



Invoicing

Helping You Succeed

Schools and Libraries Division

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Overview

- Invoicing Process
- Deadlines/Extensions
- Filing Invoices Online
- Filing Correctly the First Time
- Invoice Review

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Invoicing Process

- Before you submit an invoice to USAC:
 - USAC must make a commitment for the Funding Request Number (FRN)
 - Applicant must file and successfully certify Form 486, Receipt of Service Confirmation Form, for that FRN
 - Service provider must file Form 473, Service Provider Annual Certification (SPAC) Form for that funding year and that Service Provider Identification Number
 - In general, services must have been delivered

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Invoicing Process

- Two invoicing methods
 - Form 472, Billed Entity Applicant Reimbursement (BEAR) Form
 - Applicant pays for services in full and then requests reimbursement from USAC
 - Form 474, Service Provider Invoice (SPI) Form
 - Service provider discounts customer (applicant) bills and then requests discount amount from USAC

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Invoicing Process

- BEAR Form
 - Applicant must pay for services in full before submitting BEAR
 - Service provider reviews and approves BEAR Form before can be reviewed by USAC
 - USAC approves payment to reimburse the discount amount to the service provider
 - Service provider must remit funds to applicant no later than 20 days after RECEIPT of funds

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Invoicing Process

- SPI Form
 - Service provider must bill applicant (customer) before submitting SPI
 - USAC reimburses the discount amount to the service provider
 - SPIs can be submitted electronically, online, or on paper
- The first processed invoice sets the invoice mode (BEAR or SPI) for that FRN

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Deadlines/Extensions

- Invoice deadline:
 - Invoices must be postmarked or received by USAC no later than:
 - 120 days after the last date to receive service or
 - 120 days after the date of the Form 486 Notification Letterwhichever is later
 - Extensions can be requested

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Deadlines/Extensions

- Service delivery deadline:
 - Recurring services (no extensions possible)
 - June 30 of funding year
 - Non-recurring services
 - September 30 following end of funding year
 - Some extensions are automatic while others must be requested
 - Requests for extensions must be postmarked or received by USAC no later than the last day to receive service

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Deadlines/Extensions

- Automatic extensions are processed for:
 - Funding Commitment Decision Letter (FCDL), SPIN Change approval, or service substitution approval notification dated on or after March 1
- Extensions must be requested for:
 - Service providers unable to complete implementation for reasons beyond their control
 - Service providers unwilling to complete installation because USAC withheld payment on a properly completed invoice for at least 60 days

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Deadlines/Extensions

- If a service delivery extension occurs, your contract may need to be extended
 - (HINT: Set contracts for non-recurring services to expire September 30)
 - Applicants must extend the contract AND file a Form 500 to extend the contract expiration date in USAC's records before an invoice dated after that date can be paid

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Online Filing

- File BEAR Forms online:
 - USAC issues a Personal Identification Number (PIN) to the authorized person for the first Form 470, 471, or 486 filed on paper
 - This PIN can be used to certify all online forms, including BEAR Forms
 - USAC issues BEAR-specific PINs to individuals who only file BEAR Forms
 - BEAR-specific PINs cannot be used to certify online forms other than BEAR Forms

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Online Filing

- File BEAR Forms online:
 - Be sure your service provider has online access to approve your BEAR Forms
 - Service providers can call 1-888-641-8722 (choose the option for "Form 498" from the menu of options) for assistance if they do not have online access
 - Service providers may have to revise their Forms 498 before they can get online access

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Filing Correctly

- Read and follow directions provided in:
 - Form instructions
 - Website guidance
 - Notification letters (samples on USAC website)
 - Other communications
- Provide complete documentation
- Do not wait until the last minute to file
 - Applicants should ask service providers what their lead time is for approving BEARs

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Filing Correctly

- Common mistakes that lead to rejection (especially for paper filers):
 - Funds already disbursed in full
 - No Form 471 number / no FRN provided
 - Form 471 / FRN mismatch
 - Form 471 / SPIN mismatch
 - No Form 486 filed / No Form 473 filed
 - Same first date of service on multiple lines of recurring services
 - Duplicate invoices or invoice lines

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Filing Correctly

- Billed Entity Number, Form 471 Application Number, and Funding Request Number must match
- Check your most recent FCDL for this information (including SPIN changes, FRN splits, etc.)

Billed Entity Number	
471 Billed Entity Number	
BLOCK 2: LINE ITEM INFORMATION	
(9)	(10)
FCC Form 471 Application Number (10 digits) (from Funding Commitment Decision Letter)	Funding Request Number (FRN) (10 digits) (from Funding Commitment Decision Letter)
1	
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Filing Correctly

- Enter EITHER a Customer Billed Date or a Shipping Date to Customer, not both

Customer Billed Date –
Recurring services

Shipping Date –
Non-recurring services

(12) Customer Billed Date (mm/yyyy)	(13) Shipping Date to Customer or Last Day of Work Performed (mm/dd/yyyy)
For each FRN, complete either Column (12) or Column (13), but not both Columns	

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Filing Correctly

- Customer Billed Date / Shipping Date
 - Use the earliest date of service for the period you are billing (not necessarily July 1)
 - Don't install or deliver discounted non-recurring services before the Adjusted Service Start Date (check your Form 486 Notification Letter)
- Verify that the Discount Amount Billed is less than the Total (Undiscounted) Amount
- Verify approved discount percentage

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Filing Correctly

- Before filing, verify that:
 - Your invoice is not a duplicate
 - You removed any ineligible products and services
 - You removed any products and services that were not approved on that FRN
 - Funds still remain on the FRN (you are tracking your payments)
 - You are filing timely and do not need to first request an invoice deadline extension
- Remember to retain your documentation

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Invoice Review

- USAC reviews invoices for compliance with program rules, e.g.:
 - Only approved products and services are featured on the invoice, including approved service substitutions
 - The products and services are eligible (even if the products and services were approved for funding)
 - The invoice features the approved discount percentage for the applicant

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Invoice Review

- Call or email your reviewer with questions
 - Contact information is provided on requests for information from Invoice Review
- If possible, resubmit your invoice instead of filing an appeal
 - If you understand from USAC's communication what was incorrect on your invoice, you can just resubmit the invoice with the correct information or within the correct timeframe

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Service Certifications

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- Not requested for all invoices, more likely for Priority 2 services
- Completed and signed by the applicant to verify delivery, customer payment, or contract terms for up-front or progress payments

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Service Certifications

- Applicant can submit directly to USAC to avoid delay
 - Service cert is sent to service provider with invoice information (email/fax) provided
 - Applicants – copy your service provider if you submit directly to USAC

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Questions?

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