

Williams (formerly Access Midstream Partners)

Invoice Compliance Standards

Effective Q1 2014

To help ensure timely processing & payment of your invoices, Williams and its subsidiaries are setting forth invoice submission guidelines. These guidelines need to be followed by all vendors/suppliers.

Requirements – PO Invoices:

- Each invoice should only reference one Purchase Order (PO)
- Invoices should be mailed to the “Bill To” address given on the PO and not submitted to the person or team requesting the material or service
- Invoices may be emailed to Access.APGroup@Williams.com for processing.
 - Please note that our system requires one invoice per PDF and one PDF per email. Any invoice with more than one PDF attachment may not be processed.
 - This email address is not monitored and should not be used for communication purposes. Contact AccessVR@Williams.com for questions.
- Cumulative invoice value should not exceed the PO value on a PO line basis. Invoices can, however, be submitted partially. Invoices with different unit cost or that exceed the PO line value will be rejected and required to be re-submitted and will cause delay in payment.
- Invoice should have the following information:
 - Williams entity being invoiced
 - Invoice Number (must have unique invoice numbers)
 - Invoice Date (Should not be prior to the dispatch/delivery date unless prepaid)
 - Remittance address
 - Purchase Order Number
 - Purchase Order Line Number
- Invoices for pipe, flanges, and weld fittings are to have Material Test Reports attached to the invoice.

Requirements – Non-PO Invoices:

- Invoices must be submitted to the correct entity address in Dallas (see attached addresses). Invoices will not be accepted at our field offices.

- Invoices may be emailed to Access.APGroup@Williams.com for processing.
 - Please note that our system requires one invoice per PDF and one PDF per email. Any invoice with more than one PDF attachment may not be processed.
 - This email address is not monitored and should not be used for communication purposes. Contact AccessVR@Williams.com for questions.
- Invoice should have the following information:
 - Williams entity being invoiced
 - Invoice Number (must have unique invoice numbers)
 - Invoice Date (Should not be prior to the service delivery date unless prepaid)
 - Remittance address
 - Service Date – the date material was delivered or service was performed. For Periodic (i.e., weekly, monthly) invoices, the service date is the end date of the period.
 - Project/Facility Name
 - Project number/Operating Unit (property number for operating expense work)
 - Person that authorized work
 - Signed POD (Proof of delivery) or field ticket is required prior to approval. The invoice will not be approved if the field ticket is not signed. For materials, a copy of the signed POD must be provided to the Williams representative responsible for receipt of the materials.
 - When applicable, signed field work tickets or delivery/receipt tickets must be attached to each invoice. Work tickets must contain the entity name, project/facility name, project number/operating unit (property number for operating expenses) charge code (more than one charge code can be billed per invoice), service provider personnel name and job classification according to the Standard Rate Sheet.
 - Travel Time is to be reported on invoices including departure, arrival and hours worked.
 - Bid jobs (including work done under “Blanket Bids”) shall include footages and other details of work completed on signed work tickets. If available, footage based pricing details are to have footage station numbers included.

For any questions related to invoices or submittal standards, please contact Vendor Relations at AccessVR@Williams.com or by phone at 1-855-452-9072.