How to Update your Address in the	ne Por	tal			
Step 1: Williams Portal Link: <u>https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOverview?fndGloba</u> <u>ortal_supplier_portal</u>	<u>lltemN</u>	VodeId=ite	mNode_si	upplier_p	<u>)</u>
Step2: Scroll to the bottom of the page to Company Profile. Click on Mar	nage P	rofile.	Company Pro    Manage F	file Profile	
Step 3. Select <b>Edit</b> . You will receive a warning that a change order will be	e creat	ed. Click	ſes.		
Company Profile Corganization Details Tax Identifiers Addresses Contacts Paym General Company SPRING HILL FARMS LLC Supplier Number 1009991 Supplier Number 1009991 Status Active Supplier Number 100991 Status Active Supplier Number 10091 Status Active Su	đ		Edg Dgne		
Edit Profile Change Request: 2932134 Change Description	Del	ete Change Request Reviet	w Changes Save <u>S</u> ave	e and Close Cancel	
Organization Details Tax Identifiers Addressee Contacts Payments Business Classifications Products and Services					
Actions 🗸 View 🗸 Format 🗸 🕴 🧨 💥 Status Active 🗸 📰 Freeze 🤞 Wrap					
Address Name A Address 1 BIVBY 74/018 12 SI EWIS AVE BIVBY TH SANK US	Phone	Address Purpose	Fax	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).					
Actions View + Format + Status Active + III Freeze Wrap					
Actions Vew Vew Vermat Vew Vermat Verma		Phone	Address Purpose	Fax	Status
Actions     Vew     Format +     Image: Status     Active +     Image: Status       Crease     e     Active >     Image: Status     Active +       Edit     74008.123 S LEWIS AVE.BIXEY.TULSACK.US		Phone	Address Purpose	Fax	Status
Actions     Vew     Format     Edite     X     Status     Active     Implement       Crease     e     A     Address       Edit     74008.123 S LEWIS AVE.BIX.BY.TULSAOK.US       Deleter     ROW     74012.PO BOX 60.BROW, TULSAOK.US		Phone	Address Purpose Ordering Remit to	Fax	Status Active 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\*

* Address Name	3 TULSA	* Address	V Ordering
* Country	United States 🔹	Purpose	Remit to
Postal Code	74103	•	RFQ or Bidding
Address Line 1	112 EAST MAIN STREET	Phone	
Address Line 2		Fax	1 <b>v</b>
Address Line 3		Email	
Address Line 4		Inactive Date	m/d/yy
City	Tulsa	Status	Active
County	Tulsa		
State	ОК	-	
Postal Code Extr			
Language			
Language	•		

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

Edit Profile Change Request: 2932134	Delete	Change Request Review Changes	Save <u>S</u> ar	ve and Close Cancel
Change Description       Address - 3 TUL SA for POH         Organization Details       Tax Identifiers       Addresses         Contacts       Payments       Business Classifications         Products and Services         Actions          View          Format            X Status       Active				
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, TULSADK, US		Ordering		Active

Columns Hidden 3

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

Review Changes				Edit	it <u>C</u> ancel
Change Description Added new address - 3 TULSA for POs					
11					
# Addresses					
View 🔻 Format 🔻 🏢 Freeze 🚚 Wrap					
Address Name 🛆 🗢 Address	Phone	Address Purpose	Fax	Status	Details
3 TULSA 74103,112 EAST MAIN STREET,TULSA, TULSAOK,US		Ordering		Active	1
Columns Hidden 3					

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

Edit Profile Change Re	equest: 2932134		Dele	te Change Request Review Ch	anges Save <u>S</u>	ave and Close Cancel
	Change Description					
Organization Details Tax Identifie	Addresses Contacts Payments Business Classifi	ications Products and Services				
Actions 🗸 View 👻 Format 🗸	🕂 💉 X Status Active 👻 🏢 Freeze 🚽	l Wrap				
Address Name 🛆			Phone	Address Purpose	Fax	Status
Address Name 🔺	Address 74008,123 S LEWIS AVE,BIXBY,,TULSAOK,US		Phone	Address Purpose Ordering	Fax	Status Active

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

Edit Profile Change Request: 2932135	Delet	e Change Request Review Changes	Save <u>S</u> ave	and Close Cancel
Change Description Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services				
Active Vew - Format - + 🖉 💥 Status Active 💙 📄 Freeze 🚽 Wrap				
Create e 🛆 🗢 Address	Phone	Address Purpose	Fax	Status
Edd 74008.123 S LEWIS AVE BIXEY, TULSAOK US		Ordering		Active
Delete ROW 74012.PO BOX 90.BROKEN ARROW, TULSAOK.US		Remit to		Active
Columns Hidden 3				

Step 11: Upda	ate the address as needed. In this example,	a PO address was added to line 2. Select OK.
	Edit Address: 1 BIXBY	×
	* Address Name 1 BIXBY * Ad	idress 🕑 Ordering 🛛
	* Country United States	Impose Remit to
	Postal Code 74008	RFQ or Bidding
	Address Line 1 123 S LEWIS AVE	Phone V V
	Address Line 2 PO BOX 100	Fax v v
	Address Line 3	
	Address Line 4	e Date m/d/yy Ub Status Active re:
	City Bixby	m
	County Tulsa	**
	State OK 🗸	
	Postal Code Extn 8523	
	Language 🗸	
		OK Cancel
Sten 12. Regu	uired documentation - For a headquarters a	ddress change attach a W-9 with the new address. For a
remittance ad	dress change attach a blank invoice or $W_{-}Q$	with the new address. Go to <b>Organization Details</b> click the $'+'$
sign payt to At	ttachments, and add the document. <b>Click O</b>	<i>v</i>
Sign next to A		η.
Edit Profile Change Req	juest: 3041184	
	Change Description	
Organization Details Tax Identifiers	s Addresses Contacts Payments Business Classifications Products and Services	
⊿ General		
	* Supplier Name SPRING HILL FARMS LLC	Tax Organization Type Partnership
	Supplier Number 1010974 Supplier Type SERVICE PROVIDER	Status Active
∡ Identification		
Edit Profile Change Reques	st: 3041184	
	Change Description	
Organization Details Tax Identifiers Ar	difesses Contacts Payments Business Classifications Products and Services	
⊿ General		
	* Supplier Name SPRING HILL FARMS LLC Supplier Number 1010974	Tax Organization Type Partnership
Aldontification	Supplier Type SERVICE PROVIDER	×
a identification	D-U-H-S Number File Name or URL	Title Description Attached By Attached Da
c	Pie Vew W-9.000x Update_	LISA SHOWALT 917/211.11 f
A Corporate Profile	Rows Selected 1 Columns Hidden 1	
	Var Established	
CL 42		
Step 13: Inclu	ide a very clear change description and sele	ct Review Changes.
Edit Brofile Change Begunst	~ 2014104	
Edit Profile Change Request	: 3041184	Delete Change Require: Annow Changes Save Save and Close Cancel
	Change Description Access to box 100 to the 2 of 4 birty address	
Organization Details Tax Identifiers Add	dresses Contacts Payments Business Classifications Products and Services	
⊿ General		
s	Suppler Name SPRING HILL FARMS LLC Uppler Number 1010974	Tax Organization Type   Parinership v Status Active
	Supplier Type SERVICE PROVIDER	Attachments New W9 dox + 🗶

Step 14: Confirm proposed changes are correct and select Submit.					
Review Changes				Edit Submit	<u>C</u> ancel
Change Description Added PO Box 100 to line 2 of 1 Bixby address					
1					
▲ 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	I.
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.*