



AT&T

Quick Reference

Summary

The State of Wisconsin will begin paying AT&T via ACH in an effort to minimize account application errors and overall time committed to these accounts. The following will need to be used to make payments via ACH:

Supplier ID: 000002071

Location ID: MAIN

Address ID: 2

Note: AT&T has authorized ACH payments for supplier ID "0000002071" ONLY

Definitions

Enter AT&T Numbers into the Invoice Number files as the Examples below illustrate:

- If for your own tracking purposes, you want to include additional information in this field, you will need to separate the AT&T Number from your tracking information by using the X as a field delimiter (no spaces/dashes between the account number and the letter X). The AT&T Number MUST come first.
 - For example, if your account number were 9988123456798 and you want to include the invoice number of 11446655, the field should look like: 9988123456798x11446655
 AccountNumberxInvoice
 - For example, if your account number were 9988123456798 and you want to include the date of June 13, 2012, the field should look like: 9988123456798x06132012

AccountNumberxMMDDYYYY

 For example, if your Bill Payer account number were 9920000XXX and you want to include the Bill Payer Number of WIS0001, the field should look like: 9920000XXXxWIS0001 AccountNumberxBillPayer

Last Updated: 6/3/2025



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Example #1: Bill Payer Accounts use the Account Number at the bottom of the invoice. Use the first 10 digits

Example: WIS0001 will always = 9290000XXX STATE OF WIS State of Bill Payer WIS0001 Wisconsin 0000123456789 Billing Date 12/04/2021 - 01/03/2022 **Monthly Statement** Bill-At-A-Glance **Billing Summary** \$109.60 Questions? Call: 800-480-2203 option 3 Billing 0.00 AT&T Corp \$47.40 Payment Past Due 109.60 Adjustments 7.40 **Current Charges** \$47.40 Current Charges 47.40 **Total Current Charges** \$54.80 \$164.40 **Total Amount Due** Please detach and return bottom portion when making a payment Billing Date 01/04/2022 Total Amount DUE BY 02/18/2022 \$164.40 Account Number:WIS0001 State of AT&T Wisconsin Please include your account no Make checks payable to: STATE OF WIS AT&T PO BOX 9011 Carol Stream IL 60197-9011 MADISON, WI

9290000XXX 104220000000164409

Example 2:



^{*}Do not use spaces/dashes when entering into STAR.

^{*}Do not use spaces/dashes when entering into STAR.



Example 3:



^{*}Do not use spaces/dashes when entering into STAR.

Procedures/Steps

STAR Voucher Entry: Invoice Information tab

Enter the following Supplier Information:

Supplier ID: 0000002071 Location ID: MAIN Address ID: 2

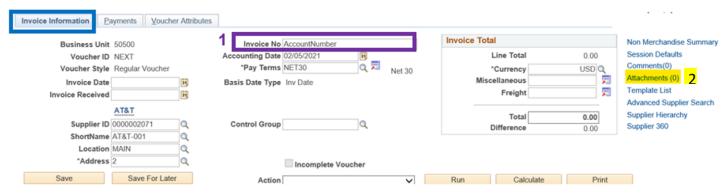
Addic33 ID. Z

Enter the AT&T Number indicated in the above examples as the Invoice Number on the voucher.
 DO NOT use spaces/dashes.

The preferred method is to only include the AT&T Number in the Invoice Number field.

2. Please ATTACH a copy of the invoice to the voucher

Invoice Information tab:





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- 3. Enter the Account Number and the Billing Date in the Payment Message field.
- 4. Verify the Separate Payment box has been checked (it should default as checked)

All other aspects of voucher entry would be the same as normal.

Payment tab:

