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Note: to quickly go to the section you want, press Ctrl + the line you want to go to.

Definitions

Negotiation Event

A Negotiation event is the term used for Bid Events within Oracle Cloud

Amendment

Amendment to the Negotiation Event would occur when new information is added or changed to a Negotiation Event that is in progress (e.g. Bid Addenda)

Lines

Lines refers to the bid line(s) in the Negotiation Event

Access the Williams Portal

Welcome Note

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.

Vendor access includes:

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

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.

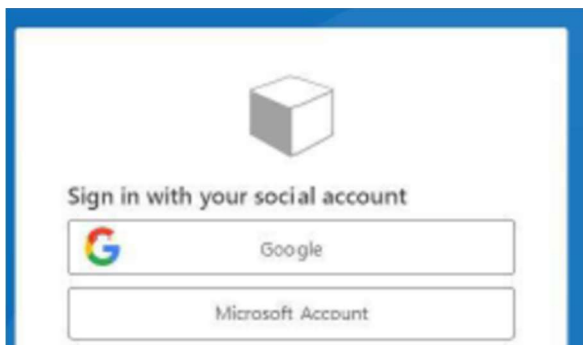
Portal URL

Navigate to the Williams Portal Link using Microsoft Edge or Chrome:

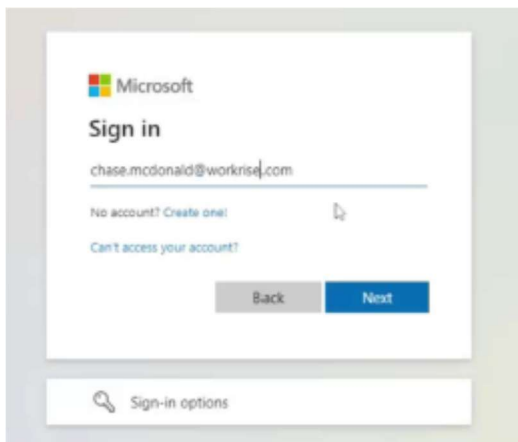
https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemId=itemNo de_supplier_portal_supplier_portal

Portal Access

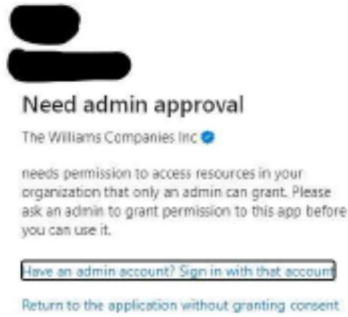
1. Select Google or Microsoft 365. If you do not have either, skip to [Microsoft Work Account](#)



2. Enter your email address. Ensure it is the same that Williams set up on their Supplier record. Click Next.



3. Enter your password. It is the password you use to log in to your company network (because you are logging into it.)
4. If you get this message, skip to [Note to Vendor IT](#). If not, proceed to next step.



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

As an added layer of security, Williams will prompt you to scan a QR code or enter a number to access it. You will need your smartphone for these steps.

6. You will be asked to choose Phone, Email, or Microsoft Authenticator
7. Select which you prefer. Choosing phone is the fastest and easiest way.

Phone

1. If you choose phone, the system will ask you to input your phone number
2. The system will send a code to your phone via text message
3. Enter the code
4. Click Verify Code, then you should be in the portal

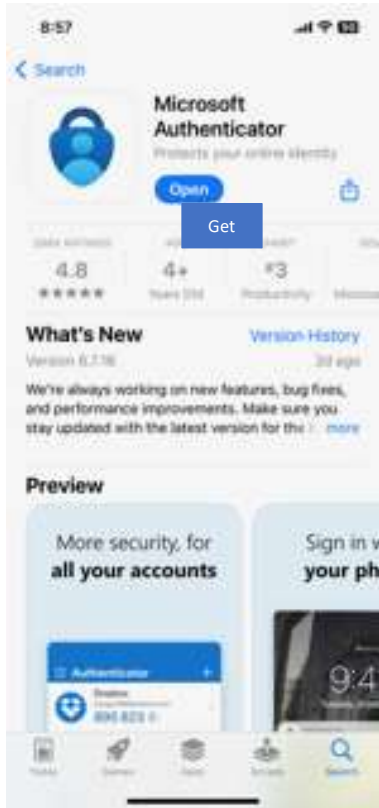
Email

1. If you choose email, the system will ask you to input your email address
2. The system will send a code to your email account
3. Enter the code

4. Click Verify Code, then you should be in the portal

Microsoft Authenticator

1. If you already have the Microsoft Authenticator app installed and your account set up on your smartphone, proceed to [Oracle Login](#) if you have the login screen. If you still do not have the login screen, proceed to step 4 in this section.
2. Download the Microsoft Authenticator app onto your smartphone



3. Follow the instructions to set up your account/identity **using the same email address** you are using for the Williams portal.
4. 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.
5. You should now have access.

Note to Vendor IT

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.



You can provide them with the following information:

Williams has moved away from using and storing local accounts, including usernames and passwords, for external authentication. We've implemented Azure AD B2C as a solution for external authentication. Users can sign in using two identity providers: Microsoft or Google. Thus, Williams is no longer responsible for storing sensitive information and users can sign in with their own credentials. Microsoft and Google are only acting as identity providers, allowing users to authenticate against their own active directories. We are only requesting read-only basic profile info such as first name, last name, and email address.


You, Vendor IT, can grant the request without signing in with admin credentials (but are welcome to). The request will be under Entra ID > Enterprise Applications > Admin consent requests. The application will be called 'Williams B2C'.

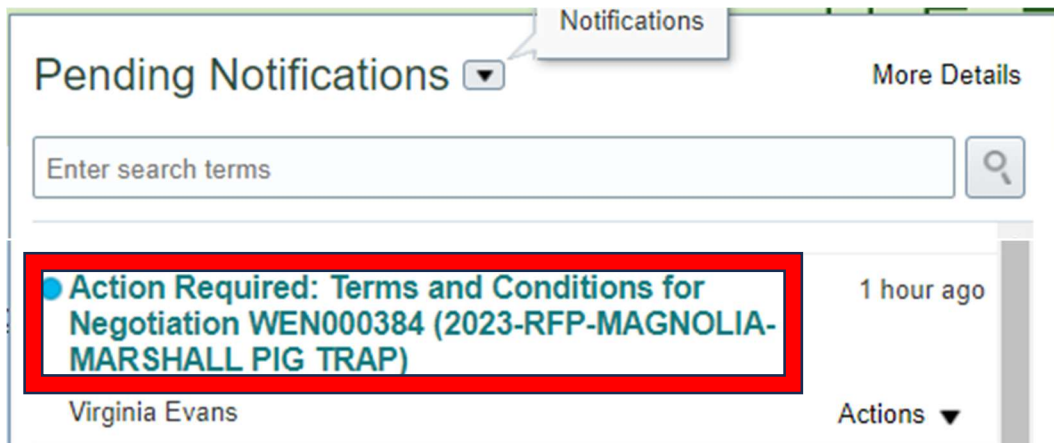
Assistance

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 <mailto:supplierportal@williams.com>. They will be delighted to assist you and ensure a smooth experience.

