Thank you, Network Maine, for allowing us to use your handy guide!

How to Change the 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.

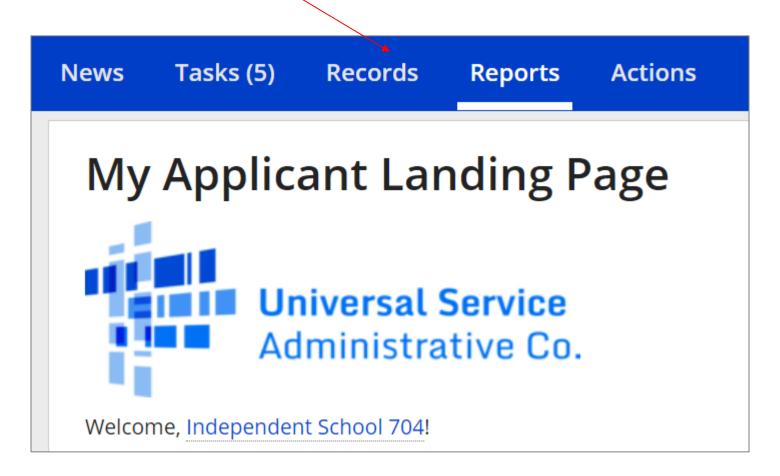
Process

- Applicant must have paid the service provider the nondiscount 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

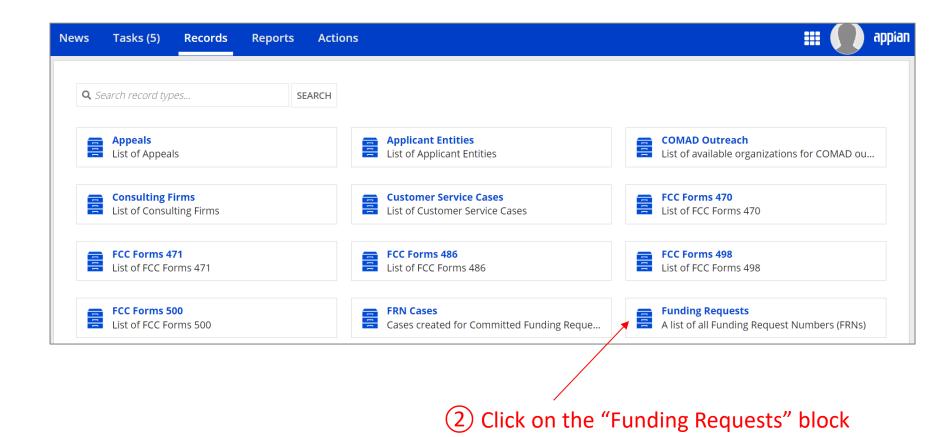
If an invoice mode change is needed – either BEAR to SPI or SPI to BEAR – the applicant can request it in EPC



1 Click on the "Records" link in the navigation bar

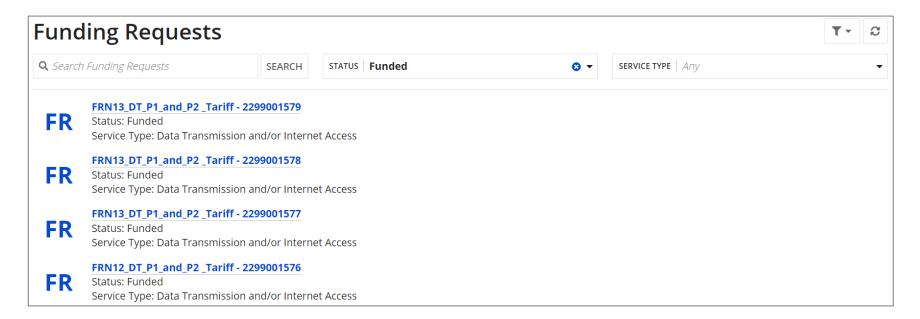






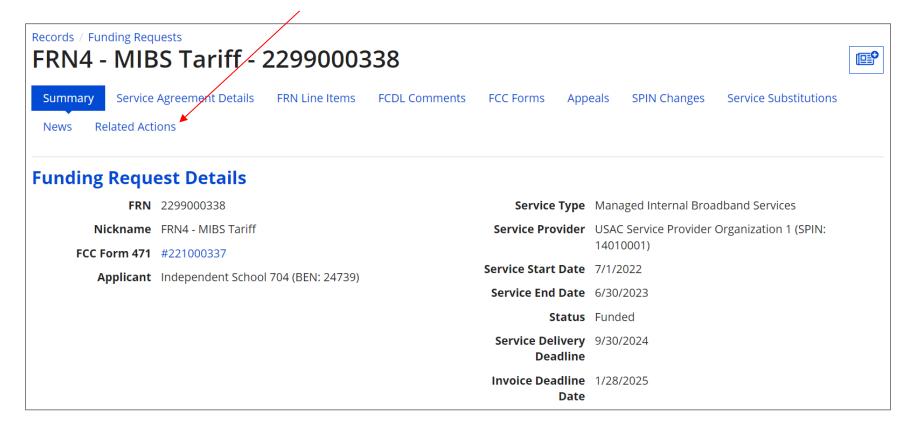


(3) Locate the FRN using the search tools, then click on its link



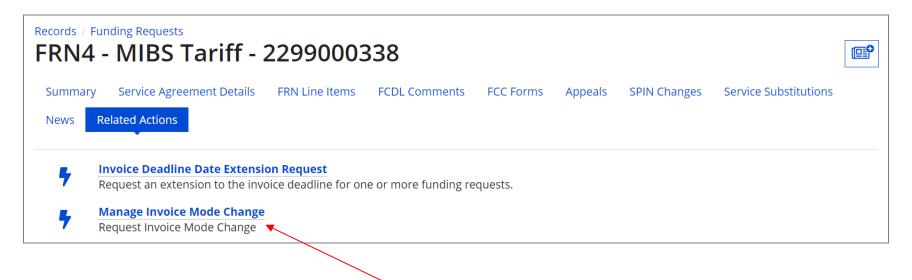


4 On the Summary Page for the FRN, click on the "Related Actions" link





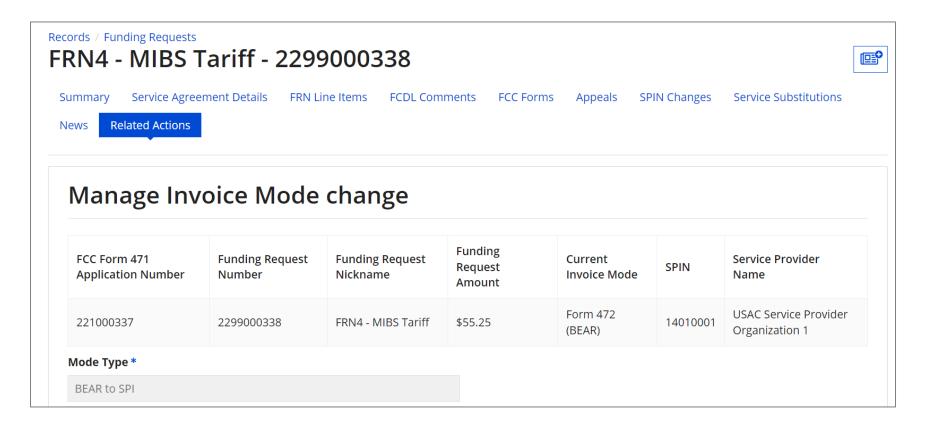
Change Invoice Mode Slide 9



(5) Click on the "Manage Invoice Mode Change" link



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





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)

