

Last Modified: April 2016

E-RATE PRODUCTIVITY CENTER (EPC)

BULK UPLOAD LINE ITEM AND RECIPIENT OF SERVICE (ROS) GUIDE REL 1.2.2

APRIL 2016

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I. OVERVIEW

E-rate program applicants with large numbers of eligible services and/or large numbers of recipients of service can now prepare and upload funding request data outside of the FCC Form 471 in EPC. By completing the templates, these applicants will be able to use these templates to distribute services and costs among recipients of service. . The templates will also provide some validations for the data entered and identify missing and inconsistent information that must be corrected before the data can be uploaded into the FCC Form 471.

There are five templates available for download to assist you:

Category 1

- Bulk Submission: Voice
- Bulk Submission: Data Transmission & Internet Access

Category 2

- Bulk Submission: Basic Maintenance of Internet Connections (BMIC)
- Bulk Submission: Managed Internet Broadband Services (MIBS)
- Bulk Submission: Internal Connections

Tips for Preparing the Spreadsheets

To complete the templates and prevent errors, follow these tips:

- *Use* Microsoft Office Excel 2010.
- *Complete* the template provided – do not create your own template.
- *Select* the **Enable Editing** and **Enable Content** options on the template (Excel spreadsheet).
- *To start, save* a copy of the template as an **Excel Macro-enabled workbook**. Then Select the **Enable Editing** and **Enable Content** options on the template (Excel spreadsheet) before you enter any data.
- *Enter* data for each new row, from left to right, one row at a time.
- *Include* only FRN line item-level detail.
- *Delete* data by using backspace or delete keys.
- *Use the dropdowns where provided*. Capitalization is important – if the correct entry is “No” and you type “no” instead of choosing the dropdown, your upload will not be successful.
- *Do not enter spaces in blank fields*. Simply tab through a field that doesn’t require an entry or right-click on the following field.
- *Only work on one template at a time*. (If you want to start a second template, close and exit the first template.)
- *Use* the “paste special/text” command to paste data from an external data source.
- *Do not enter or change reference numbers*. They are assigned automatically, and changing them will create errors.

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- *Do not enter in over 5,000 rows* in either the first or second tab, including the four header rows. If you approach 5,000 in either tab, start a new template. You will have the option to enter multiple templates, but each template is limited to 5,000 lines per tab.
- After you are finished entering data or after you have updated data already entered, *select* the **Click to Validate** button on the **Recipients of Service tab** to validate your data.
- Then, *check* the template **Error tab** to ensure the template is error-free. Correct any errors identified on the **Error tab**.
- After all errors have been corrected, click the **Click to Validate** button one last time. You can look at your entries in the **FRN Line Item tab** and the **Recipients of Service tab**, but **DO NOT** click in a field in either tab or you upload may be unsuccessful.
- *Save* your Category 1 or Category 2 template(s) for uploading.

SPECIAL NOTE ON REFERENCE NUMBERS

When a user starts a line in the **FRN Line Item tab**, the system automatically generates a reference number for that line, and creates the same reference number in the dropdown menu in the Recipients of Service tab. To identify the recipient(s) of service in the **Recipients of Service tab**, the user can then choose the appropriate reference number from the **FRN Line Item tab**. (If the user indicates for an FRN line item that all recipients of service share equally in the service, entries for that line item are not required in the **Recipients of Service tab**.)

To avoid confusion with reference numbers, we suggest that you enter your FRN line items and recipients of service in order, line by line. However, keep the following in mind if you need to make edits:

- If you need to delete an FRN Line Item, first delete the associated Recipients of Service identified by that FRN line item's reference number. This will keep the reference numbers for the other line items and recipients of service consistent.
- If you modify certain information in an FRN line item, the reference number will change. To return all the reference numbers in the FRN Line Item tab to the original numbering, select all of the reference numbers (starting with cell A5 – **DO NOT** select the entire Column A) and hit the delete key.

Access to Templates

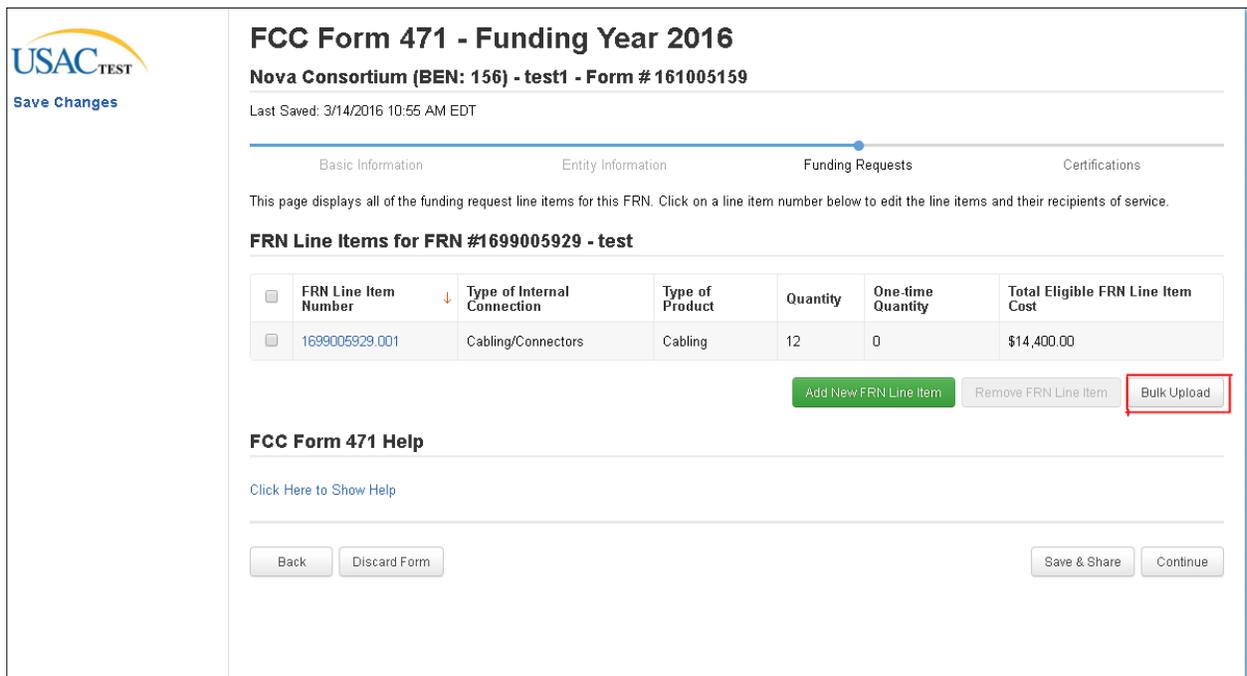
Templates are available for download via the USAC website or in the form itself.

On the USAC website:

Navigate to the Schools and Libraries main page. Click the yellow “FY2016 Filing Window” banner (currently the third option in the marquee). Choose the template you want to complete.

In the FCC Form 471 in EPC

If you have already started your FCC Form 471, you can download one or more templates from the FRN line item section of the FCC Form 471. To do this, navigate to the FRN line item page and click the Bulk Upload button.



FCC Form 471 - Funding Year 2016
Nova Consortium (BEN: 156) - test1 - Form # 161005159
 Last Saved: 3/14/2016 10:55 AM EDT

Basic Information Entity Information **Funding Requests** Certifications

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

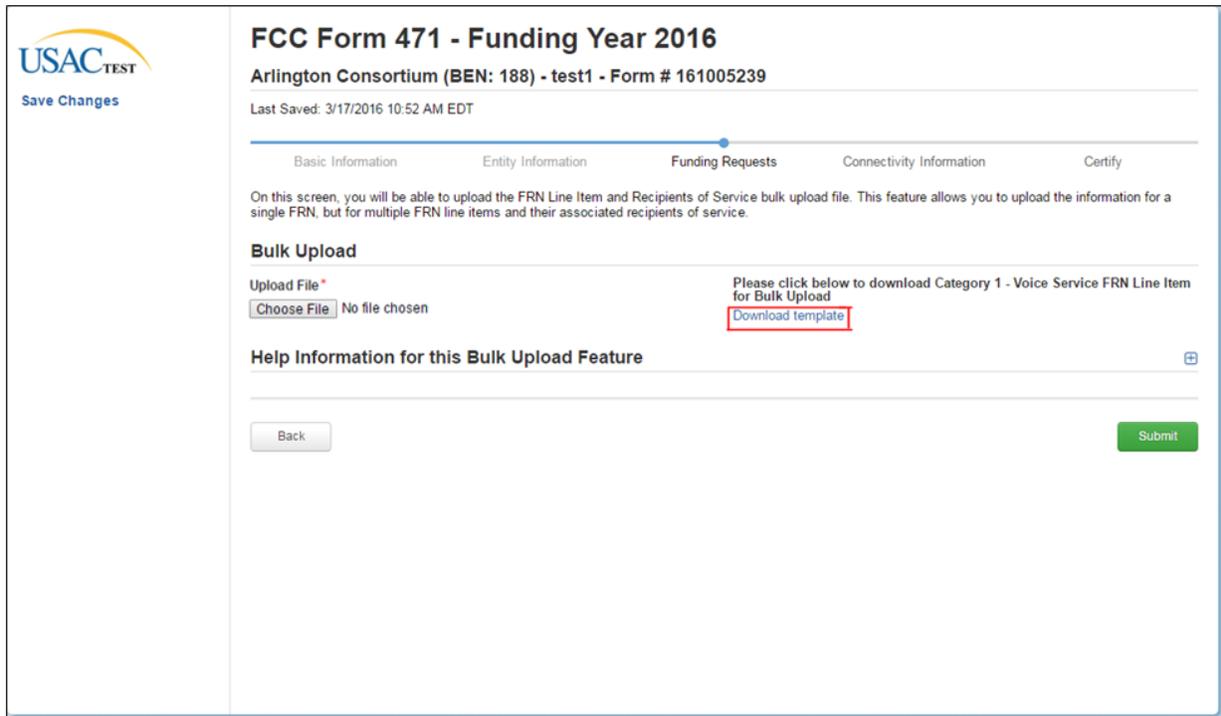
FRN Line Items for FRN #1699005929 - test

<input type="checkbox"/>	FRN Line Item Number	Type of Internal Connection	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1699005929.001	Cabling/Connectors	Cabling	12	0	\$14,400.00

FCC Form 471 Help
[Click Here to Show Help](#)

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Then click the “Download Template” button.



FCC Form 471 - Funding Year 2016
Arlington Consortium (BEN: 188) - test1 - Form # 161005239
 Last Saved: 3/17/2016 10:52 AM EDT

Basic Information Entity Information **Funding Requests** Connectivity Information Certify

On this screen, you will be able to upload the FRN Line Item and Recipients of Service bulk upload file. This feature allows you to upload the information for a single FRN, but for multiple FRN line items and their associated recipients of service.

Bulk Upload

Upload File *
 No file chosen

Please click below to download Category 1 - Voice Service FRN Line Item for Bulk Upload

Help Information for this Bulk Upload Feature ⊕

Below is a sample screenshot from a Category 1 voice services template for reference.

1	A	B	C	D	E	F	G	H	I	J
2	Category One - Voice - Version 16.2			Identify the Monthly Costs						
3	Reference Number	Function	Type of Connection	Monthly Recurring Unit Costs	Monthly Recurring Unit Ineligible Costs	Estimated Monthly Recurring Unit Eligible Costs	Monthly Quantity	Estimated Total Monthly Eligible Recurring Costs	One-time Unit Costs	One-time Unit Ineligible Costs
	For Reference Only - Not Imported	Required	Required	Required	Required	For Reference Only - Not Imported	Required	For Reference Only - Not Imported	Required	Required
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II. PREPARING THE FILES – GENERAL INFORMATION

Each Version 16.3 of the templates contains the following three tabs:

- FRN Line Item (First tab)
- Recipients of Service (Second tab)
- List of Errors (Third tab)

Reminders - FRN Line Item Tab

- Make sure you include only FRN line item-level detail in this tab.
- Follow the guidance provided in the pop-up messages and the helper text in Row 4 of the template.
- The template will auto-generate the reference number in the first column when data is entered for the first required field for the FRN line item. This unique reference number is used to associate the FRN line item information in this tab to its recipient entities information listed in the Recipients of Service tab.
- For all Category 2 spreadsheets, make sure that you have entered the same value under the “Estimated Months of Service” column in this tab.

Reminders - Recipients of Service Tab

- Make sure you include only information pertaining to recipients of service in this tab
- Make sure you have added the FRN line item details in the first tab before you complete the information on the recipients of service in this tab.
- For each service, select the appropriate reference number value from the drop-down for each row rather than manually entering a value to prevent reference number mismatches between the FRN Line Item tab and this tab.
- For a FRN Line item that has multiple recipients, there should be as many rows as there are recipients sharing the service in this line item. The reference number associated with each of the recipients should be the same as the reference number listed for the FRN Line item in the first tab.
- If you delete/update details for an FRN line item in the first tab, make sure you update the data entered in the second tab appropriately (add, delete, or modify the recipients).
- **Category One Voice Spreadsheet:**
 - For each FRN line item, at least one recipient entity must be listed in this tab unless you have selected ‘Yes’ for the question “Product/Service is for all entities” in the first tab.
- **Category One Data Transmission and/or Internet Access:**
 - For each FRN line item, at least one recipient entity must be listed in this tab.

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- For a FRN line item that is a connection directly to a school, library or a NIF, make sure you have allocated the total number of lines (monthly quantity) among the recipients listed in this tab for this line item.
- **Category Two Spreadsheets:**
 - For each FRN line item, at least one recipient entity must be listed in this tab unless you have selected “A. Product/services is for all entities and the cost is split equally” for the question “Do any of these conditions apply?” in the first tab.
 - For an FRN line item, make sure you have allocated the total cost (Pre-discount extended eligible line item costs) among the recipients listed in this tab.

III. LINE-BY-LINE INSTRUCTIONS

1. VOICE SERVICES

Category 1 Voice tab

First choose the function and type of connections from the dropdown menus.

Function	Type of Connection
Voice	Local Phone Service Only
	Long Distance Phone Service Only
	Local/Long Distance Service
	800 Service
	POTS
	Interconnected VoIP Service
	ISDN - PRI
	Cellular Voice including Data and/or Text Messaging
	Cellular Voice with no Data and/or Text Messaging
Miscellaneous	Maintenance and Technical Support
	Installation, Activation and Initial Configuration
	Taxes and USF Fees

Then enter the monthly and one-time costs:

Field	Instructions
Monthly Recurring Unit Costs	Enter the total costs of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no eligible monthly costs, enter zero ("0").
Monthly Recurring Unit Ineligible Costs	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero ("0").
Estimated Monthly Recurring Unit Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
Monthly Quantity	Enter the quantity (e.g., number of lines, users, connections, circuits). The number you provide, multiplied by the costs in the previous column, will result in the total eligible monthly recurring costs for the funding year.
Estimated Total Monthly Eligible Recurring Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Unit Costs	Enter the total one-time costs of the service. If there are no eligible one-time costs, enter zero ("0").
One-time Unit Ineligible Costs	Enter the total ineligible one-time costs of the service. If there are no ineligible one-time costs, enter zero ("0").
Estimated One-time Unit Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.

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One-time Quantity	Enter the quantity (e.g., number of installations, configurations). The number you provide, multiplied by the costs in the previous column, will result in the total eligible one-time costs for the funding year. NOTE: If all of your one-time costs are represented in the previous column, enter one (“1”) in this column.
Estimated Total Eligible One-time Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
Product/Service is for All Entities	Yes/No. Note that “Yes” is only applicable if you are a library system or a school district that is not an Educational Service Agency (ESA). If you answer “No,” you must then complete the Recipients of Service tab.

Recipients of Service tab

Reference Number	For each line that you complete in the Category 1 Voice tab, the system will create a Reference Number. Those numbers will be added to the dropdown values available for this field. <ul style="list-style-type: none"> • If you indicate on the FRN Line Item tab that all recipients of service for one line item are sharing the service equally, no entries are required for the related Reference Number. • If not all of the recipients of service are sharing the service, create one line for each recipient of service for this line item that features the appropriate Reference Number in the first column.
BEN	Enter the billed entity number (BEN) for each recipient that will share this service, one BEN per line. (Repeat the Reference Number on each subsequent line until you have identified all of the recipients that are sharing the service.)
Name	You can add the name of the billed entity to this field for your reference. This information will not be imported into your form, but will be populated in the FCC Form 471 based on the BEN you entered in the previous column.

Continue to create lines for recipients of service for each Reference Number as appropriate.

When you are finished, click the Click to Validate button.

List of Errors tab

This spreadsheet will identify inconsistent entries in the previous two tabs and provide information to enable you to make corrections. You should continue to update your information and continue to click the **Click to Validate** button *until you have corrected all of your information and this tab is no longer populated.*

2. DATA TRANSMISSION AND/OR INTERNET ACCESS

Category 1 Internet Access tab

First, choose the appropriate entry from the Purpose dropdown. The choices are:

Internet access service that includes a connection from any service from any applicant site directly to the Internet Service Provider
Data connection between two or more sites entirely within the applicant’s network
Data connection(s) for an applicant’s hub site to an Internet Service Provider and/or state/regional network where Internet access service is billed separately
Internet access with no circuit (data circuit to ISP state/regional network is billed separately)
(Consortia only) Backbone circuit for consortium that provides connectivity between aggregation points or other non-user facilities

Then choose the function and type of connection from the next two dropdown menus.

Function	Type of Connection
Fiber	<ul style="list-style-type: none"> • DS-1 • DS-3 • DS-4 • Dark Fiber (No Special Construction) • Dark Fiber IRU (No Special Construction) • OC-1 • OC-3 • OC-12 • OC-24 • OC-48 • OC-192 • OC-256 • OC-768 • Switched Multimegabit Data Service • OC-N (TDM Fiber) • Digital Subscriber Line (DSL) • Ethernet • MPLS

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Copper	<ul style="list-style-type: none"> • ATM • ISDN-BRI • Cable Modem • T-1 • T-3 • T-4 • T-5 • Digital Subscriber Line (DSL) • Ethernet • Fractional T-1 • Frame Relay • Switched Multimegabit Data Service
Wireless	<ul style="list-style-type: none"> • Microwave • Satellite Service • Data plan for portable device • Wireless data service
Other	<ul style="list-style-type: none"> • Broadband Over Power Lines • Radio Loop • Other <p>NOTE: If you choose "Other," enter the type of connection in the next column; otherwise, leave that column blank.</p>
Miscellaneous	<ul style="list-style-type: none"> • Maintenance and Technical Support • Installation, Activation and Initial Configuration • Taxes and USF Fees

For some types of connections, the download and upload speeds will autopopulate. If the fields are blank, please provide the appropriate entries.

Field	Instructions
Bandwidth Download Speed	Enter the bandwidth download speed as a number. If you do not have this information, ask your service provider.
Bandwidth Download Units	Choose the appropriate unit for the number you provided for the download speed – Mbps or Gbps.
Bandwidth Upload Speed	Enter the bandwidth upload speed as a number. If you do not have this information, ask your service provider. NOTE: This column will autopopulate with the entry you made in the Bandwidth Download Speed column, but it can be edited.
Bandwidth Upload Units	Choose the appropriate unit for the number you provided for the upload speed – Mbps or Gbps.
Burstable bandwidth?	Choose "Yes" if you have burstable bandwidth or "No" if you do not.
What is the maximum burstable speed?	If you chose "Yes" in the previous field, indicate the maximum burstable bandwidth speed as a number.

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What is the unit of the burstable speed?	If you provided an entry in the previous field, choose the appropriate unit for the number you provided for the burstable maximum speed – Mbps or Gbps.
Does this include basic firewall services?	Choose “Yes” if this service includes basic firewall protection or “No” if it does not.
Is this connection directly to a school, library, or a NIF?	Indicate if this service is a direct – i.e., a last-mile – connection. A last-mile connection is the connection to an individual school or library building, such as a WAN connection or a direct internet connection not on a WAN. Last mile should NOT include the internet circuit to a district hub.
Is this a connection that supports service to a school, library or NIF?	Choose “Yes” if this is a connection supporting service, such as a wide area network (WAN) or “No” if it is not. Note: If you answer “Yes,” you must allocate the number of connections (the “Monthly Quantity” in the following table) to the recipients of service. If you answer “No,” do not provide allocations for the recipients of service.
Connection used by	Choose one of the following: <ul style="list-style-type: none"> • All buildings/sites listed • One building/site listed • Multiple buildings/sites listed

Then enter the monthly and one-time costs:

Field	Instructions
Monthly Recurring Unit Costs	Enter the total costs of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no eligible monthly costs, enter zero (“0”).
Monthly Recurring Unit Ineligible Costs	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero (“0”).
Estimated Monthly Eligible Recurring Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
Monthly Quantity	Enter the quantity (e.g., number of lines, users, connections, circuits). The number you provide, multiplied by the costs in the previous column, will result in the total eligible monthly recurring costs for the funding year.
Estimated Total Monthly Eligible Recurring Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Unit Costs	Enter the total one-time costs of the service. If there are no eligible one-time costs, enter zero (“0”).
One-time Unit Ineligible Costs	Enter the total ineligible one-time costs of the service. If there are no ineligible one-time costs, enter zero (“0”).
Estimated One-time Unit Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.

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One-time Quantity	Enter the quantity (e.g., number of installations, configurations). The number you provide, multiplied by the costs in the previous column, will result in the total eligible one-time costs for the funding year. NOTE: If all of your one-time costs are represented in the previous column, enter one (“1”) in this column.
Estimated Total Eligible One-time Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.

Recipients of Service tab

Reference Number	<p>For each line that you complete in the Category 1 Internet Access tab, the system will create a Reference Number. Those numbers will be added to the dropdown values available for this field.</p> <ul style="list-style-type: none"> • If you indicate on the FRN Line Item tab that all recipients of service for one line item are sharing the service equally, no entries are required for the related Reference Number. • If not all of the recipients of service are sharing the service, or if you must allocate the number of lines to each recipient of service, create one line for each recipient of service for this line item that features the appropriate Reference Number in the first column.
BEN	Enter the billed entity number (BEN) for each recipient that will share this service, one BEN per line. (Repeat the Reference Number on each subsequent line until you have identified all of the recipients that are sharing the service.)
Name	You can add the name of the billed entity to this field for your reference. This information will not be imported into your form, but will be populated in the FCC Form 471 based on the BEN you entered in the previous column.
Number of Lines per BEN	If the connection is directly to a school, library or a NIF, enter the number of lines allocable to each BEN. (The total of all the entries on this FRN line item should match the entry in the “Monthly Quantity” field in the Cost Calculation section.)

Continue to create lines for recipients of service for each Reference Number as appropriate.

When you are finished, click the Click to Validate button.

List of Errors tab

This spreadsheet will identify inconsistent entries in the previous two tabs and provide information to enable you to make corrections. You should continue to update your information and continue to click the **Click to Validate** button *until you have corrected all of your information and this tab is no longer populated.*

3. INTERNAL CONNECTIONS

Category 2 Internal Connections tab

First choose the type of internal connection and type of product from the dropdown menus.

Type of Internal Connection	Installation Included in Price?	Type of Product
Cabling/Connectors	Yes/No	Cabling
		Connectors
Caching	Yes/No	Caching Equipment
		Caching Service
Data Distribution	Yes/No	Router
		Switch
Data Protection	Yes/No	Firewall Services & Components
		UPS/Battery Backup
Racks	Yes/No	Racks & Cabinets
Software	Yes/No	Operating System Software of Eligible Equipment
Wireless Data Distribution	Yes/No	Access Point
		Antenna
		LAN Controller
		Wireless Controller
Miscellaneous	Yes/No	Installation, Activation, & Initial Configuration
		Training
		Fees, Taxes, etc

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After you have chosen the applicable entries from the dropdown fields, complete the following:

Field	Instructions
Make	Choose the manufacturer of the internal connections from the dropdown list. If the manufacturer is not listed, choose "Other" from the bottom of the list.
Enter the Make (If Other)	If you chose "Other" in the previous field, enter the name of the manufacturer.
Model	Enter the model of the internal connections. If you do not know the model, ask your service provider.
Lease or Non-Purchase Agreement?	Choose "Yes" if the internal connections are being leased or under a non-purchase arrangement or "No" if they are not.

Then enter the monthly and one-time costs:

Field	Instructions
Monthly Recurring Unit Costs	Enter the total costs of the service for a single month. If there are no eligible monthly costs, enter zero ("0").
Monthly Recurring Unit Ineligible Costs	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero ("0").
Estimated Monthly Eligible Recurring Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
Monthly Quantity	Enter the quantity of the service as a number (no unit). If there is no monthly quantity, enter zero ("0").
Units	If an entry was provided in the previous field, choose the appropriate unit of measurement for that entry provided in the previous field. Otherwise, leave this field blank. The dropdown options are: <ul style="list-style-type: none"> • Each • Dozen • Foot • Hundred Feet • Hours
Estimated Total Monthly Eligible Recurring Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Unit Costs	Enter the total one-time costs of the service. If there are no eligible one-time costs, enter zero ("0").
One-time Unit Ineligible Costs	Enter the total ineligible one-time costs of the service. If there are no ineligible one-time costs, enter zero ("0").
Estimated One-time Unit Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.

