| How to Update your Banking in the Portal  |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| Step 1: Williams Portal Link:<br>https://ejyq.fa.us2.oraclecloud.com/fscmUI/faces/FndOvervie<br>ortal supplier portal   | ew?fndGlobalItemNodeId=itemNode_supplier_p  |  |  |  |  |  |
| Step2: Scroll to the bottom of the page to Company Profile.   | Click on Manage Profile.  |  |  |  |  |  |
| Step 3. Select <b>Edit</b> . You will receive a warning that a change   | order will be created. Click <b>Yes</b> .   |  |  |  |  |  |
| Organization Detailis Tax Identifiers Addresses Contacts Paym<br>General<br>Company SPRING HILL FARMS LLC<br>Supplier Number 1000991<br>Supplier Type SERVICE PROVIDER  | re profile. Da you want to Continue?<br>Yos No<br>Status Active<br>Attachments W9 v2024 pdf |  |  |  |  |  |
| Step 4. Select the <b>Payments</b> tab > <b>Bank Accounts</b> .   |   |  |  |  |  |  |
| Edit Profile Change Request: 2932136 Change Description   | Delete Change Request Review Changes Save Save and Llose Lance                              |  |  |  |  |  |
| Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services           Payment Methods         Bank Accounts           Actions   |   |  |  |  |  |  |
| Primary Account Number<br>No data to display.<br>Columns Hidden 8   | IBAN Currency Bank Name   |  |  |  |  |  |
| Step 5. Select <b>Actions &gt; Create</b> (or the '+' icon).  |   |  |  |  |  |  |
| Payment Methods Bank Accounts   |   |  |  |  |  |  |
| Create Account Number Create Set Primary  | IBAN Currency Bank Name   |  |  |  |  |  |
| Step 6. Complete the bank account information. Select <b>OK</b> or Create Another.  |   |  |  |  |  |  |
| Create Bank Account Enter account number or IBAN unless account number is marked as required.  Country United States  Account Number AA1234567  Bank Name BANK FIRST NATIONAL  Allow International payments  Allow international payments | From Date 5/24/24<br>Inactive On m/d/yy<br>IBAN<br>Currency                                 |  |  |  |  |  |
| Additional Information  Account Name Test Name International  Alternate Account Name Account Suffix   | Check Digits Account Type Checking Description Create Another OK Cancel                     |  |  |  |  |  |

Step 7. For all banking changes, it is required to attach a copy of your banking information on either company or bank letterhead. Go to **Organization Details**, click the **'+'** sign next to Attachments, and add the document. **Click OK.** 

