

Lines

View ▼



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](#)