



# VERIZON

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## Quick Reference

### Summary

The State of Wisconsin will begin paying Verizon via ACH 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: *(ACH is not currently active, correct location usage needs to be executed by all agency's 1<sup>st</sup>)*

Supplier ID: **0000004128** (defaults to Loc-9)

Invoice Remit Address: **PO Box 16810 Newark NJ**

Location ID: **Loc-9**

Address ID: **9**

Invoice Remit Address: **PO Box 15124 Albany NY**

Location ID: **Loc-8**

Address ID: **8**

Invoice Remit Address: **PO Box 64498 Baltimore MD**

Location ID: **Suffix-B**

Address ID: **4**

**Note:** Verizon has authorized ACH payments for supplier ID 0000004128 Loc-8, Loc-9 & Suffix-B ONLY. Bedminster NJ location should continue to pay via Check at this time. The locations contain address-specific accounts. Only the address/location combinations listed above should be used. No other combinations are valid for ACH payments.

Check pay location only:

Invoice Remit Address: **180 Washington Valley Road Bedminster NJ**

Location ID: **MAIN**

Address ID: **2**

### Definitions

Examples of how the Verizon Wireless Account Number may be entered into the STAR voucher Invoice Number field.

- To avoid payments being rejected and to ensure proper posting, you must include in the addenda 7 record your invoice or account number in one of the formats referenced below.
- Payments will be rejected and not posted properly if the account or invoice # is modified or truncated. Refer to the invoice number or account number on the Verizon Wireless billing statement.



## Verizon ACH Payment Quick Reference

State Controller's Office

- In the case where there are dashes/hyphens separating portions of an account number, entry of the dashes is optional; they have no impact on the processing or posting of the payment.
- If your AP system restricts using the same account number with your payments (i.e., no duplicates), please then refer to your Verizon Wireless invoice number (referenced below in item 1) as an alternative, which changes each month.

Mask / Layout	Contents	Example
<b>ITEMS 1-5 Payment Layout for Bill Payments</b>		
1. #####	10 Position all numeric (Verizon invoice number)	0123456789
2. #####	14 Position all numeric (Verizon account number)	12345678900001
3. #####-####	15 Position- 9 numeric, plus dash, plus 5 numeric (Verizon account number)	123456789-00001
4. #####	15 Position all numeric (Verizon account number)	012345678900001
5. #####-####	16 Position- 10 numeric, plus dash, plus 5 numeric (Verizon account number)	0123456789-00001

### Invoice example(s) from Verizon

#### Example 1:

verizon business

WISCONSIN  
Address  
PO BOX  
MADISON, WI

Bill Date: October 01, 2024

Account Number: 912345678 -00001

Invoice Number: 0123456789

Total Amount Due by October 24, 2024

Make check payable to Verizon Wireless.  
Please return this remit slip with payment.

\$78.44

\$ [ ] [ ] . [ ] [ ]

PO BOX 16810  
NEWARK, NJ 07101-6810

#### Example 2:



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State Controller's Office

Account Number: 123-456-789-0000-01

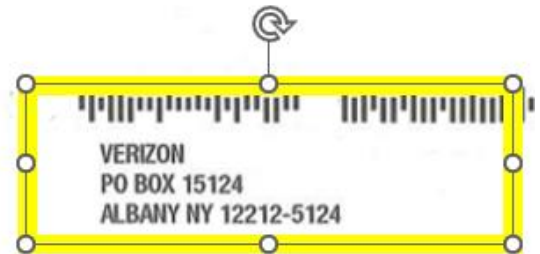
Total Due by Jun 1, 2023: \$19.92 05

Make check payable to Verizon

STATE OF WISCONSIN  
Address  
PO BOX  
MADISON WI



\$ .



### Example 3:

**verizon**

## INVOICE

REMIT PAYMENT TO:  
P.O. BOX 64498  
BALTIMORE, MD 21264-4498

INVOICE: INV 87654321

INVOICE DATE: 12/12/2022

CUSTOMER: CB00765432

INVOICE TOTAL: \$95.00

SALES ORDER NUMBER:

DELIVERY NUMBER:

PRE-ORDER NUMBER:

PAGE: 1

### BILL TO:

STATE OF WISCONSIN  
Address  
MADISON, WI

### SHIP TO:

STATE OF WISCONSIN  
Address  
MADISON, WI

## Procedures/Steps

STAR Voucher Entry: **Invoice Information tab**

STAR Voucher Entry:

1. Enter the following Supplier Information:  
Supplier ID: **0000004128**  
Location ID: **Loc-8** or **Loc-9**, or **Suffix-B**  
Address ID: defaulted



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

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

The screenshot shows the 'Invoice Information' tab of a voucher entry form. The 'Business Unit' is 50500. The 'Voucher ID' is NEXT. The 'Voucher Style' is Regular Voucher. The 'Invoice Date' is 08/12/2024. The 'Accounting Date' is 08/12/2024. The 'Pay Terms' are NET30. The 'Invoice No' field is highlighted with a purple box and labeled '2'. The 'Supplier ID' is 0000004128, 'ShortName' is VERIZON-01-001, and 'Location' is LOC-9, all within a blue box labeled '1'. The 'Invoice Total' section shows Line Total 0.00, Currency USD, and Total Difference 0.00. On the right, the 'Attachments (0)' link is highlighted with a yellow box and labeled '3'. Other links include Withholding, Template List, Advanced Supplier Search, Supplier Hierarchy, and Supplier 360.

### 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.

The screenshot shows the 'Payments' tab of the voucher entry form. The 'Business Unit' is 50500. The 'Voucher ID' is NEXT. The 'Voucher Style' is Regular Voucher. The 'Total Amount' is 0.00. The 'Supplier Name' is Verizon Wireless. The 'Invoice No' field is highlighted with a purple box and labeled '2'. The 'Invoice Date' is 08/12/2024. The 'Pay Terms' are NET30. The 'Payment Information' section shows Gross Amount 0.00 USD, Discount 0.00 USD, and Scheduled Due date. The 'Payment 1' section is highlighted with a blue box and labeled '1', showing Remit to 0000004128, Location LOC-9, and Address. The 'Payment Options' section shows Bank US022, Account 1401, Method ACH, Pay Group Centrally Mailed, and Handling Centrally Mailed. The 'Message' field is highlighted with a green box and labeled '4', containing 'Invoice Number Invoice Date'. The 'Separate Payment' checkbox is checked and highlighted with a red box and labeled '5'. Other options include Netting Not Applicable, L/C ID, and Supplier Bank Messages.