Access the Negotiation Event

T&C of Oracle Cloud Use

1. Click on the Notifications icon in the top right corner . If you do not have a notification, skip to step 1 of the [Negotiation Event](#). Once you access the event, you will be asked to accept the Terms and Conditions of Oracle Cloud use.
2. Click on the notice heading



3. Read the Terms and Conditions of Oracle Cloud use that need to be accepted to participate.
4. Click the Accept Terms box in the top right to proceed

Terms and Conditions for Negotiation WEN000384 (2023-RFP-MAGNOLIA-... Actions **Accept Terms** Decline Terms

Terms Acceptance

2023-RFP-MAGNOLIA-MARSHALL PIG TRAP

Setup Enterprise

From Virginia Evans
RFQ [WEN000384](#)
Opens 10/6/23 8:00 AM
Closes 10/6/23 5:00 PM

Supplier MRC GLOBAL US INC
Supplier Contact DAVID JACKSON

Terms and Conditions

1. General Legal Information


a. Confidentiality

If Bidder and Company have entered into a confidentiality agreement or other agreement addressing the confidential treatment of Company provided information, including any information disclosed as part of this RFP process, then this RFP and all information related to this RFP is subject to and governed by the obligations set forth in such agreement ("Confidentiality Obligations").
Subject to any previously existing Confidentiality Obligations between Bidder and Company, Bidder acknowledges and agrees that the information provided in this RFP or in connection with the RFP process, including any attachments, modifications, clarifications, or amendments, is

5. Insert any comment (optional), the click Submit

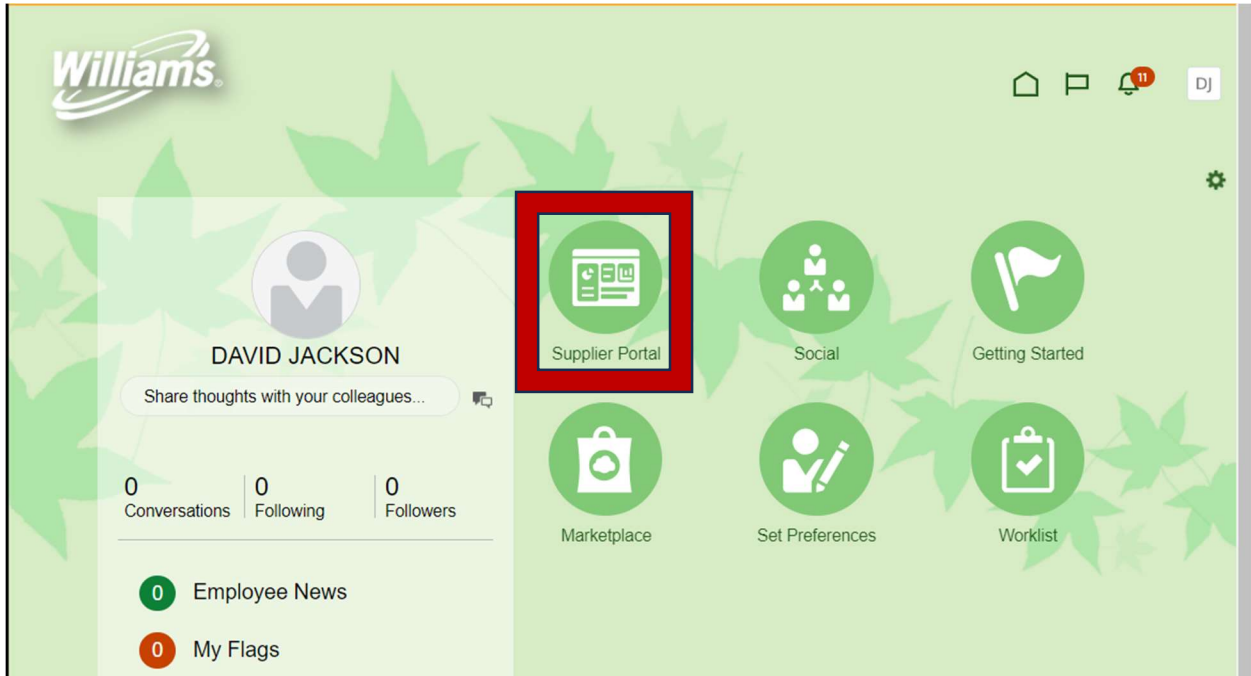
Accept Terms **Submit** Cancel

Comment

 Drag files here or click to add attachment

Negotiation Event

1. You are now on the home page, click Supplier Portal



2. From this screen, you can access Negotiation events, Invoices, POs if your system access allows it by using the hyperlinks on the left side menu

Supplier Portal

Tasks

Contract Manufacturing

- Manage Production Reports

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

Requiring Attention

| Category | Count |
|--------------------------------|-------------|
| Orders to Acknowledge | 242 |
| Schedules Overdue or Due Today | 6 |
| Questionnaires | 1 |
| Negotiations Closing Soon | 1 |
| Invoices Overdue | 1 |
| Total | 2.7K |

Recent Activity
Last 30 Days

| | |
|-------------------------|---|
| Negotiation invitations | 1 |
| Orders opened | 8 |
| Receipts | 1 |

Transaction Reports
Last 30 Days

| | |
|-------------------------------|---------|
| PO Purchase Amount | 15K USD |
| Invoice Amount | 596 USD |
| Invoice Price Variance Amount | -90 USD |

Supplier News
Please be sure your supplier profile is up to date. Please direct all issues to your procurement agent manager.

3. In the Recent Activity box, click on Negotiation Invitations hyperlink

Supplier Portal

Tasks

Contract Manufacturing

- Manage Production Reports

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

Requiring Attention

Recent Activity
Last 30 Days

| | |
|--------------------------------|---|
| Negotiation invitations | 1 |
| Orders opened | 8 |
| Receipts | 1 |

4. If you have more than 1 invitation, click the hyperlink (Negotiation number) of the one you want to bid on. If you only have 1 invitation, that invitation will automatically open to the cover page of that negotiation.

Active Negotiations

► Search

Search Results

| Negotiation | Title | Negotiation Type | Supplier | Time Remaining | Close Date | Your Responses |
|-----------------------------|------------------------------------|------------------|----------------|--------------------|-------------------|----------------|
| WEN000386,1 | 2023-RFP-MAGNOLIA-MARSHAL PIG TRAP | RFQ | MRC GLOBAL ... | 22 Hours 34 Min... | 10/10/23 11:30 AM | 0 |
| WEN000385 | Valves for Mt Rel - REA | RFQ | MRC GLOBAL ... | 4 Days 4 Hours | 10/13/23 4:59 PM | 0 |

Review and Print the Negotiation Event

1. You can view the event online by navigating the hyperlinks listed in the Table of Contents but we recommend following steps 2-6 in this section instead.

