

Thank you, Network Maine, for allowing  
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# How to Change the Invoice Mode

# Change Invoice Mode

There are two methods that can be used to invoice USAC

The applicant decides which mode to use on a particular FRN

Once USAC has processed an invoice for an FRN, that method of invoicing must be used for that FRN for the remainder of the invoicing process for that funding year unless an invoicing mode change is requested

## Invoicing Method #1 – FCC Form 472 (BEAR)

Applicants file BEARs if they have paid the service provider in full for the equipment and services and want to be reimbursed for the discount amount

### Process

- **Applicant must have paid the service provider in full** for the received equipment and services before the applicant can invoice USAC
- Applicant must have completed an FCC Form 498 to obtain a 498 ID prior to filing BEARs
- Applicants file BEARs in EPC
- Billed entities will receive payment directly to their bank account

## Invoicing Method #2 – FCC Form 474 (SPI)

Service Providers file SPIs if they have billed the applicant for the non-discount amount (the applicant's share of the cost) and want to be reimbursed for the discount amount.

### Process

- **Applicant must have paid the service provider the non-discount portion share of costs** for the received equipment and services before the service provider can invoice USAC
- USAC will review the SPI and disburse the payment to the service provider if payment is approved

# Change Invoice Mode

If an invoice mode change is needed – either BEAR to SPI or SPI to BEAR – the applicant can request it in EPC

# Change Invoice Mode

① Click on the “Records” link in the navigation bar



# Change Invoice Mode

The screenshot shows the Appian user interface with the 'Records' tab selected. The top navigation bar includes 'News', 'Tasks (5)', 'Records', 'Reports', and 'Actions'. A search bar is located at the top left of the main content area. Below the search bar, there is a grid of 12 record type blocks, each with a blue icon and a title. The blocks are arranged in a 4x3 grid. A red arrow points to the 'Funding Requests' block in the bottom right corner.

Record Type	Description
Appeals	List of Appeals
Applicant Entities	List of Applicant Entities
COMAD Outreach	List of available organizations for COMAD ou...
Consulting Firms	List of Consulting Firms
Customer Service Cases	List of Customer Service Cases
FCC Forms 470	List of FCC Forms 470
FCC Forms 471	List of FCC Forms 471
FCC Forms 486	List of FCC Forms 486
FCC Forms 498	List of FCC Forms 498
FCC Forms 500	List of FCC Forms 500
FRN Cases	Cases created for Committed Funding Reque...
Funding Requests	A list of all Funding Request Numbers (FRNs)

② Click on the “Funding Requests” block

# Change Invoice Mode

③ Locate the FRN using the search tools, then click on its link

## Funding Requests

SEARCH

STATUS **Funded**

SERVICE TYPE *Any*

FR

[FRN13\\_DT\\_P1\\_and\\_P2\\_Tariff - 2299001579](#)  
Status: Funded  
Service Type: Data Transmission and/or Internet Access

FR

[FRN13\\_DT\\_P1\\_and\\_P2\\_Tariff - 2299001578](#)  
Status: Funded  
Service Type: Data Transmission and/or Internet Access

FR

[FRN13\\_DT\\_P1\\_and\\_P2\\_Tariff - 2299001577](#)  
Status: Funded  
Service Type: Data Transmission and/or Internet Access


FR

[FRN12\\_DT\\_P1\\_and\\_P2\\_Tariff - 2299001576](#)  
Status: Funded  
Service Type: Data Transmission and/or Internet Access

④ On the Summary Page for the FRN, click on the “Related Actions” link

Records / Funding Requests

## FRN4 - MIBS Tariff - 2299000338



**Summary** Service Agreement Details FRN Line Items FCDL Comments FCC Forms Appeals SPIN Changes Service Substitutions

News Related Actions

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### Funding Request Details

<b>FRN</b>	2299000338	<b>Service Type</b>	Managed Internal Broadband Services
<b>Nickname</b>	FRN4 - MIBS Tariff	<b>Service Provider</b>	USAC Service Provider Organization 1 (SPIN: 14010001)
<b>FCC Form 471</b>	<a href="#">#221000337</a>	<b>Service Start Date</b>	7/1/2022
<b>Applicant</b>	Independent School 704 (BEN: 24739)	<b>Service End Date</b>	6/30/2023
		<b>Status</b>	Funded
		<b>Service Delivery Deadline</b>	9/30/2024
		<b>Invoice Deadline Date</b>	1/28/2025

# Change Invoice Mode

Records / Funding Requests


## FRN4 - MIBS Tariff - 2299000338




Summary   Service Agreement Details   FRN Line Items   FCDL Comments   FCC Forms   Appeals   SPIN Changes   Service Substitutions

News   **Related Actions**

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 **[Invoice Deadline Date Extension Request](#)**  
Request an extension to the invoice deadline for one or more funding requests.

 **[Manage Invoice Mode Change](#)**  
Request Invoice Mode Change


⑤ Click on the “Manage Invoice Mode Change” link

# Change Invoice Mode

⑥ Complete the screen and upload a document with both a full-rights applicant user signature and a service provider signature

[Records](#) / [Funding Requests](#)

**FRN4 - MIBS Tariff - 2299000338**



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[News](#) [Related Actions](#)

## Manage Invoice Mode change

FCC Form 471 Application Number	Funding Request Number	Funding Request Nickname	Funding Request Amount	Current Invoice Mode	SPIN	Service Provider Name
221000337	2299000338	FRN4 - MIBS Tariff	\$55.25	Form 472 (BEAR)	14010001	USAC Service Provider Organization 1

**Mode Type \***


BEAR to SPI

# Change Invoice Mode

You will not be able to complete this form if no invoice mode has been set (i.e. neither a BEAR or a SPI has been filed for the FRN)

[Records](#) / [Funding Requests](#)

**FRN1 - BMIC Tariff - 2299000329**



[Summary](#) [Service Agreement Details](#) [FRN Line Items](#) [FCDL Comments](#) [FCC Forms](#) [Appeals](#) [SPIN Changes](#) [Service Substitutions](#)

[News](#) [Related Actions](#)

## Manage Invoice Mode change

☐ FRN's mode not set. FRN's mode must be set or SPI or BEAR to Request mode change

FCC Form 471 Application Number	Funding Request Number	Funding Request Nickname	Funding Request Amount	Current Invoice Mode	SPIN	Service Provider Name
No items available						