

16-2299-01



18110 SE 34th St., Building One: Suite 100, Vancouver, WA 98683 • www.electricleightwave.com

UTAH PUBLIC SERVICE COMMISSION

2016 OCT 28 A 9:44

RECEIVED

10/19/2016

UTAH PUBLIC SERVICE COMMISSION
HEBER M WELLS BUILDING
160 E 300S
SUITE 400
Salt Lake City, UT 84111

Dear UTAH PUBLIC SERVICE COMMISSION,

In August, Integra Telecom changed its name to Electric Lightwave Holdings, Inc. Future purchase orders and remittances will be submitted to you by Electric Lightwave. This change did not impact our invoice requirements and we thought it would be a good time to remind our vendors of our supplier invoice requirements (enclosed).

All transactions commence with a purchase order ("PO") and are subject to Electric Lightwave's PO terms and conditions. A copy of Electric Lightwave's PO terms and conditions is available online at <http://www.electricleightwave.com/po>.

In order for us to process your invoice, we require inclusion of a valid Electric Lightwave PO number. A valid PO number allows us to match the invoice to the order record and process your payment. Invoices without valid PO numbers will not be processed and returned to you.

You should receive a .pdf file of an Electric Lightwave PO at the time an order is placed. If you don't receive a PO from your point of contact, please ask for one. We have included in this correspondence an example of a valid Electric Lightwave purchase order for your reference. Verbal POs are not a substitute for this paperwork.

Should you have any questions please contact us at APContactUs@electricleightwave.com.

Sincerely,

Windee Klinger
Accounts Payable Manager

Supplier Invoice Requirements

This letter outlines Electric Lightwave's requirements for submitting invoices for payment. These requirements are necessary in order to process your invoices accurately and timely. Failure to comply with these requirements may delay the issuance of payment. All invoices submitted must be original documents (account statements are not acceptable) and contain the following information:

- + Invoice Date
 - Must be on or after the date goods/services were provided
- + Invoice Number
 - Must be unique
- + Invoice Amount
- + Purchase Order (PO) Number provided by Electric Lightwave
 - This is in keeping with standard industry practice and enables timely and accurate invoice verification and processing. Please ensure you obtain a valid Electric Lightwave PO number at the time of order/purchase.
- + Bill to Name and Address
- + Shipped to Name and Address
- + Description of Goods/Services Provided
 - E.g. Unit price, quantity, freight charges, sales tax, total price of the products or service, length of the service, or description of the good/service.
- + Remittance Name and Address
- + Account Number (if applicable)

All invoices must be sent directly to Electric Lightwave's Accounts Payable department. The preferred method is to send all invoices via e-mail to APInvoices@ElectricLightwave.com. Should you be unable to send invoices via e-mail, paper invoices should be sent to:

Electric Lightwave
ATTN: Accounts Payable
18110 SE 34th Street
Building One
Suite 100
Vancouver, WA 98683

Incorrect Invoices and Returns

Invoices with incorrect or missing information will be returned to you with a letter that explains why the invoice cannot be processed. This contributes to streamlining of invoice verification and processing.

All transactions pursuant to a purchase order ("PO") are subject to Electric Lightwave's PO terms and conditions. A copy of Electric Lightwave's PO terms and conditions accompanies this letter, and are also available online at <http://www.electricleightwave.com/po>.

Contact Information:

For questions regarding these requirements please contact our Accounts Payable Department at APContactUS@ElectricLightwave.com.



Purchase Order

PURCHASE ORDER# 1612378	DATE 13-OCT-2016	REVISION 1	PAGE 1 OF 1
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Unless specifically agreed to in writing, Electric Lightwave purchase order (PO) terms and conditions are & available at www.electricleightwave.com/po. Select PO terms are included in this document. Please note, vendors are required to reference the PO number on all invoices in order to receive payment.

SHIP TO

Electric Lightwave - WA - Vancouver One Corporate Office
 18110 SE 34th Street, Building One
 Suite 100
 Vancouver, WA 98683
 United States
ATTN: Klinger, Windee

VENDOR

VENDOR NAME
 123 MAIN STREET
 Vancouver, WA 98683
 United States
VENDOR# 115985

BILL TO

Electric Lightwave Holdings, Inc.
 Email: apinvoices@electricleightwave.com
 18110 SE 34th Street, Building One Suite 100
 Vancouver, WA 98683
 United States

BUYER Janice O'Gara	NEED BY DATE 15-OCT-2016	PAYMENT TERMS 30 Days	SHIP VIA NOT APPLICABLE	FOB
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LINE	QTY	PART NUMBER	SUPPLIER PART NUMBER	DESCRIPTION	UNIT PRICE	UOM	EXTENDED PRICE
1	1000			Sample PO	\$1.00	Each	1,000.00
TOTAL							1,000.00

NOTES: