

## **IMPORTANT REQUIREMENTS FOR SUBMITTING INVOICES**

**We use image character recognition software to import invoices into our accounting systems for processing. Following are the requirements for submitting an invoice to be processed. Invoices submitted incorrectly will be rejected.**

Submit PO invoices via the Williams Supplier Portal or to [APInvoices@williams.com](mailto:APInvoices@williams.com). To register for the Williams Supplier Portal, email [supplierportal@williams.com](mailto:supplierportal@williams.com).

Submit non-PO invoices via email to [APInvoices@williams.com](mailto:APInvoices@williams.com).

### **Email Requirements:**

Emails and invoice attachments must follow these specifications:

- Submit only one invoice per email
  - Send invoices and supporting documentation as a single attachment
  - Emails must not be larger than 10 MB
  - File name cannot be longer than 60 characters and cannot contain any special characters
  - Zip files are not acceptable
  - Invoice files may be submitted in the following formats: PDF, TIFF, PNG, JPG, DOC, DOCX
  - Do not include any text in the email; it will neither be read nor attached to your invoice
- Information that must be included on the invoice:
  - Invoice number, date, tax (if applicable), freight (if applicable), and total amount
  - Vendor name and address
  - Remit-to name/address

### **Additional PO Invoice Requirements:**

- If emailed, the subject line must be formatted to include:  
\_PO, Vendor Name, Invoice Number (Example: \_PO, XYZ Store, 9876543)
- PO invoices must have the PO/RFS number on the first page of the invoice
- Remit-to name on the invoice must match supplier/contractor name on the PO
- PO invoices must show amount(s) by PO line(s) and include PO line number(s)
- Invoice line descriptions should match PO line descriptions

### **Processing Details:**

- All invoices received after 3 p.m. CT will be processed with the next day's receipt date

### **Invoice Status/Contact information:**

Status of your PO invoice/payment can also be determined by logging in to the Williams Supplier Portal. To register for the Williams Supplier Portal, email [supplierportal@williams.com](mailto:supplierportal@williams.com).

Questions on other invoices, statements, changes of address, Supplier/Contractor company name changes, and merger/acquisition notices should be sent by email to [WilliamsAP@us.ibm.com](mailto:WilliamsAP@us.ibm.com) or call (866) 778-2665 or (918) 573-7575.