|   | Request: 3041184  |  |   |  |                                   |   |
|---|---|--|---|--|-----------------------------------|---|
|   |   | Change Description   | <i>k</i>                                      |  |                                   |   |
| Organization Details Tax I  | dentifiers Addresses Contacts Payments Busines  | ss Classifications Products and Services   |   |  |                                   |   |
| ⊿ General   |   |  |   |  |                                   |   |
|   | * Supplier Name SPRING HILL FARMS LI  | LC   |   |  | Tax Organization Type Partnership | ~ |
|   | Supplier Number 1010974   |  |   |  | Status Active                     |   |
|   | Supplier Type SERVICE PROVIDER  | ~  |   |  | Attachments None +                |   |
| ∡ Identification  |   |  |   |  |                                   |   |
|   |   |  |   |  |                                   |   |
| Edit Profile Change Rec   | uest: 3041184<br>Change I   | Description  |   |  |                                   |   |
| Edit Profile Change Rec   | uest: 3041184<br>Change I   | Description  |   |  |                                   |   |
| Edit Profile Change Rec<br>Organization Details<br>a General                                | Uest: 3041184<br>Changel  | Description<br>couch and Services  |   |  |                                   |   |
| Edit Profile Change Rec<br>organization Details<br>a General                                | Uest: 3041184 Chargel Addresses Contacts Payments Business Classifications Pre * Supplier Name SPERING HILL PARIS LLC Bupplier Name 1010274   | Description<br>couch and Services  |   | Tax Organization Type Partnership  | ~                                 |   |
| Edit Profile Change Rec<br>organization Details<br>af General                               | Uest: 3041184<br>Charge /<br>Addresses Cottacts Payments Business Classifications Pro<br>* Supplier Name SPEINGS HLL PARISS LLC<br>Buggeter Name 10102/4<br>Supplier Name 10102/4   | Description Coducts and Services Attachments   | æ   | Tax Organization Type Partnership  | ×                                 |   |
| Edit Profile Change Rec<br>organization Details Tax Income<br># General<br># Identification | Luest: 3041184<br>Charge I<br>Addresses Contacts Payments Business ClassRoations Pre<br>* Suppler Name SPERIAD-ILL FAILURE LLC<br>Buppler Name Toticoria<br>Buppler Taylor Votoria  | Attachments  |   | Tax Organization Type Parmenthp 2  | ×                                 |   |
| Edit Profile Change Rec<br>organization beams<br>a General<br>a Identification              | UESE: 3041184 Charge I Charge | Attachments<br>Action = View = + 30<br>Type = * File Name or URL   |   | Tax Organization Type Partnership 2<br>2<br>Description Attached By Attached C<br>LISA SHOWAT 20 20124 102 | ×<br>Zz                           |   |
| Edit Profile Change Rec<br>organization bekas<br>& General<br>& Identification              | UEST: 3041184 Crange I Crange | Description  Attachments  Attac | Tite<br>promocilian (upan) (upan)             | Tax Organization Type Partnership  | ×                                 |   |
| Edit Profile Change Rec<br>organization betals  | LUEST: 3041184 Crange I Addresses Contacts Paymons business Castantications Pre   | Description           Attachments           Actors = View = + 20           Type         * Pile Name or URL           Type         * Pile Name or URL           Type         * Pile Name or URL           Type         Columns Holden 1   | Tite<br>personaciona Upane. Solven Labora (1) | Tax Organization Type Parmenting<br>2<br>Description Attached By Attached<br>USA-SHOWALT 917024132         | x<br>22                           |   |

## Step 8. Include clear change description and select **Review Changes**.

| Edit Profile Change Request: 2932136              | Delete Change Request | Review Changes | Save Save and Close Cance |
|---|-----------------------|----------------|---------------------------|
| Change Description Addes new ACH Bank Acc;        |                       |                |                           |
| Payment Methods Bank Accounts                     |                       |                |                           |
| Actions 🕶 View 💌 Format 👻 🕂 🧨 💥 🖉 👔 Freeze 斗 Wrap |                       |                |                           |
| Primary Account Number                            | IBAN                  | Currency       | Bank Name                 |
| A1234567  |                       |                | BANK FIRST NATIONAL       |
| Columns Hidden 8                                  |                       |                |                           |

Step 9. Confirm proposed changes are correct and select Submit.

| Review    | Changes   |                |   |    |  |      |          | Edit Submit         | Cancel  |
|-----------|-----------|----------------|---|----|--|------|----------|---------------------|---------|
|           |           |                | Change Description Added new ACH Bank Acc | ot |  |      |          |                     |         |
|           |           |                |   | 11 |  |      |          |                     |         |
| 🔺 Bank A  | Accounts  |                |   |    |  |      |          |                     |         |
| View 🔻 F  | ormat 🔻 🔛 | Freeze 🚽 Wrap  |   |    |  |      |          |                     |         |
|           | Primary   | Account Number |   |    |  | IBAN | Currency | Bank Name           | Details |
| +         | 9         | AA1234587      |   |    |  |      |          | BANK FIRST NATIONAL | 17      |
| Columns H | lidden 8  |                |   |    |  |      |          |                     |         |

*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.*