RFQ: WEN000384

Currency = US Dollar

Title 2023-RFP-MAGNOLIA-MARSHALL PIG TRAP

Status Active

Time Remaining 05:53:31

Open Date 10/6/23 8:00 AM

Close Date 10/6/23 5:00 PM

Time Zone Central Standard Time
MRC GLOBAL US INC

Messages Create Response Actions Done

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines
- Contract Terms

Williams

REQUEST FOR PROPOSAL

2023-RFP-MAGNOLIA-MARSHALL PIG TRAP

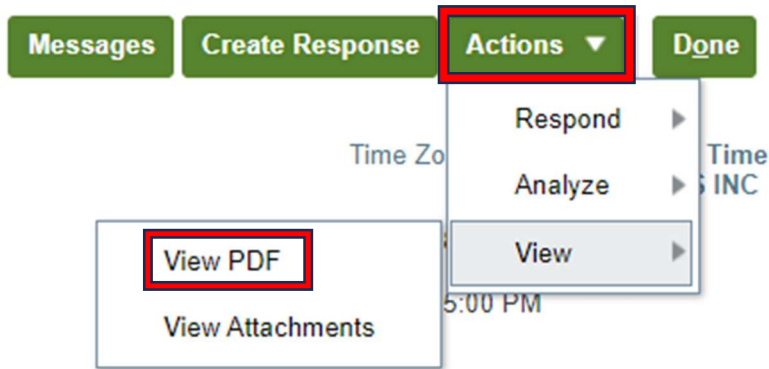
FRANCHISE, OPERATING AREA

Issued: 10/6/23 8:00 AM

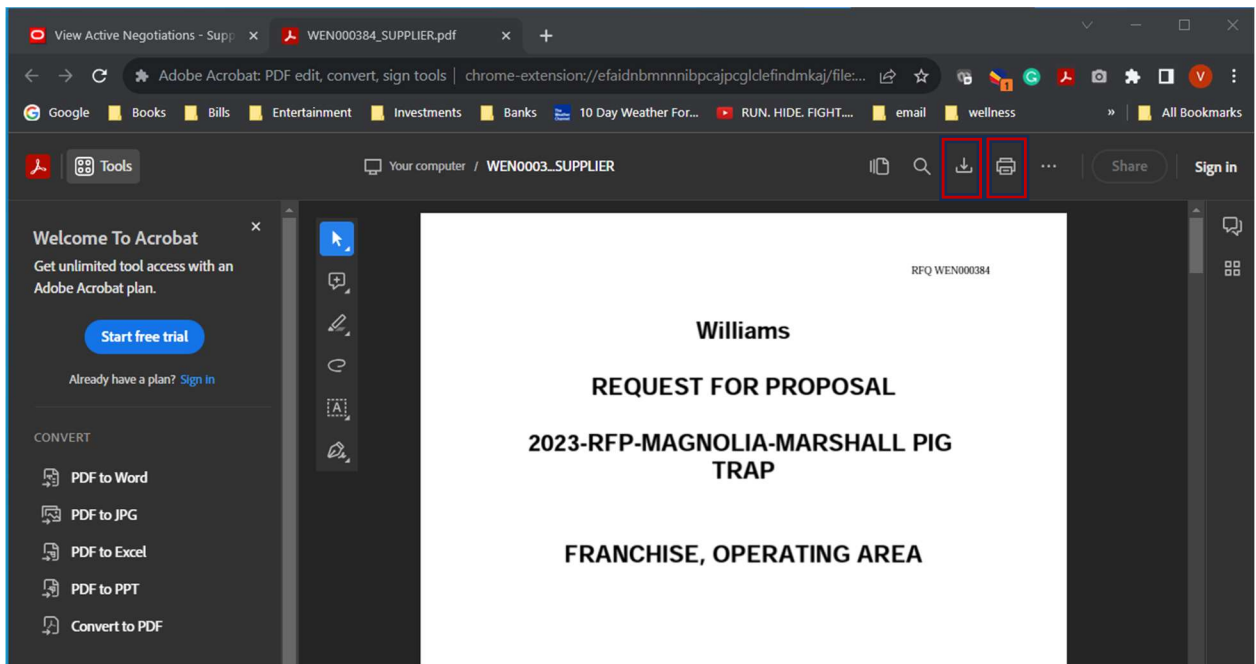
Proposal Due: 10/6/23 5:00 PM

Award Date: 12/31/23 4:41 PM

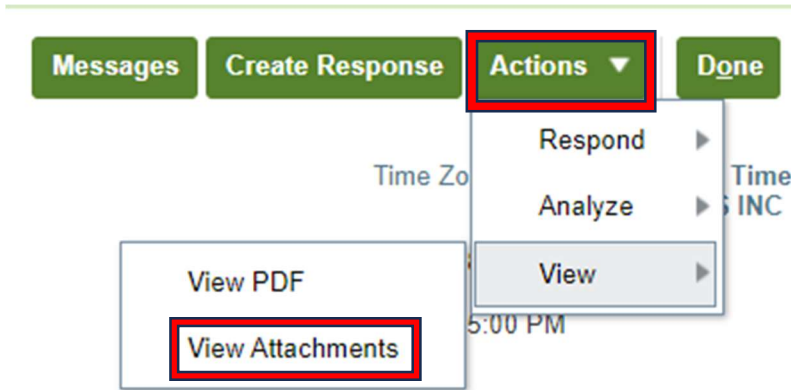
2. Or you can view it in PDF by clicking on Actions, then View, then View PDF



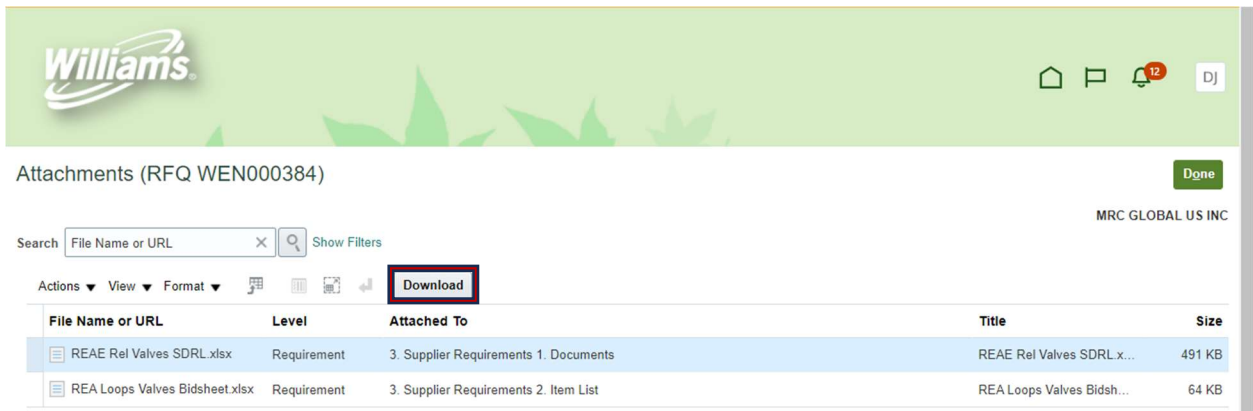
3. The Request for Proposal will open in your internet browser. You can download it or print it to share with your coworkers using the browser icons



