

**Briefing Audience:**

Public Electronic Communication  
Network Providers

## **PARTIAL PRIVATE CIRCUITS – MONTHLY BILLING OPTION**

### **Ref:04507**

BT is pleased to announce that with effect from 1st January 2008, monthly billing will be made available on Partial Private Circuits (PPCs) to those Communication Providers (CPs) who opt for this form of invoicing. This is in compliance with Ofcom's determination of 25th January 2007 on payment terms.

Any CP who does not wish to opt for monthly billing will continue to receive their bills quarterly.

Please note that the interim arrangement allowing up to 60 days to pay will cease, so the contractual provision allowing up to 30 days to pay will apply to all invoices issued after 31 December 2007.

CPs must maintain the revised payment terms for a minimum period of 12 months following implementation.

## **Communication Provider's Invoice Format**

The monthly invoices produced for the months of January 2008 to March 2008 will be in the same format as that of the existing quarterly invoices. With effect from April 2008 the invoices will change to the Industry agreed BT Wholesale billing format reviewed at the billing migration meeting held at on 13th March 2007 (BT Showcase, BT Centre).

## **Valid Products**

The monthly billing option will include all Partial Private Circuit products (Circuits and Point of Handover (POH) Infrastructure) that are currently invoiced quarterly:

	<b>CPL Section</b>
<b>Partial Private Circuits</b>	
• Partial Private Circuits	Sec 8.03
<b>Customer Sited Handover (CSH)</b>	
• Customer Sited Handover (CSH)	Sec 8.01
<b>In-Span Handover (ISH)</b>	
• In-Span Interconnect (ISH)	Sec 8.01
<b>In Span Handover Extension (ISH Extn)</b>	

• In Span Handover Extension (ISH Extn)	Sec 8.01
<b>DPCN Bearer</b>	
• 2M DPCN Bearer	Sec 8.01

If the monthly billing option is selected:

- Products currently invoiced quarterly in advance (Rentals) will be billed monthly in advance.
- Products currently invoiced quarterly in arrears (Connections/Moves) will be billed monthly in arrears.

## Timescales

- The monthly billing option can only be implemented at the start of a quarterly billing period (i.e. the first of January, April, July or October).
- BT will require one full month's notice prior to the start of a quarterly billing period to ensure system updates are implemented successfully. Therefore, notification to BT and agreement by BT Billing Account Specialists (BAS) former known as your Single Point of Contact (SPOC), must have been completed by the normal close of business (5 p.m.) on the last working day preceding the first calendar day of the month before the month before implementation is required; i.e. by the end of November, February, May or August for implementation in January, April, July or October respectively.
- For initial implementation of monthly billing on 1<sup>st</sup> January 2008, notification to BT and agreement by BT must be completed by 5 p.m. on 30<sup>th</sup> November 2007.

## Restrictions

- A 12 month minimum term will apply. Following a change either from quarterly to monthly or from monthly to quarterly billing a CP must maintain the revised payment terms for a minimum period of 12 months following implementation.
- Both monthly and quarterly payment terms remain as in the contract.

## Process

- To opt in to monthly billing please contact your Client Manager. It is advised that CPs discuss the requirement for monthly billing with their Client team as soon as it is identified

Please however remember that a move to or from monthly billing can only be implemented at the start of a quarterly billing period (see timescales above).

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## Contacts

For further details please contact your Client Manager.