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One-time Quantity	Enter the quantity of the eligible one-time costs as a number (no unit).
Estimated Total Eligible One-time Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
Do any of these conditions apply?	<p>Choose the appropriate option:</p> <ul style="list-style-type: none"> • A. Product/Service is for all entities and the cost is split equally (This is only applicable if you are a library system or a school district that is not an ESA. If you choose this option, do not complete the Recipients of Service tab.) • B. Product/Service is for only some entities, but the cost is split equally among them (If you choose this option, complete the Recipients of Service tab BEN information but do not allocate costs.) • C. Neither A nor B applies (If you choose this option, complete the Recipients of Service tab.)

Recipients of Service tab

Reference Number	<p>For each line that you complete in the Category 2 Internal Connections Access tab, the system will create a Reference Number. Those numbers will be added to the dropdown values available for this field.</p> <ul style="list-style-type: none"> • If you indicate on the FRN Line Item tab that all recipients of service for one line item are sharing the service equally, no entries are required for the related Reference Number. • If not all of the recipients of service are sharing the service, or if you must allocate costs to each recipient of service individually, create one line for each recipient of service for this line item that features the appropriate Reference Number in the first column.
BEN	Enter the billed entity number (BEN) for each recipient that will share this service, one BEN per line. (Repeat the Reference Number on each subsequent line until you have identified all of the recipients that are sharing the service.)
Name	You can add the name of the billed entity to this field for your reference. This information will not be imported into your form, but will be populated in the FCC Form 471 based on the BEN you entered in the previous column.
Eligible Cost per BEN	Enter the costs allocable to each BEN. (The total of all the entries on this FRN line item should match the entry in the “Estimated Pre-Discount Extended Eligible Line Item Costs” field in the Cost Calculation section.)

Continue to create lines for recipients of service for each Reference Number as appropriate.

*When you are finished, click the **Click to Validate** button.*

List of Errors tab

This spreadsheet will identify inconsistent entries in the previous two tabs and provide information to enable you to make corrections. You should continue to update your information and continue to click the **Click to Validate** button *until you have corrected all of your information and this tab is no longer populated.*

4. MANAGED INTERNAL BROADBAND SERVICES

Category 2 MIBS tab

First choose the type of managed service agreement, then enter the monthly and one-time costs.

Field	Instructions
Type of Managed Service Agreement	Choose the dropdown option that best describes your managed service agreement: <ul style="list-style-type: none"> • Managed and leased from a third party service provider • Managed by third party service provider, and purchased from them or other vendors • Managed services contract of already installed equipment
Monthly Recurring Costs	Enter the total costs of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no monthly costs, enter zero (“0”).
Monthly Recurring Ineligible Costs	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero (“0”).
Estimated Monthly Recurring Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Costs	Enter the total one-time costs of the service. If there are no one-time costs, enter zero (“0”).
One-time Ineligible Costs	Enter the total ineligible one-time costs of the service. If there are no ineligible one-time costs, enter zero (“0”).
Estimated One-time Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.

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Do any of these conditions apply?	<p>Choose the appropriate option:</p> <ul style="list-style-type: none"> • A. Product/Service is for all entities and the cost is split equally (This is only applicable if you are a library system or a school district that is not an ESA. If you choose this option, do not complete the Recipients of Service tab.) • B. Product/Service is for only some entities, but the cost is split equally among them (If you choose this option, complete the Recipients of Service tab BEN information but do not allocate costs.) • C. Neither A nor B applies (If you choose this option, complete the Recipients of Service tab.)
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Recipients of Service tab

Reference Number	<p>For each line that you complete in the Category 2 Managed Internal Broadband Services tab, the system will create a Reference Number. Those numbers will be added to the dropdown values available for this field.</p> <ul style="list-style-type: none"> • If you indicate on the FRN Line Item tab that all recipients of service for one line item are sharing the service equally, no entries are required for the related Reference Number. • If not all of the recipients of service are sharing the service, or if you must allocate costs to each recipient of service individually, create one line for each recipient of service for this line item that features the appropriate Reference Number in the first column.
BEN	Enter the billed entity number (BEN) for each recipient that will share this service, one BEN per line. (Repeat the Reference Number on each subsequent line until you have identified all of the recipients that are sharing the service.)
Name	You can add the name of the billed entity to this field for your reference. This information will not be imported into your form, but will be populated in the FCC Form 471 based on the BEN you entered in the previous column.
Eligible Cost per BEN	Enter the costs allocable to each BEN. (The total of all the entries on this FRN line item should match the entry in the “Estimated Pre-Discount Extended Eligible Line Item Costs” field in the Cost Calculation section.)

Continue to create lines for recipients of service for each Reference Number as appropriate.

When you are finished, click the Click to Validate button.

List of Errors tab

This spreadsheet will identify inconsistent entries in the previous two tabs and provide information to enable you to make corrections. You should continue to update your information and continue to click the **Click to Validate** button ***until you have corrected all of your information and this tab is no longer populated.***

5. BASIC MAINTENANCE OF INTERNAL CONNECTIONS

Category 2 BMIC tab

Complete the first two fields, then enter the monthly and one-time costs.

Field	Instructions
Type of Internal Connections Being Maintained	Choose "Basic Maintenance of Internal Connections." You do not need to specify the type(s) of internal connections.
Total Quantity of Equipment Maintained	Enter the total number of pieces of equipment being maintained. You do not need to specify the type(s) of Internal connections.
Monthly Recurring Costs	Enter the total costs of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no monthly costs, enter zero ("0").
Monthly Recurring Ineligible Costs	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero ("0").
Estimated Monthly Recurring Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Costs	Enter the total one-time costs of the service. If there are no one-time costs, enter zero ("0").
One-time Ineligible Costs	Enter the total ineligible one-time costs of the service. If there are no ineligible one-time costs, enter zero ("0").
Estimated One-time Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.

Recipients of Service tab

Reference Number	<p>For each line that you complete in the Category 2 Basic Maintenance of Internal Connections tab, the system will create a Reference Number. Those numbers will be added to the dropdown values available for this field.</p> <ul style="list-style-type: none"> • If you indicate on the FRN Line Item tab that all recipients of service for one line item are sharing the service equally, no entries are required for the related Reference Number. • If not all of the recipients of service are sharing the service, or if you must allocate costs to each recipient of service individually, create one line for each recipient of service for this line item that features the appropriate Reference Number in the first column.
BEN	<p>Enter the billed entity number (BEN) for each recipient that will share this service, one BEN per line. (Repeat the Reference Number on each subsequent line until you have identified all of the recipients that are sharing the service.)</p>
Name	<p>You can add the name of the billed entity to this field for your reference. This information will not be imported into your form, but will be populated in the FCC Form 471 based on the BEN you entered in the previous column.</p>
Eligible Cost per BEN	<p>Enter the costs allocable to each BEN. (The total of all the entries on this FRN line item should match the entry in the “Estimated Pre-Discount Extended Eligible Line Item Costs” field in the Cost Calculation section.)</p>

Continue to create lines for recipients of service for each Reference Number as appropriate.

When you are finished, click the Click to Validate button.

List of Errors tab

This spreadsheet will identify inconsistent entries in the previous two tabs and provide information to enable you to make corrections. You should continue to update your information and continue to click the **Click to Validate** button ***until you have corrected all of your information and this tab is no longer populated.***

IV. UPLOADING THE TEMPLATES

After you have prepared your Bulk Upload template from the appropriate template on the USAC website – and verified that you have no errors in your template by clicking the **Click to Validate** button and verifying that the **List of Errors tab** is no longer populated – and are ready to start your FCC Form 471, take the following steps:

Create FCC Form 471

- *Select* the **FCC Form 471** link from your landing page.

Basic Information

- *Enter* the requested information for the **Basic Information** pages of your FCC Form 471 application process.
- *Choose* the **Category 1** or **Category 2** option.

Entity Information

- *Continue* to enter all requested information for the **Entity Information** section.