4. When you navigate back to the Negotiation event, you can view or download the attachments by clicking on Actions, then View, then View Attachments which takes you to a screen listing all the attached documents



5. Highlight the file you want to view/print, then click the download button. Repeat for all the attachments.

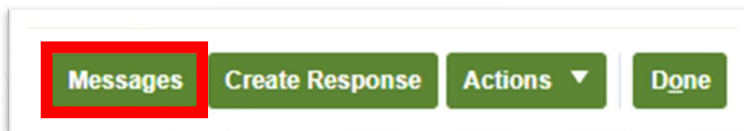


6. The files will download as ZIP files so you will need to unzip them

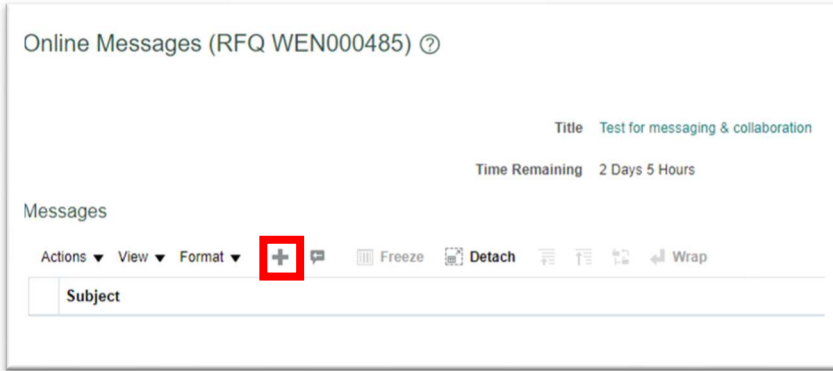
Messaging

You may use the messaging feature to communicate with the Williams' employee requesting your quote

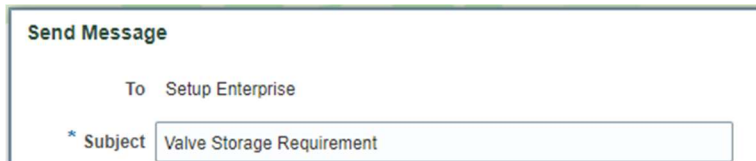
1. Click on the Messages button on the top right within the Negotiation



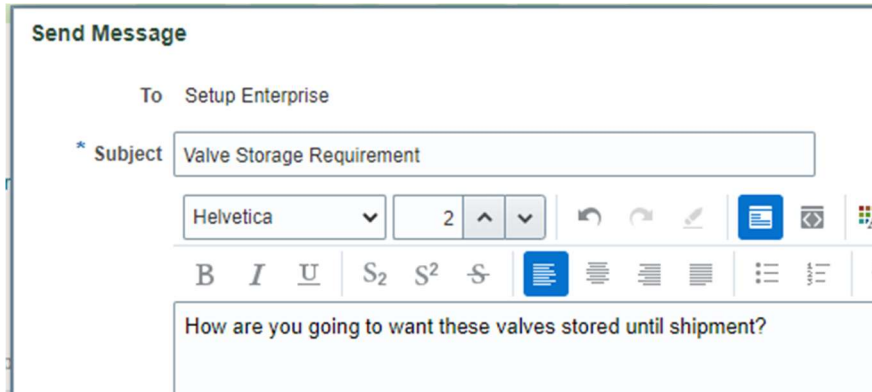
2. Select the + icon to add a message



3. Enter your Subject



4. Enter your Message



5. Attach any file you want to attach, if applicable by clicking the + icon next to None in the Attachment area
6. Click Send

Respond to the Negotiation Event

1. The system will not allow the Supplier to enter a response after the event has closed
2. You can start a response, save it, then finish it later. If you do, when you next address your response, see [Edit your Response](#)
3. Have your documentation in files ready to upload
4. Depending on the Setting the Buyer selected, you may be able to revise your bid after submission as long as it is before the bid window closes
5. Click Create Response to go to the Overview page

Williams

RFQ: WEN000384

Currency = US Dollar

Title 2023-RFP-MAGNOLIA-MARSHALL PIG TRAP

Status Active

Time Remaining 03:03:04

Time Zone Central Standard Time
MRC GLOBAL US INC

Open Date 10/6/23 8:00 AM

Close Date 10/6/23 5:00 PM

Messages **Create Response** Actions Done

- If you are responding to an amended Negotiation event, you will need to acknowledge the amendment. See [Acknowledge an Amended Negotiation](#) for instructions. If you are responding to an unamended Negotiation event, proceed to the Overview instructions.

Overview

- Enter your quote expiration date and time

Williams

1 — 2 — 3 — 4

Overview Requirements Lines Review

Create Response (Quote 173026): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/6/23 1:58 PM
Time Zone Central Standard Time
MRC GLOBAL US INC

Title 2023-RFP-MAGNOLIA-MARSHALL PIG TRAP

Close Date 10/6/23 5:00 PM

Time Remaining 03:01:43

General

Supplier MRC GLOBAL US INC

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Response Valid Until

Reference Number

Note to Buyer

Attachments None +

- Enter your Quote Reference Number

SUPPLIER INSTRUCTIONS FOR WILLIAMS' RFQ RESPONSES

1 — 2 — 3 — 4
Overview Requirements Lines Review

Create Response (Quote 173026): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/6/23 1:58 PM
Time Zone Central Standard Time
MRC GLOBAL US INC

Title 2023-RFP-MAGNOLIA-MARSHALL PIG TRAP Time Remaining 02:56:43
Close Date 10/6/23 5:00 PM

General

Supplier MRC GLOBAL US INC
Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum
Response Valid Until 11/6/23 5:00 PM

Reference Number 123456
Note to Buyer
Attachments None +

3. Enter any general note to the Buyer and any attachments you may have which were not specifically asked for in the Requirements section (usually unnecessary).

1 — 2 — 3 — 4
Overview Requirements Lines Review

Create Response (Quote 173026): Overview ?

