

## QWEST HIGH-LEVEL INVOICING REQUIREMENTS FOR PURCHASE ORDERS STARTING WITH 'BV'

### ***Minimum Requirements of Invoice Content***

- 1) Material must be broken out to a CPR (Continuing Property Record) item level within the invoicing detail.
  - a.) List all components that have CLEI codes, per line item.
  - b.) Material list must match line numbers listed on purchase order.
  - c.) Quantities must be listed.
  - d.) Each component's price and CLEI coding must be listed. The sum of the prices on the detail must match the total invoice amount.
- 2) CLEI (Common Language Equipment Identifier) CODING (All of the following elements are part of CLEI CODING)
  - a.) CPR Code (Continuing Property Record).
  - b.) Basic Unit.
  - c.) Part/HECI number.
  - d.) Telcordia is the entity that will determine whether equipment requires unique CLEI coding or if it is classified as Minor Equipment. Telcordia assigns these codes and places them into their Master Catalog.
  - e.) The manufacturer of the equipment in question is responsible for paying for and obtaining coding from Telcordia. Distributors are responsible for obtaining coding information from the manufacturer and including this information on the invoice.
- 3) Invoice date.
- 4) Invoice number.
- 5) Total invoice amount.
- 6) Requisition (BVAPP) number (SAME AS PURCHASE ORDER NUMBER)
- 7) Invoice amount per billing category must be less than or equal to the purchase order's totals for that billing category. We will only authorize payment up to the purchase order limits per billing category. Multiple invoices within the same billing category will be summed together and payment will not exceed the purchase order limits.
- 8) Remit to information.
  - a.) This is the vendor address to which the check will be mailed.
  - b.) Qwest encourages all vendors to utilize EFT (Electronic Funds Transfers). Please contact Dianne Costello (303-707-7882) if you would like further information about EFT.
- 9) Ship to information.
  - a.) This is the address to which the material is to be delivered.
- 10) The total of the material breakout must match invoiced material amounts. For example, if you have one high-level configuration that breaks out into 4 items that have CPR numbers, then the total price for that one high-level configuration must equal the sum of the costs for the 4 items contained in the high-level configuration.
- 11) All credit invoices need to reference the debit invoice the credit pertains to. The credit invoice must also contain the same level of detail as related debit invoice.
- 12) Invoices should not be sent to Qwest until after the vendor has received a purchase order.
- 13) Tax breakout must be by jurisdiction with a subtotal of taxes.
- 14) Right-to-use charges must be invoiced separately.
- 15) Dispute notifications will be sent by Qwest to the vendor. These must be addressed by the vendor and a response must be given to Qwest within 60 days from the dispute date or Qwest will assume that the dispute is accepted.
- 16) Vendor contact information must be listed on the invoice.
- 17) Vendors should accept remittance to a single account.



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### **Invoicing Requirements References**

Qwest is required, as a Local Exchange Company (LEC), to maintain records of all telephone equipment categorized for central office usage under the Federal Communications Commission (FCC) Uniform System of Accounts (USOA), Part 32, Title 47 of the CODE of FEDERAL REGULATIONS. Equipment records must be maintained by identity, accounting classification, location, cost, and year of placement. A Property Record Catalog, developed and maintained by Telcordia Technologies, is used by Qwest to maintain a Detailed Continuing Property Record (DCPR).

The Telcordia Language Standards Department is responsible for the development and maintenance of CLEI codes and Continuing Property Record (CPR) numbers, both of which are integral in maintaining the DCPR.

Telcordia Technologies details CLEI Coding in the publication COMMON LANGUAGE Equipment Coding Processes and Guidelines Generic Requirements; Telcordia Technologies Generic Requirements; GR-485-CORE, Issue 3; May 1999. To obtain a copy of this publication, suppliers should contact Telcordia:

Telcordia Technologies Customer Service  
Piscataway, New Jersey 08854-4156  
1-800-521-2673 (USA or Canada)  
1-732-699-5800 (all others)  
1-732-336-2559 (FAX)  
<http://www.telcordia.com>

Vendors are strongly encouraged to send invoices via EDI (Electronic Data Interchange). Please contact Christoph Wancewicz (303-784-0381) to obtain documentation for EDI with BVAPP: EDI for Qwest BVAPP; Version 1.4; April 11, 2002.