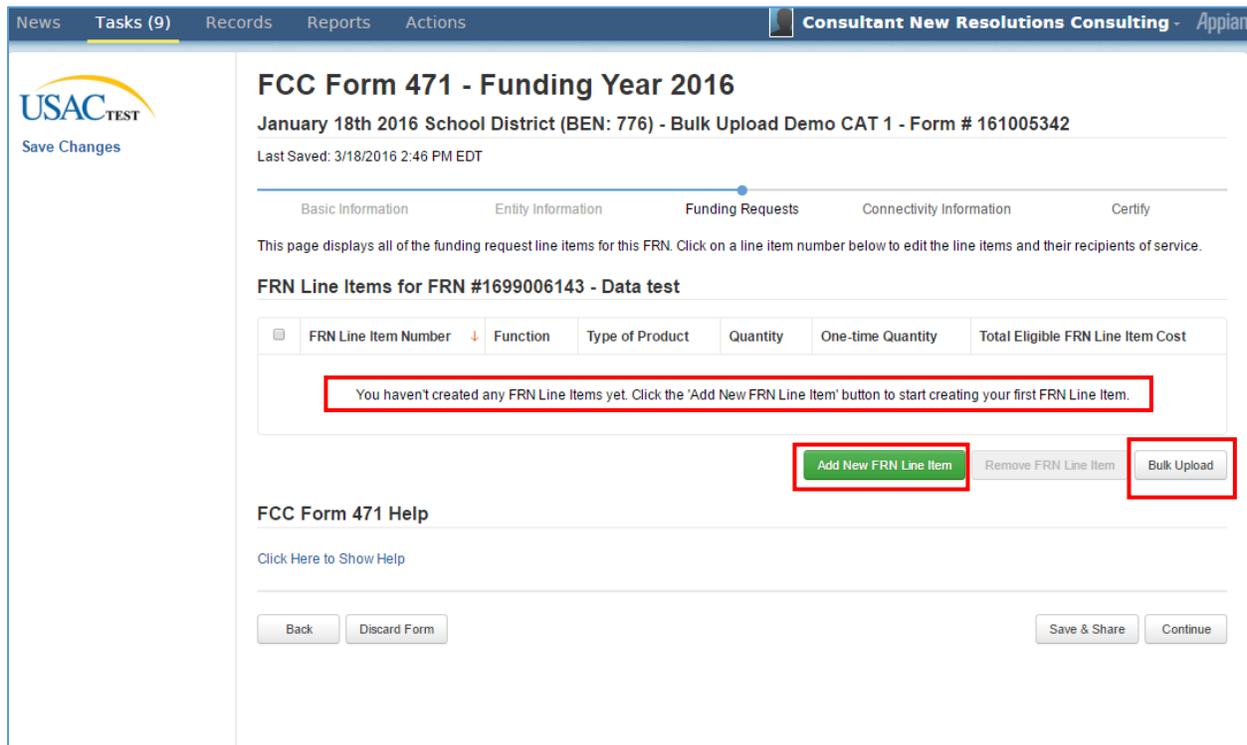
Funding Requests

- *Complete* your **Add FRN** entry for the Funding Request. Upon reaching the **FRN Line Items for FRN #** page, a **Bulk Load** option will be displayed for uploading your template(s).

FRN Line Items for FRN

This page displays the funding request line items for this FRN.

Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2



News **Tasks (9)** Records Reports Actions **Consultant New Resolutions Consulting - Appian**

FCC Form 471 - Funding Year 2016
 January 18th 2016 School District (BEN: 776) - Bulk Upload Demo CAT 1 - Form # 161005342
 Last Saved: 3/18/2016 2:46 PM EDT

Basic Information Entity Information **Funding Requests** Connectivity Information Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1699006143 - Data test

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.						

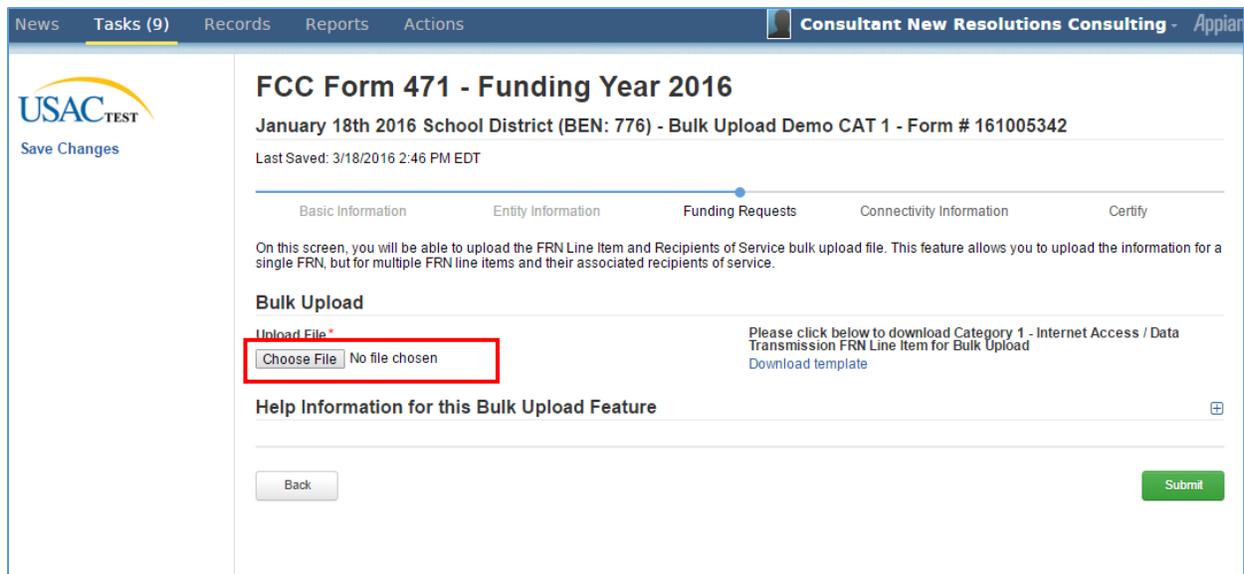
FCC Form 471 Help
[Click Here to Show Help](#)

Add New FRN Line Item

- Optional: *Select* the **Add New FRN Line Item** button to manually add your information OR select the **Bulk Upload** button.

Bulk Upload

1. Select the **Bulk Upload** option to upload multiple line items of information from your pre-populated template(s).
2. Click the **Bulk Upload** button. The **Bulk Upload** page displays.



News **Tasks (9)** Records Reports Actions **Consultant New Resolutions Consulting - Appian**

FCC Form 471 - Funding Year 2016
January 18th 2016 School District (BEN: 776) - Bulk Upload Demo CAT 1 - Form # 161005342
Last Saved: 3/18/2016 2:46 PM EDT

Basic Information Entity Information **Funding Requests** Connectivity Information Certify

On this screen, you will be able to upload the FRN Line Item and Recipients of Service bulk upload file. This feature allows you to upload the information for a single FRN, but for multiple FRN line items and their associated recipients of service.