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/6/23 1:58 PM
Time Zone Central Standard Time
MRC GLOBAL US INC

Title 2023-RFP-MAGNOLIA-MARSHALL PIG TRAP Time Remaining 02:56:03
Close Date 10/6/23 5:00 PM

General

Supplier MRC GLOBAL US INC
Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum
Response Valid Until 11/6/23 5:00 PM

Reference Number 123456
Note to Buyer General Note
Attachments None +

4. Click Save
5. Click Next

Requirements

Navigation

1. To Navigate through all the Requirements, you can use the dropdown menu

SUPPLIER INSTRUCTIONS FOR WILLIAMS' RFQ RESPONSES

Williams DEV2 - Refresh as of July 28th, 2023 - Next refresh Oct 31st

Williams

Overview Requirements Lines Review

Create Response (Quote 173026): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/6/23 2:07 PM
Time Zone Central Standard Time
MRC GLOBAL US INC

Time Remaining 02:50:51 Close Date 10/6/23 5:00 PM

Section 1. Specifications

1. Please download and review the ZIP file containing all applicable Williams specifications. Williams expects compliance to ALL SPECIFICATIONS included in this negotiation event.
(Target: ZIP File)
2. Please download and review the files containing all applicable Williams' drawings. Williams expects compliance to ALL drawings included in this negotiation event.

Section 1. Specifications

Section 1. Specifications
Section 2. Approved Manufa...
Section 3. Supplier Requir...

Section 1. Specifications

Or the click the arrow to the right

Overview Requirements Lines Review

Create Response (Quote 173026): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 10/6/23 2:07 PM
Time Zone Central Standard Time
MRC GLOBAL US INC

Time Remaining 02:47:44 Close Date 10/6/23 5:00 PM

Section 1. Specifications

1. Please download and review the ZIP file containing all applicable Williams specifications. Williams expects compliance to ALL SPECIFICATIONS included in this negotiation event.
(Target: ZIP File)
2. Please download and review the files containing all applicable Williams' drawings. Williams expects compliance to ALL drawings included in this negotiation event.

Section 1. Specifications

Section 1. Specifications

Ensure you navigate to all the requirements to respond completely to the RFP.

Review and Respond to the Requirements

2. Download and review the Specification files. See [Download instructions](#).

Section 1. Specifications

1. Please download and review the ZIP file containing all applicable Williams specifications. Williams expects compliance to ALL SPECIFICATIONS included in this negotiation event.

(Target: ZIP File)

3. Click the AML hyperlink and review Williams' AML

Section 2. Approved Manufacturers List (AML)

1. Williams requires bids adhere to Williams' AML. Please use the below link and information to access the Williams most up-to-date AML. If you need login credentials, please contact Brian.Hullman@williams.com.

<https://clients.intelx.com/Login3/WilliamsExternal/Application/GoodsServicMgmt>

If you have previously downloaded our AML, it is probably not current as our AML is continuously updated. Please refer to the AML at the listed hyperlink.

4. Review and follow the instructions in Section 3 Supplier Requirements

Section 3. Supplier Requirements

1. Please refer to the attached List showing what documents Williams requires you to submit to us and the submittal timing. Attach any documents required at quote submission here.

(Target: XLSX File)

Attachments [REAE Rel Valves SDRL.xlsx](#)

Response Attachments None +

2. Please download the attached Excel spreadsheet. Williams requests answers in each field. Supplier may edit spreadsheet minimally.

Supplier must upload response in Excel format using this attached spreadsheet. **Please do not PDF this response.**

(Target: XLSX File)

Attachments [REA Loops Valves Bidsheet.xlsx](#)

* Response Attachments None +

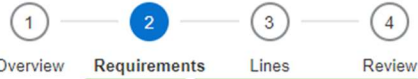
3. Please upload Supplier proposal in PDF here. (This is NOT to include Supplier Bid / Quote spreadsheet required in Section 3.2)

* Response Attachments None +

Note: there may be more sections and requirements than what is listed here. The key is to respond to each as necessary.

Download an Attachment

5. To download an attachment, click on the Attachments hyperlink



Create Response (Quote 173026): Requirements ? Messages Respond by Spreadsheet Actions Back

Time Remaining 02:44:21

Close Date

Section 3. Supplier Requirements

1. Please refer to the attached List showing what documents Williams requires you to submit to us and the submittal timing. Attach any documents required at quote submission here.

(Target: XLSX File)

Attachments [REAE Rel Valves SDRL.xlsx](#)

Response Attachments None +

6. Click on the File Name hyperlink

| Type | Category | * File Name or URL | Title | Description | Attached By |
|------|-------------|---|---------------------------|-------------|----------------|
| File | To Supplier | REAE Rel Valves SDRL.xlsx | REAE Rel Valves SDRL.x... | | Virginia Evans |

7. Open your downloaded file
8. When navigate back to the Negotiation event, click OK

Upload an Attachment

9. Click on the Response Attachments + sign

2. Please download the attached Excel spreadsheet. Williams requests answers in each field. Supplier may edit spreadsheet minimally.

Supplier must upload response in Excel format using this attached spreadsheet. **Please do not PDF this response.**

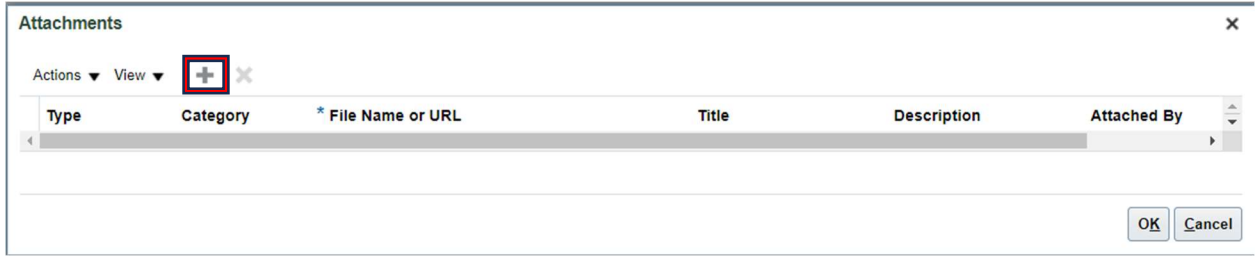
(Target: XLSX File)

Attachments [REA Loops Valves Bidsheet.xlsx](#)

