

# **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:**





P.O. Box 6102 Page: 1 of 12
Carol Stream, IL 60197-6102 Bill Date: May 16, 2024

Previous Balance	Payments	Adjustments Credits	Current Charges	IMPORTANT NEWS
3,330.40	1,662.84 CR	0.00	1,670.83	Brightspeed understands that your telecommunication service is your
Payment Summary				lifeline to your business. Thank you for trusting us to help you make
Previous Balance			3,330.40	connections that count with your customers. For questions, or inquiries about additional services, call our Customer Contact Center at
Payment by check received on MAY 13			1,662.84 CR	
Balance			1,667.56	
Adjustments/Cre Adjustments to Pr			0.00	1-833-692-7773 or call your local Brightspeed representative.

### **Procedures/Steps**

STAR Voucher Entry: Invoice Information tab

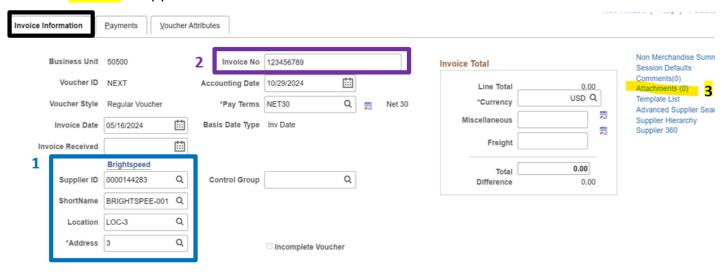
1. Enter the following Supplier Information:

Supplier ID: 0000144283

Location ID: LOC-3

Address ID: 3

- 2. Enter the Brightspeed Account Number as the Invoice Number on the voucher.
- 3. Please ATTACH a copy of the invoice to the voucher.





## **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.
- 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.

