

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



The screenshot shows a web application interface. At the top is a blue navigation bar with five items: "News", "Tasks (5)", "Records", "Reports", and "Actions". A red arrow points from the text above to the "Records" link. Below the navigation bar is a white landing page area. The main heading is "My Applicant Landing Page". To the left is a logo consisting of several blue squares of varying sizes and shades, arranged in a grid-like pattern. To the right of the logo is the text "Universal Service Administrative Co." in blue. At the bottom of the landing page, it says "Welcome, Independent School 704!".

Change Invoice Mode

The screenshot shows the Appian interface with a blue navigation bar at the top containing 'News', 'Tasks (5)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is selected. On the right side of the navigation bar, there is a user profile icon and the 'appian' logo. Below the navigation bar is a search bar with the placeholder text 'Search record types...' and a 'SEARCH' button. The main content area displays a grid of 12 record type blocks, each with a blue folder icon, a title, and a 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)

A red arrow points from the 'Funding Requests' block to the instruction below.

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 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


Funding Request Details

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

 **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

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

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						