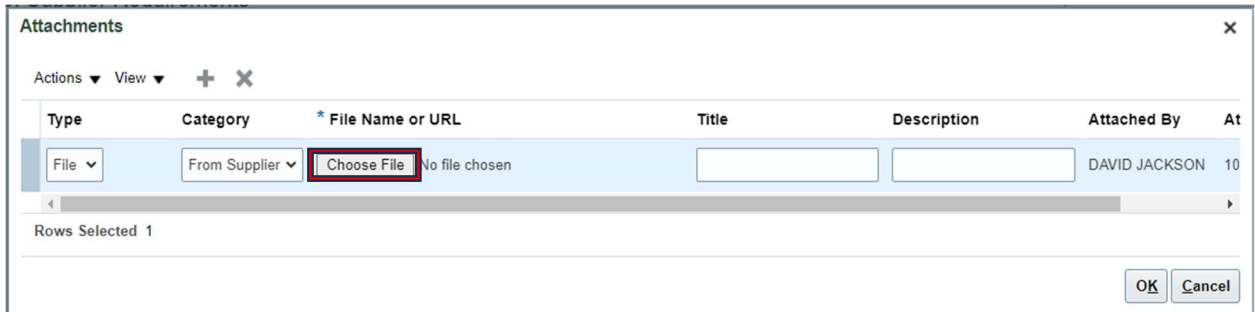
* Response Attachments None +

10. Click the + sign

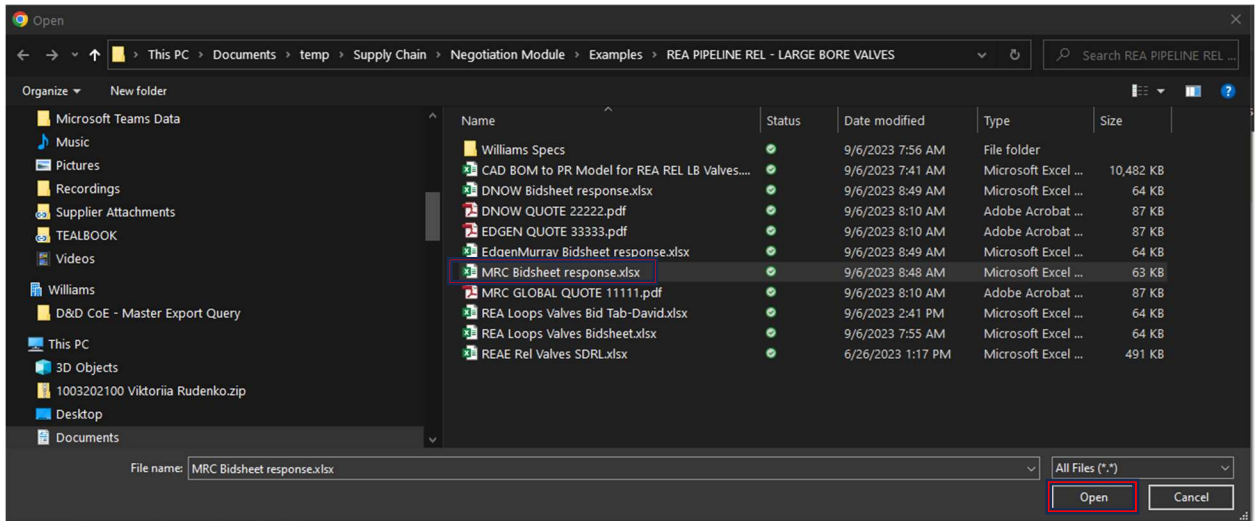
SUPPLIER INSTRUCTIONS FOR WILLIAMS' RFQ RESPONSES



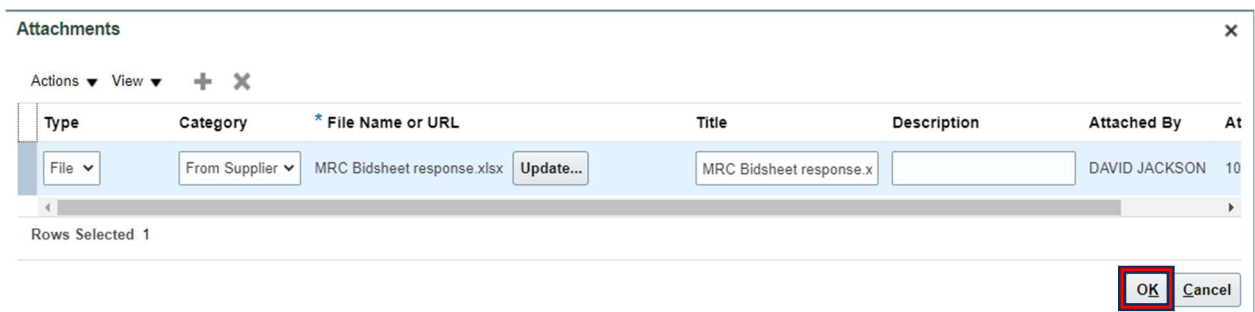
11. Select Choose File



12. Select your file, then click Open



13. Click OK



14. When done, you will see the file is uploaded in Response Attachments

2. Please download the attached Excel spreadsheet. Williams requests answers in each field. Supplier may edit spreadsheet minimally.

Supplier must upload response in Excel format using this attached spreadsheet. **Please do not PDF this response.**

(Target: XLSX File)

Attachments [REA Loops Valves Bidsheet.xlsx](#)



15. Click Save

16. Click Next

Lines

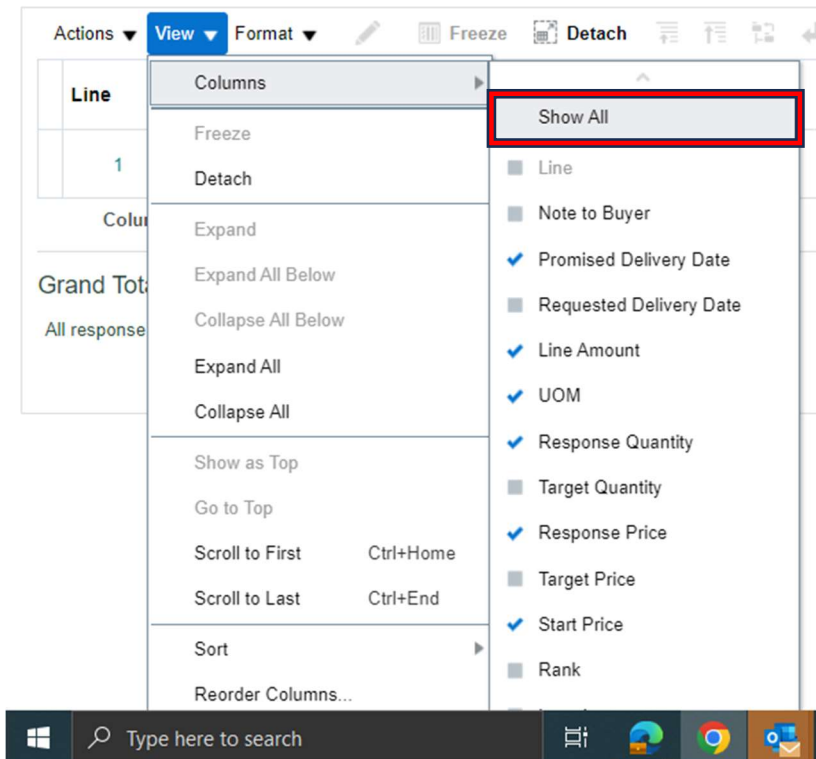
Change your View

17. Change your view by clicking on View, then Columns, then Show All.

Create Response (Quote 173026): Lines ?

