How to Change the Invoice Mode

NETWORKMAINE

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

② Click on the "Funding Requests" block

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

Change InvoiceMode

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

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			

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