Bulk Upload

Upload File*
Choose File No file chosen

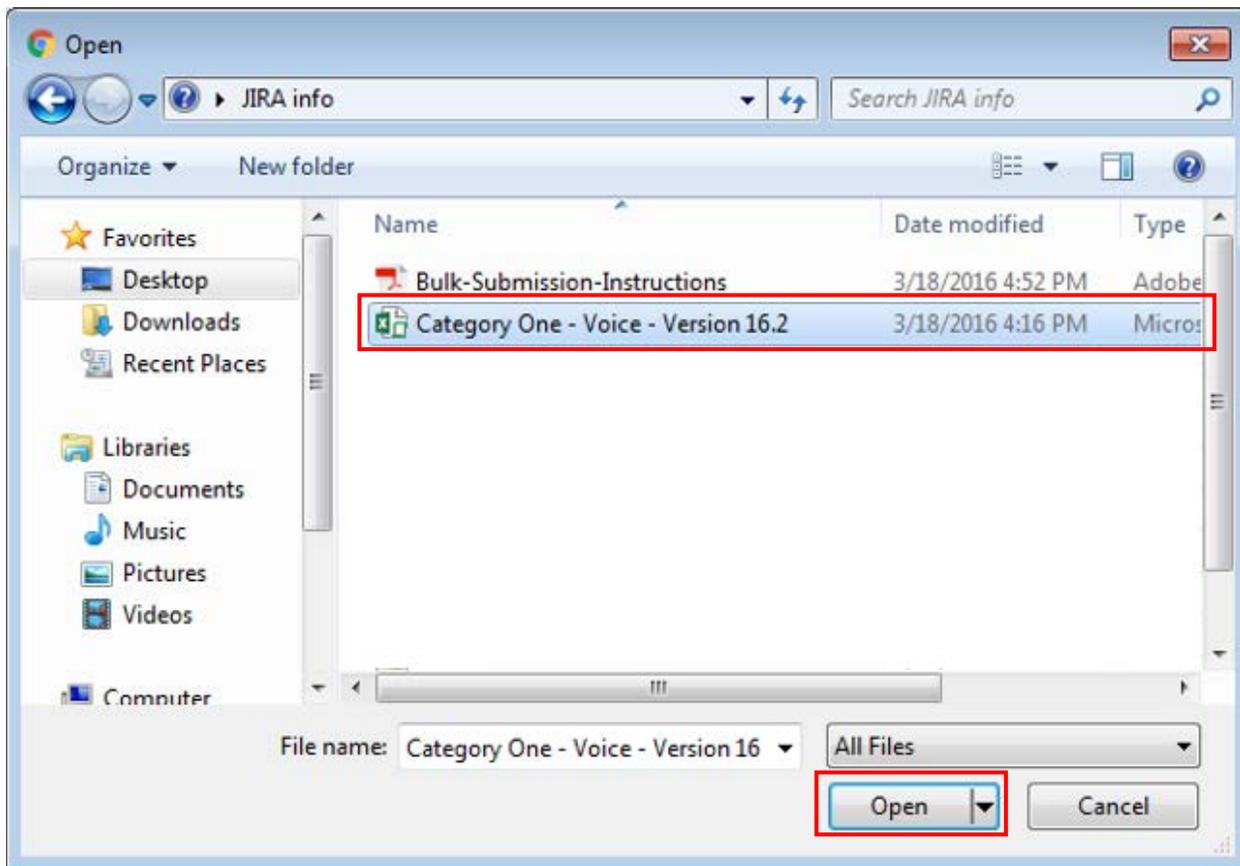
Please click below to download Category 1 - Internet Access / Data Transmission FRN Line Item for Bulk Upload
[Download template](#)

Help Information for this Bulk Upload Feature

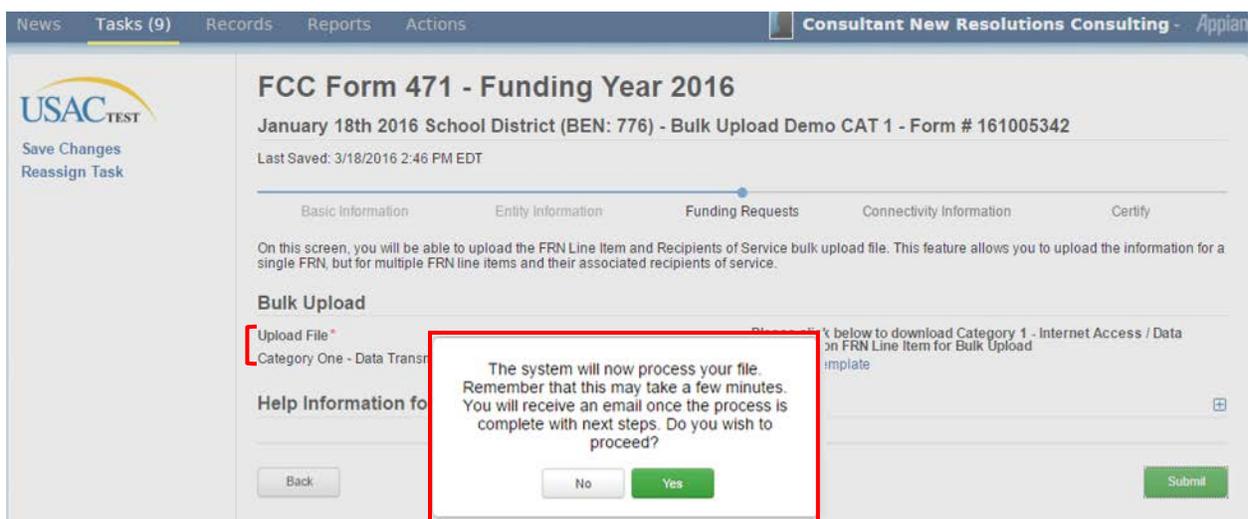
[Back](#) [Submit](#)

Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2

3. Click the **Choose File** button.



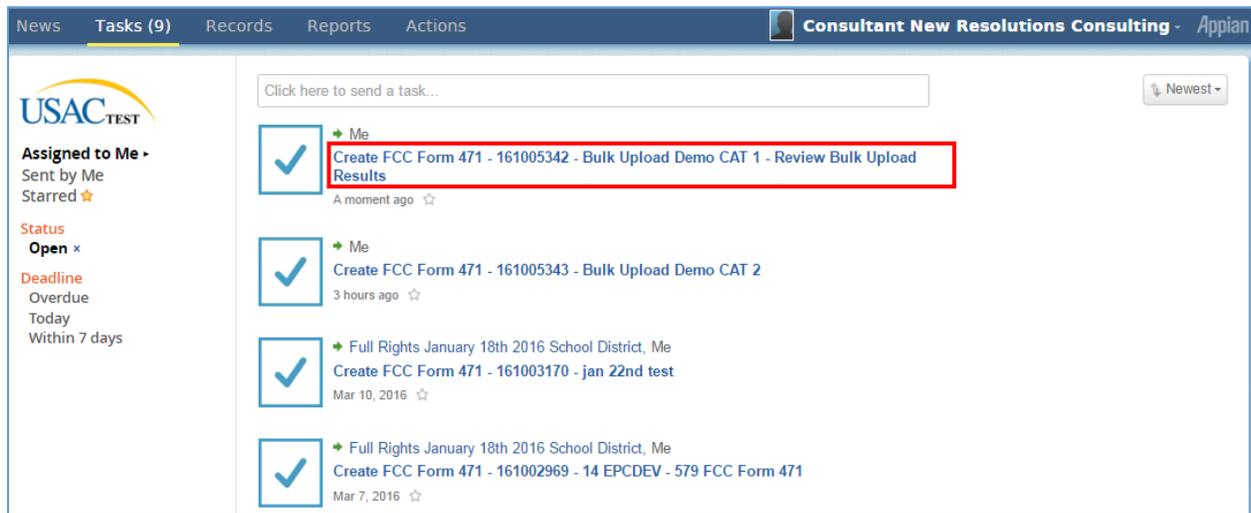
4. Select the template document you have prepared and saved on your computer and then click the **Open** button.



Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2

5. Select **No** option to cancel the submission or **Yes** to proceed with the upload. If you select **Yes**, the system will attempt to upload your template.
 - a. If your file is too large (**over 5,000 rows in either the first or the second tab, including the four header rows**), the system will not upload the file and it will generate an error message.
 - b. Otherwise, the system will process the upload and create a Task for you to review the results in your **Tasks** list. Note that it can take a few minutes for the system to complete the upload and generate the task.

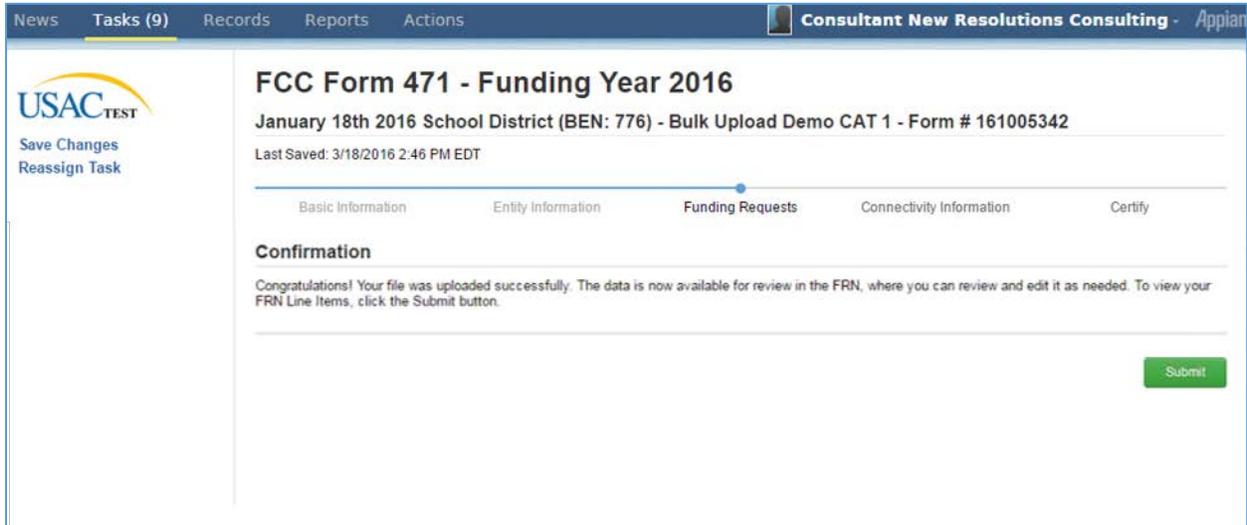
Task tab



6. Locate the **FCC Form 471 – Bulk Upload document** from the **Tasks** list and then *click* the document link to open it.