Currency = US Dollar

Time Remaining 02:16:06



SUPPLIER INSTRUCTIONS FOR WILLIAMS' RFQ RESPONSES

Enter Total Price of Goods or Services

18. Enter your total quote price in the Response Price **for the line item**. Remember to perform this step for each line.

| Line | Description | Required Details | Category Name | Item | Supplier Item | Manufacturer | Manufacturer Part Number | Revision | Location | Rank | Start Price | Target Price | Response Price |
|------|------------------|------------------|------------------|--------|---------------|--------------|--------------------------|----------|-----------|-------------|-------------|--------------|----------------|
| 1 | PARTS KIT FOR P1 | | KITS NO MODIFIER | 303121 | | | | | TX PANOLA | No response | | | 52,724.98 |

19. For Goods, Ignore the Promised Delivery Date we will be relying on your Lead Time info. For Services, xxx. Remember to perform this step for each line.

Enter Attribute Details, if applicable

20. Click on the Required Details Icon

| Line | Description | Required Details | Category Name | Item | Revision | Location | Rank | St. Pri | Tar. Pri | Response Price | Total Score | Target Quantity | Response Quantity | UOM | Line Amount | Requested Delivery Date | Promised Delivery Date |
|------|-------------|------------------|------------------|------|----------|------------------------|--------|---------|----------|----------------|-------------|-----------------|-------------------|------|-------------|-------------------------|------------------------|
| 1 | pipe | ER | PIPE NO MODIFIER | | | ORSHG-BATTLERUNYARD-WV | No res | | | | | 3,000 | 3,000 | FOOT | | 9/1/24 | mi/dy |

21. Scroll down to the Attributes section

22. Populate the fields. Remember to complete steps 20-22 for each line.

Attributes ?

View ▼ Format ▼ Freeze 📄 Detach 📄 Wrap ↩

| Attribute | Target Value | Response Value |
|---|--------------|---|
| Additional Info | | |
| Manufacturer | | Seah |
| Lead Time (wks) | | 28 |
| INCO Terms | | FOB Coater |
| Payment Terms | | Net 30 days, subject to credit approval |
| Returnable? | | No |
| Restocking Fee, if not fully refundable | | N/A |

23. Click Save and Close

24. Click Save

25. Click Next

Review

1. Review your response by clicking through the Overview, Requirements, and Lines tabs.

Review Response: Quote 173026 ?

Currency = US Dollar

Title 2023-RFP-MAGNOLIA-MARSHALL PIG TRAP

Close Date 10/6/23 5:00 PM

Time Remaining 01:47:48

Last Saved 10/6/23 3:10 PM
Time Zone Central Standard Time
MRC GLOBAL US INC

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

General

| | | | |
|----------------------|--------------------|------------------|--------------|
| Supplier | MRC GLOBAL US INC | Reference Number | 123456 |
| Negotiation Currency | USD | Note to Buyer | General Note |
| Response Currency | USD | Attachments | None |
| Price Precision | 2 Decimals Maximum | | |
| Response Valid Until | 11/6/23 5:00 PM | | |

2. If you need to edit something, you can click the Back button or the numbered circle to get back to the page you need to edit.

Review Response: Quote 173026 ?

Currency = US Dollar

Title 2023-RFP-MAGNOLIA-MARSHALL PIG TRAP

Close Date 10/6/23 5:00 PM

Time Remaining 01:45:26

Last Saved 10/6/23 3:10 PM
Time Zone Central Standard Time
MRC GLOBAL US INC

Overview Requirements Lines Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

General

| | | | |
|----------------------|--------------------|------------------|--------------|
| Supplier | MRC GLOBAL US INC | Reference Number | 123456 |
| Negotiation Currency | USD | Note to Buyer | General Note |
| Response Currency | USD | Attachments | None |
| Price Precision | 2 Decimals Maximum | | |
| Response Valid Until | 11/6/23 5:00 PM | | |

3. When it all looks good, click Submit

SUPPLIER INSTRUCTIONS FOR WILLIAMS' RFQ RESPONSES

1 — 2 — 3 — 4
Overview Requirements Lines Review

Review Response: Quote 173026 ⓘ

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar

Title 2023-RFP-MAGNOLIA-MARSHALL PIG TRAP Time Remaining 01:45:26

Close Date 10/6/23 5:00 PM

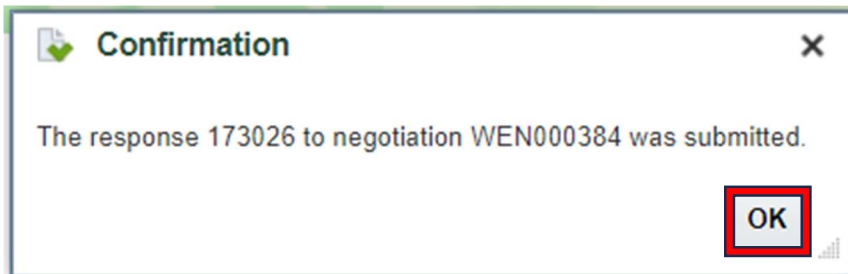
Last Saved 10/6/23 3:10 PM
Time Zone Central Standard Time
MRC GLOBAL US INC

Overview Requirements Lines

General

| | | | |
|----------------------|--------------------|------------------|--------------|
| Supplier | MRC GLOBAL US INC | Reference Number | 123456 |
| Negotiation Currency | USD | Note to Buyer | General Note |
| Response Currency | USD | Attachments | None |
| Price Precision | 2 Decimals Maximum | | |
| Response Valid Until | 11/6/23 5:00 PM | | |

4. You should get a confirmation that your response was submitted. Click OK.



5. Click Done

6. You can click Done to go back to the Supplier Portal Dashboard to perform other activities

7. OR you can sign out by clicking on your initials on the top right and selecting Sign Out

Williams DEV2 - Refresh as of July 28th, 2023 - Next refresh Oct 31st

Williams

Active Negotiations

Search

** Negotiation

** Title

** Negotiation Close By

Settings and Actions

Personalization

- Access Accessibility Settings
- Set Preferences
- Print Me
- Hide Help Icons
- Applications Help
- About This Application

Sign Out

DJ

Edit your Response

You can revise your response before and after submission as long as it is **prior** to the close date/time of the negotiation event

