



August 22, 2023

Accounts Payable Department
400 Northridge Road, Suite 1100
Atlanta, GA 30350
ViyaAP@atni.com
Office: 678-338-5960

REVISION

We are pleased to announce Accrualify, as our new electronic invoice submission tool to improve our Accounts Payable process. Accrualify is a cloud base software that covers many aspects of vendor management and invoice automation. Viya will be implementing Accrualify in stages.

Starting September 1, 2023, please upload your invoices to Viya's Accounts Payable Department to vitelco@accrualify.com if your purchases or services are contracted with our subsidiaries to include Virgin Islands Telephone Company, Caribbean Communications Corp., St. Croix Cable TV, Innovative Long Distance, VI Powernet and ICC TV. For our subsidiary, Vitelcom Cellular Inc. invoice submissions only, please upload to vci@accrualify.com. The file types accepted are pdf (preferred format) or Excel and Word files. Only upload invoices to these emails as inquiries can't be addressed via this method.

We will be launching the online portal of Accrualify before the end of 2023, so look forward to that announcement as the portal will provide greater flexibility and visibility on the status of your invoices and payments.

For vendors who previously used our Ivista submission process through <http://ivista.viya.vi>, this method will be deactivated on September 25, 2023. Further, if you currently submit invoices directly to Viya personnel, whether in person or via mail/e-mail, please discontinue this practice. Payment terms for invoices can only start once an invoice is received by Accounts Payable, and use of electronic submission ensures that the clock starts as soon as it is submitted.

If you are unable for some reason to use this new procedure, invoices can be mailed to our address noted above. For any other method than Accrualify, your payment will encounter additional delays so it will truly be to your advantage to make use of Accrualify instead.

If you have any questions or concerns, please send inquiries to the e-mail address listed above.

Very Truly Yours,

Accounts Payable Department

340-777-VIYA **Viya.vi**