

How to Update your Address in the Portal

Step 1: Williams Portal Link:

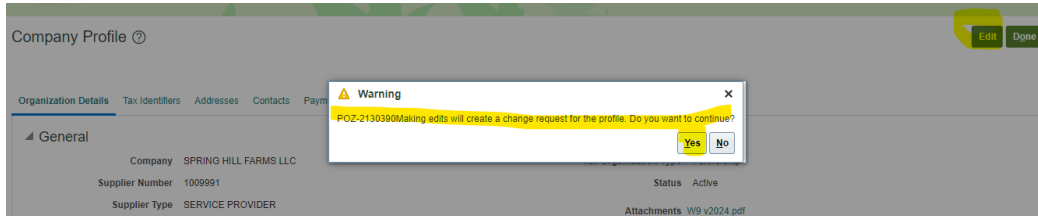
https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGlobalItemId=itemNode_supplier_portal_supplier_portal

Step 2: Scroll to the bottom of the page to Company Profile. Click on **Manage Profile**.

Company Profile

• Manage Profile

Step 3. Select **Edit**. You will receive a warning that a change order will be created. Click **Yes**.



Step 4. Select the **Address** tab.

Edit Profile Change Request: 2932134

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Address Name	Address	Phone	Address Purpose	Fax	Status
1 BIXBY	74008.123 S LEWIS AVE,BIXBY,TULSAOK,US		Ordering		Active
2 BROKEN ARROW	74012.PO BOX 90,BROKEN ARROW,TULSAOK,US		Remit to		Active

Step 5. To add a new address, select **Actions> Create** (or the '+' icon).

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Address Name	Address	Phone	Address Purpose	Fax	Status
1 BIXBY	74008.123 S LEWIS AVE,BIXBY,TULSAOK,US		Ordering		Active
2 BROKEN ARROW	74012.PO BOX 90,BROKEN ARROW,TULSAOK,US		Remit to		Active

Step 6. Add the new address and specify if the address is for orders or will be used for a Remit to. Click **OK** at the bottom of the page or **Create Another**. *If you want to update a current address, skip to Step 9*

Create Address

* Address Name: 3 TULSA

* Country: United States

Postal Code: 74103

Address Line 1: 112 EAST MAIN STREET

Address Line 2:

Address Line 3:

Address Line 4:

City: Tulsa

County: Tulsa

State: OK

Postal Code Extn:

Language:

* Address: Ordering

Purpose: Remit to

RFQ or Bidding

Phone: 1 [] [] [] []

Fax: 1 [] [] [] []

Email: [] [] [] [] [] [] [] [] [] []

Inactive Date: m/d/yy [] [] [] [] [] []

Status: Active

Create Another OK Cancel

Step 7: Add a clear change description of what you address you have added. Select **Review Changes**.

Edit Profile Change Request: 2932134

Change Description: Added new address - 3 TULSA for POs

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Address Name	Address	Phone	Address Purpose	Fax	Status
1 BIXBY	74008,123 S LEWIS AVE,BIXBY,TULSAOK,US		Ordering		Active
2 BROKEN ARROW	74012,PO BOX 90,BROKEN ARROW,TULSAOK,US		Remit to		Active
3 TULSA	74103,112 EAST MAIN STREET,TULSA,TULSAOK,US		Ordering		Active

Columns Hidden 3

Step 8: Confirm proposed changes are correct and select **Submit**.

Review Changes

Change Description: Added new address - 3 TULSA for POs

Addresses

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
3 TULSA	74103,112 EAST MAIN STREET,TULSA,TULSAOK,US		Ordering		Active	

Columns Hidden 3

Step 9: To update one of the current addresses, Select the **Address** tab.

Edit Profile Change Request: 2932134

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Address Name	Address	Phone	Address Purpose	Fax	Status
1 BIXBY	74008,123 S LEWIS AVE,BIXBY,TULSAOK,US		Ordering		Active
2 BROKEN ARROW	74012,PO BOX 90,BROKEN ARROW,TULSAOK,US		Remit to		Active

Step 10: Highlight the address that needs updated and select the **Actions**> **Edit** (or the pencil icon).

Edit Profile Change Request: 2932135

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Address Name	Address	Phone	Address Purpose	Fax	Status
1 BIXBY	74008,123 S LEWIS AVE,BIXBY,TULSAOK,US		Ordering		Active
2 BROKEN ARROW	74012,PO BOX 90,BROKEN ARROW,TULSAOK,US		Remit to		Active

Columns Hidden 3

Step 11: Update the address as needed. In this example, a PO address was added to line 2. Select OK.

Dialog box titled "Edit Address: 1 BIXBY". Fields include: Address Name (1 BIXBY), Country (United States), Postal Code (74008), Address Line 1 (123 S LEWIS AVE), Address Line 2 (PO BOX 100), Address Line 3, Address Line 4, City (Bixby), County (Tulsa), State (OK), Postal Code Extn (8523), Language. Right side: Address checked, Ordering checked, Purpose (Remit to, RFQ or Bidding), Phone, Fax, Email, Inactive Date (m/d/yy), Status (Active). Buttons: OK, Cancel.

Step 12: Required documentation - For a headquarters address change, attach a W-9 with the new address. For a remittance address change, attach a blank invoice or W-9 with the new address. Go to **Organization Details**, click the '+' sign next to Attachments, and add the document. **Click OK.**

Edit Profile Change Request: 3041184

Change Description: [Empty text box]

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General: Supplier Name (SPRING HILL FARMS LLC), Supplier Number (1010974), Supplier Type (SERVICE PROVIDER), Tax Organization Type (Partnership), Status (Active). Attachments: None.

Attachments dialog box:

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	New W-9.docx	New W-9.docx		LISA SHOWALT...	9/17/24 1:41

Buttons: OK, Cancel

Step 13: Include a very clear change description and select **Review Changes.**

Edit Profile Change Request: 3041184

Change Description: Applied PO Box 100 to line 2 of 1 Bixby address

Buttons: Delete Change Request, Review Changes, Save, Save and Close, Cancel

Organization Details | Tax Identifiers | Addresses | Contacts | Payments | Business Classifications | Products and Services

General: Supplier Name (SPRING HILL FARMS LLC), Supplier Number (1010974), Supplier Type (SERVICE PROVIDER), Tax Organization Type (Partnership), Status (Active). Attachments: New W-9.docx

Step 14: Confirm proposed changes are correct and select **Submit**.

Review Changes Edit Submit Cancel

Change Description Added PO Box 100 to line 2 of 1 Bixby address

Addresses

View Format Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status	Details
1 BIXBY	74008.123 S LEWIS AVE PO BOX 100.BIXBY,TULSAOK,US		Ordering		Active	

Columns Hidden 3

Note: If you do not Review Changes and Submit, the change order will be incomplete, and Williams will not be notified of the request. Do not just SAVE the change.