



BRIGHTSPEED

Quick Reference

Summary

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

Supplier ID: **0000144283**

Location ID: **LOC-3**

Address ID: **3**

ACH payment Location/Address have been made the default for this supplier. All efforts should be made to use the default address.

Definitions

Examples of how the Brightspeed Account Number may be entered into the STAR voucher invoice number field.

- To avoid payments rejecting and to ensure proper posting, you must include the Account Number, excluding the dash or hyphen.
123456789
- You may include the billing date after the account number to create a unique Invoice Number if needed. AccountNumberxMMDDYY

123456789x051624



Brightspeed ACH Payment Quick Reference

State Controller's Office

Invoice example from Brightspeed:



Account Name: State of WI
Account Number: 123456789

P.O. Box 6102
Carol Stream, IL 60197-6102

Page: 1 of 12
Bill Date: May 16, 2024

Previous Balance	Payments	Adjustments Credits	Current Charges
3,330.40	1,662.84 CR	0.00	1,670.83
Payment Summary			
Previous Balance			3,330.40
Payment by check received on MAY 13			1,662.84 CR
Balance			1,667.56
Adjustments/Credits Summary			
Adjustments to Previous Balance			0.00

IMPORTANT NEWS

Brightspeed understands that your telecommunication service is your lifeline to your business. Thank you for trusting us to help you make connections that count with your customers. For questions, or inquiries about additional services, call our Customer Contact Center at 1-833-692-7773 or call your local Brightspeed representative.

Procedures/Steps

STAR Voucher Entry: **Invoice Information** tab

- Enter the following Supplier Information:
Supplier ID: **0000144283**
Location ID: **LOC-3**
Address ID: **3**
- Enter the Brightspeed Account Number as the **Invoice Number** on the voucher.
- Please **ATTACH** a copy of the invoice to the voucher.

Invoice Information | Payments | Voucher Attributes

Business Unit 50500

Voucher ID NEXT

Voucher Style Regular Voucher

Invoice Date 05/16/2024

Invoice Received

1

Brightspeed

Supplier ID 0000144283

ShortName BRIGHTSPEE-001

Location LOC-3

*Address 3

2

Invoice No 123456789

Accounting Date 10/29/2024

*Pay Terms NET30

Basis Date Type Inv Date

Control Group

☐ Incomplete Voucher

Invoice Total

Line Total 0.00

*Currency USD

Miscellaneous

Freight

Total 0.00

Difference 0.00

Non Merchandise Summ

Session Defaults

Comments(0)

Attachments (0) 3

Template List

Advanced Supplier Sear

Supplier Hierarchy

Supplier 360



Brightspeed ACH Payment Quick Reference

State Controller's Office

STAR Voucher Entry: **Payment tab**

4. Enter the Account Number/Name and the Billing Date in the **Payment Message field**.
5. 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.

Invoice Information | **Payments** | Voucher Attributes

Business Unit 50500 Invoice No 123456789 Invoice Date 05/16/2024 Action Run

Voucher ID NEXT Incomplete Voucher

Voucher Style Regular Voucher *Pay Terms NET30 Net 30 Schedule Pay

Total Amount 0.00

Supplier Name Brightspeed

Payment Information

Payment 1

*Remit to 0000144283 Location LOC-3 *Address 3

Brightspeed
PO Box 6102
Carol Stream, IL 60197-6102

Gross Amount 0.00 USD Scheduled Due

Discount 0.00 USD Net Due

Discount Due

Accounting Date

Payment Inquiry
☐ Discount Denied
[Express Payment](#)
[Payment Note\(0\)](#)
[Holiday/Currency](#)

Payment Options

*Bank US022 *Account 1401 *Method ACH ACH

Pay Group Centrally Mailed *Handling Hold Reason

*Netting Not Applicable L/C ID

Message 123456789 State of WI May 16 2024

5 ☒ Separate Payment