1. From the Supplier Portal Dashboard, Select Manage Responses

Agreements
Supplier Portal
 • Manage Agreements

Channel Programs

- [Manage Programs](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

2. Click on the Response Number of the Response you wish to edit/revise

SUPPLIER INSTRUCTIONS FOR WILLIAMS' RFQ RESPONSES

Manage Responses

Done

Search

** Negotiation Title

** Negotiation

** Response

Advanced Manage Watchlist Saved Search Active or Draft Responses

Time Zone Central Standard Time

** Response Status

Line Description

** At least one is required

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

| Response | Response Status | Supplier | Negotiation | Negotiation Title | Negotiation Type | Time Remaining | Unread Messages | Monitor |
|----------|-----------------|----------------|-------------|----------------------------------|------------------|-------------------|-----------------|---------|
| 173026 | Active | MRC GLOBAL ... | WEN000384 | 2023-RFP-MAGNOLIA-MARSHALL PI... | RFQ | 1 Hour 20 Minutes | 0 | |

3. Click the Revise button

Quote: 173026 (RFQ WEN000384)

Messages Revise Actions Done

Currency = US Dollar

MRC GLOBAL US INC

Title 2023-RFP-MAGNOLIA-MARSHALL PIG TRAP

Time Remaining 01:17:04

Response Status Active

Close Date 10/6/23 5:00 PM

Overview Requirements Lines

General

Supplier MRC GLOBAL US INC
 Supplier Site
 Supplier Contact JACKSON, DAVID
 Response Currency USD
 Price Precision 2 decimals maximum
 Response Valid Until 11/6/23 5:00 PM

Reference Number 123456
 Note to Buyer General Note
 Attachments None

4. Navigate to the section you want to add to or revise by clicking Next or the relevant numbered circle.

5. Make your edits

1 2 3 4
 Overview Requirements Lines Review

Create Response (Quote 173027): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Currency = US Dollar

Last Saved 10/6/23 3:45 PM
 Time Zone Central Standard Time
 MRC GLOBAL US INC

Time Remaining 01:13:52

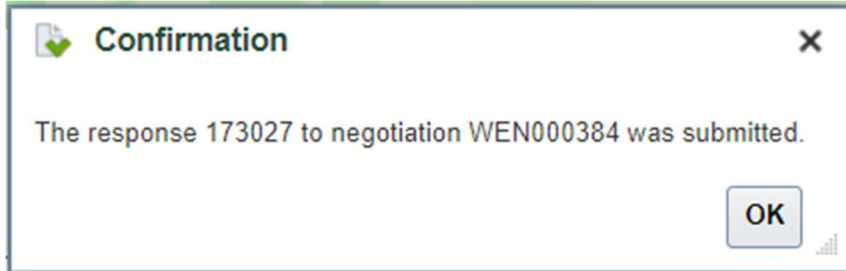
Close Date 10/6/23 5:00 PM

Actions View Format Freeze Detach Wrap Revert Reduce Price

| nk | Start Price | Target Price | Response Price | Target Quantity | Response Quantity | Line Amount | Requested Delivery Date | UOM | Promised Delivery Date | Note to Buyer |
|----|-------------|--------------|----------------|-----------------|-------------------|-------------|-------------------------|------|------------------------|-----------------------|
| 1 | | | 50,723.98 | 1 | 1 | 50,723.98 | 10/31/23 | EACH | 10/31/25 | Lead time = 1-2 weeks |

6. Click Save

7. Navigate to the Review section so you can review your revised response before submitting it.
8. Click Submit
9. You'll get another Confirmation Response



Acknowledge an Amended Negotiation

You can tell an amended Negotiation by it's numbering: ,1 or ,2 etc.

Active Negotiations

► Search

Search Results

| Negotiation | Title | Negotiation Type | Supplier | Time Remaining | Close Date | Your Responses |
|-------------|------------------------------------|------------------|----------------|--------------------|-------------------|----------------|
| WEN000386,1 | 2023-RFP-MAGNOLIA-MARSHAL PIG TRAP | RFQ | MRC GLOBAL ... | 22 Hours 34 Min... | 10/10/23 11:30 AM | 0 |
| WEN000385 | Valves for Mt Rel - REA | RFQ | MRC GLOBAL ... | 4 Days 4 Hours | 10/13/23 4:59 PM | 0 |

1. Click yes when the system asks you to acknowledge all amendments.



2. Review the changes-amendment. It will show you the changes:

SUPPLIER INSTRUCTIONS FOR WILLIAMS' RFQ RESPONSES

Schedule

View Format Freeze Detach Wrap

| Field | RFQ WEN000386 | RFQ WEN000386,1 |
|-----------|------------------|------------------|
| Open Date | 10/9/23 11:35 AM | 10/9/23 11:59 AM |

And/Or changes to the requirements:

Requirements

Summary

View Format Freeze Detach Wrap

| Requirement | Requirement Text | Attachments |
|------------------------------------|--|-------------|
| + 4. Addenda | | |
| + 1. Drawings | Please download and use the attached drawings. | |
| + 2. Answers to Bidders' Questions | Please see the attached file for answers to questions submitted by the various suppliers about this RFP. | |

3. Download and review any added attachments.

4. When you are ready to respond to this RFP, click the checkbox acknowledging the amendment

Acknowledge Amendments (RFQ WEN000386)

[View Original Negotiation](#) [Submit](#) [Cancel](#)

Currency = US Dollar
Select each amendment to review and acknowledge the changes.

Time Zone Central Standard Time

View Format Freeze Detach Wrap

| Amendment | Title | Published Date | Status | Acknowledged | Acknowledgment Date | Acknowledged By |
|-------------|------------------------------------|------------------|--------|--------------|---------------------|-----------------|
| Amendment 1 | 2023-RFP-MAGNOLIA-MARSHAL PIG TRAP | 10/9/23 11:59 AM | Active | | | |

Columns Hidden 3

Amendment 1: Details

Acknowledgment have reviewed the changes and I acknowledge amendment 1 for negotiation WEN000386.
Amendment Description Add drawings & answers to Bidders' Questions

5. Click submit and you will get a confirmation, click Yes to continue

Warning X

The amendments to negotiation WEN000382 were acknowledged. You can now create a response. Do you want to continue? (PON-2085336)

[Yes](#) [No](#)

6. Go to the [Overview](#) page within these instructions

Pain Points

| PAIN POINT | WORKAROUND |
|---|--|
| Can be difficult to access the Williams Portal | For those who do not already have a Microsoft Work Account , you will need to set one up. You will also need to download the Microsoft Authenticator app to your smartphone. |
| Only the Supplier employee the negotiation was sent to can view the negotiation in the Supplier Portal even if other employees have access to the Supplier Portal | We suggest you view the negotiation in PDF, download the attachments, then share them with coworkers as needed. |
| It is possible to miss responding to all Requirements in the negotiation | Because multiple requirements are not all shown on the Requirements page, you must use the arrows to scroll through all of them. |
| Cannot enter a \$0.00 price for a no bid on a line | Enter \$0.01 instead and input "No bid" in the Notes field |
| Cannot see a notes field in my Lines view | Adjust your view to show all columns |