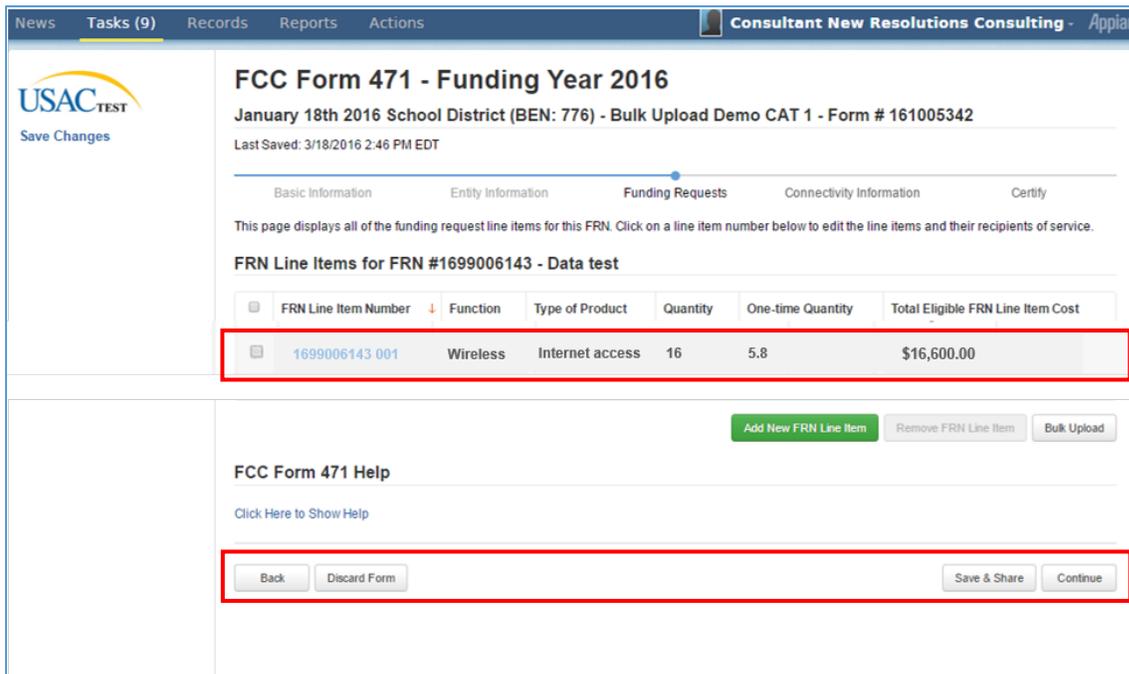
Successful Uploads

If your upload was successful, the system displays the following message:



The screenshot shows the 'FCC Form 471 - Funding Year 2016' page. The title is 'January 18th 2016 School District (BEN: 776) - Bulk Upload Demo CAT 1 - Form # 161005342'. The last saved time is 3/18/2016 2:46 PM EDT. The page has a navigation bar with 'Basic Information', 'Entity Information', 'Funding Requests', 'Connectivity Information', and 'Certify'. The 'Funding Requests' tab is active. Below the navigation bar, there is a 'Confirmation' section with the text: 'Congratulations! Your file was uploaded successfully. The data is now available for review in the FRN, where you can review and edit it as needed. To view your FRN Line Items, click the Submit button.' A green 'Submit' button is located at the bottom right of the confirmation section.

7. Click the **Submit** button. The system then takes you to the **FRN Line Item** page.



The screenshot shows the 'FCC Form 471 - Funding Year 2016' page. The title is 'January 18th 2016 School District (BEN: 776) - Bulk Upload Demo CAT 1 - Form # 161005342'. The last saved time is 3/18/2016 2:46 PM EDT. The page has a navigation bar with 'Basic Information', 'Entity Information', 'Funding Requests', 'Connectivity Information', and 'Certify'. The 'Funding Requests' tab is active. Below the navigation bar, there is a section titled 'FRN Line Items for FRN #1699006143 - Data test'. This section contains a table with the following data:

FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
1699006143 001	Wireless	Internet access	16	5.8	\$16,600.00

Below the table, there are buttons for 'Add New FRN Line Item', 'Remove FRN Line Item', and 'Bulk Upload'. Below these buttons, there is a section titled 'FCC Form 471 Help' with a link 'Click Here to Show Help'. At the bottom of the page, there are buttons for 'Back', 'Discard Form', 'Save & Share', and 'Continue'.

8. Optional: *View* your new FRN Line Item information, if applicable.
9. Optional: *Click* the check-box next to the FRN Line Item Number and then click the Number (blue-highlighted text) for a detailed view of your Recipients of Service; OR, if you are finished uploading your information,
10. *Click* the **Continue** button to proceed with your FCC Form 471 application through **Certification**.

Unsuccessful Uploads

If your upload was unsuccessful, your task will include information about the reason(s) the template could not be uploaded. You should review the information provided, make the appropriate changes, click the Click to Verify button and verify that the List of Error tab does not contain any errors, and then try your upload again. Note that the system does not perform a partial upload of information that may be correct; it rejects the entire template.

Here are some of the reasons your upload may be unsuccessful:

- The template is empty.
- The template is in the wrong format (e.g., a PDF file).
- The template is for the wrong service type.
- The template is missing one of its tabs.
- Columns were added or deleted from one or both of the tabs.
- One or more of the BENs you identified as a recipient of service does not appear in your organization profile.
- Information in the template was changed and the “Click to Validate” button was not clicked again.
- The template contains too many rows. Our current limit is 5,000 rows in the FRN Line Item tab (including the four header rows) and 5,000 rows in the Recipients of Service tab (including the four header rows). If your entries will exceed these limits, you will need to prepare multiple spreadsheets.
- The template is too big (> 50 MB).
- There is a discrepancy between the number of months of service you provided in the template and the number of months of service calculated from the service start and end dates you provided in the form.

V. DATA SPECIFICATIONS

These data specifications are provided if you want to know the exact requirements for correct and complete entries in the individual fields in each template.

Category 1 Voice

Tab 1 - Category 1 Voice			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	7 digits	-Generated automatically by excel spreadsheet
Function	Text	N/A (Dropdown)	-Select value from dropdown
Type of Connection	Text	N/A (Dropdown)	-Select value from dropdown
Monthly Recurring Unit Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be zero if One-time Unit Costs is zero
Monthly Recurring Unit Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be greater than the Monthly Recurring Unit Costs
Estimated Monthly Recurring Unit Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Monthly Quantity	Numeric (Whole Number)	10 digits	-Accepted values in the range of 0 to 2147483647 -Monthly Quantity and One-time Quantity cannot both be zero.
Estimated Total Monthly Eligible Recurring Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet

Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2

One-time Unit Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be zero if Monthly Recurring Unit Costs is zero
One-time Unit Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be greater than the One-time Unit Costs
Estimated One-time Unit Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
One-time Quantity	Numeric (Whole Number)	10 digits	-Accepted values in the range of 0 to 2147483647 -Monthly Quantity and One-time Quantity cannot both be zero.
Estimated Total Eligible One-time Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Product/Service is for All Entities	Text	N/A (Dropdown)	-Select value from dropdown -Value can be either "Yes" or "No"

Recipients of Service (C1 Voice)

Tab 2 - Recipients of Service			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	N/A (Dropdown)	-Select value from dropdown
BEN	Numeric (Whole Number)	10 digits	-Can include leading zeros
Name	Text	255 characters	-Optional field

Category 1 Internet Access

Tab 1 - Category 1 Internet Access			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	7 digits	-Generated automatically by excel spreadsheet
Purpose	Text	N/A (Dropdown)	-Select value from dropdown
Function	Text	N/A (Dropdown)	-Select value from dropdown
Type of Connection	Text	N/A (Dropdown)	-Select value from dropdown
Enter Type of Connection, if Other was selected	Text	255 characters	-If the value in the columns "Function" and "Type of Connection" is "Other", then type in a value that has at least one character but does not exceed 255 characters.
Bandwidth Download Speed	Numeric (Decimal)	15 digits total: 12 digits before the decimal and 3 digits after the decimal	This value may be: -Generated automatically by excel depending on choice of "Type of Connection" and is not editable by users OR -User editable field (maximum value of either 75.000, 300.000, 100000.000 or 99999999999.990 depending on "Type of Connection") -Values always displayed to three decimal places with the minimum value of 0.000
Bandwidth Download Units	Text	N/A (Dropdown)	This value may be: -Generated automatically by excel depending on choice of "Type of Connection" and is not editable by users OR -Select value from dropdown

Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2

Bandwidth Upload Speed	Numeric (Decimal)	15 digits total: 12 digits before the decimal and 3 digits after the decimal	This value may be: -Generated automatically by excel depending on choice of "Type of Connection" and is not editable by users OR -User editable field (maximum value of either 75.000, 300.000, 100000.000 or 99999999999.990 depending on "Type of Connection") -Values always displayed to three decimal places with the minimum value of 0.000
Bandwidth Upload Units	Text	N/A (Dropdown)	This value may be: -Generated automatically by excel depending on choice of "Type of Connection" and is not editable by users OR -Select value from dropdown
Burstable bandwidth?	Text	N/A (Dropdown)	-Select value from dropdown -Value can be either "Yes" or "No"
What is the maximum burstable speed?	Numeric (Decimal)	15 digits total: 12 digits before the decimal and 3 digits after the decimal	-Accepted values in the range of 0.000 to 99999999999.990 -Values displayed to three decimal places
What is the unit of the burstable speed?	Text	N/A (Dropdown)	-Select value from dropdown -Value can either be MBPS or GBPS
Does this include basic firewall services?	Text	N/A (Dropdown)	-Select value from dropdown -Value can be either "Yes" or "No"

Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2

Is this connection directly to a school, library or a NIF?	Text	N/A (Dropdown)	-Select value from dropdown -Value can be either "Yes" or "No" -The value in both "Is this connection directly to a school, library or a NIF?" and "Is this a connection that supports service to a school, library or NIF?" cannot be "Yes"
Is this a connection that supports service to a school, library or NIF?	Text	N/A (Dropdown)	-Select value from dropdown -Value can be either "Yes" or "No" -The value in both "Is this connection directly to a school, library or a NIF?" and "Is this a connection that supports service to a school, library or NIF?" cannot be "Yes"
Connection used by	Text	N/A (Dropdown)	-Select value from dropdown
Monthly Recurring Unit Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be zero if One-time Unit Costs is zero
Monthly Recurring Unit Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be greater than the Monthly Recurring Unit Costs
Estimated Monthly Recurring Unit Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Monthly Quantity	Numeric (Whole Number)	10 digits	-Accepted values in the range of 0 to 2147483647 -Monthly Quantity and One-time Quantity cannot both be zero.

Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2

Estimated Total Monthly Eligible Recurring Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
One-time Unit Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$999999999999.99 -Cannot be zero if Monthly Recurring Unit Costs is zero
One-time Unit Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$999999999999.99 -Cannot be greater than the One-time Unit Costs
Estimated One-time Unit Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
One-time Quantity	Numeric (Whole Number)	10 digits	-Accepted values in the range of 0 to 2147483647 -Monthly Quantity and One-time Quantity cannot both be zero.
Estimated Total Eligible One-time Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet

Recipients of Service (C1 Internet Access)

Tab 2 - Recipients of Service			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	N/A (Dropdown)	-Select value from dropdown
BEN	Numeric (Whole Number)	10 digits	-Can include leading zeros
Name	Text	255 characters	-Optional field
Number Lines Per BEN	Numeric (Whole Number)	10 digits	-Accepted values in the range of 0 to 2147483647

Category 2 Internal Connections

Tab 1 - Category 2 Internal Connections			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	7 digits	-Generated automatically by excel spreadsheet
Type of Internal Connection	Text	N/A (Dropdown)	-Select value from dropdown
Installation Included in Price?	Text	N/A (Dropdown)	-Select value from dropdown -Value can be either "Yes" or "No"
Type of Product	Text	N/A (Dropdown)	-Select value from dropdown
Make	Text	N/A (Dropdown)	-Select value from dropdown
Enter the Make (If Other)	Text	255 characters	-If value in the column "Make" is "Other", then accepted values are between 1 to 255 characters
Model	Text	255 characters	-Accepted values are between 1 to 255 characters
Lease or Non-Purchase Agreement?	Text	N/A (Dropdown)	-Select value from dropdown -Value can be either "Yes" or "No"
Monthly Recurring Unit Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be zero if One-time Unit Costs is zero
Monthly Recurring Unit Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be greater than the Monthly Recurring Unit Costs

Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2

Estimated Monthly Recurring Unit Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Monthly Quantity	Numeric (Whole Number)	10 digits	-Accepted values in the range of 0 to 2147483647 -Monthly Quantity and One-time Quantity cannot both be zero.
Units	Text	N/A (Dropdown)	-Select value from dropdown
Estimated Total Monthly Eligible Recurring Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Estimated Months of Service	Numeric (Whole Number)	2 digits	-Accepted values in the range of 1 to 12 -All values in this column must be the same
Estimated Total Eligible Recurring Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
One-time Unit Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be zero if Monthly Recurring Unit Costs is zero
One-time Unit Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be greater than the One-time Unit Costs
Estimated One-time Unit Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet

Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2

One-time Quantity	Numeric (Whole Number)	10 digits	-Accepted values in the range of 0 to 2147483647 -Monthly Quantity and One-time Quantity cannot both be zero.
Estimated Total Eligible One-time Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Estimated Pre-discount Extended Eligible Line Item Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Do any of these conditions apply?	Text	N/A (Dropdown)	-Select value from dropdown

Recipients of Service (C2 Internal Connections)

Tab 2 - Recipients of Service			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	N/A (Dropdown)	-Select value from dropdown
BEN	Numeric (Whole Number)	10 digits	-Can include leading zeros
Name	Text	255 characters	-Optional field
Eligible Cost per BEN	Numeric (Decimal)	10 digits	-Accepted values in the range of \$0.00 to \$999999999999.99

Category 2 MIBS

Tab 1 - Category 2 MIBS			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	7 digits	-Generated automatically by excel spreadsheet
Type of Managed Service Agreement	Text	N/A (Dropdown)	-Select value from dropdown
Monthly Recurring Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be zero if One-time Costs is zero
Monthly Recurring Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be greater than the Monthly Recurring Costs
Estimated Monthly Recurring Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Estimated Months of Service	Numeric (Whole Number)	2 digits	-Accepted values in the range of 1 to 12 -All values in this column must be the same
Estimated Total Eligible Recurring Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
One-time Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be zero if Monthly Recurring Costs is zero
One-time Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be greater than the One-time Costs
Estimated One-time Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet

Bulk Upload Line Item and Recipient of Service (ROS) Guide REL 1.2.2

Estimated Pre-discount Extended Eligible Line Item Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Do any of these conditions apply?	Text	N/A (Dropdown)	-Select value from dropdown

Recipients of Service (C2 MIBS)

Tab 2 - Recipients of Service			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	N/A (Dropdown)	-Select value from dropdown
BEN	Numeric (Whole Number)	10 digits	-Can include leading zeros
Name	Text	255 characters	-Optional field
Eligible Cost per BEN	Numeric (Decimal)	10 digits	-Accepted values in the range of \$0.00 to \$99999999999.99

Category 2 BMIC

Tab 1 - Category 2 BMIC			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	7 digits	-Generated automatically by excel spreadsheet
Type of Product Being Maintained	Text	N/A (Dropdown)	-Select value from dropdown
Total Quantity of Equipment Maintained	Numeric (Whole Number)	10 digits	-Accepted values in the range of 1 to 2147483647 -Monthly Quantity and One-time Quantity cannot both be zero.
Monthly Recurring Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be zero if One-time Costs is zero
Monthly Recurring Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be greater than the Monthly Recurring Costs
Estimated Monthly Recurring Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Estimated Months of Service	Numeric (Whole Number)	2 digits	-Accepted values in the range of 1 to 12 -All values in this column must be the same
Estimated Total Eligible Recurring Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
One-time Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$99999999999.99 -Cannot be zero if Monthly Recurring Costs is zero

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One-time Ineligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Accepted values in the range of \$0.00 to \$999999999999.99 -Cannot be greater than the One-time Costs
Estimated One-time Eligible Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Estimated Pre-discount Extended Eligible Line Item Costs	Numeric (Decimal)	14 digits total: 12 digits before the decimal and 2 digits after the decimal	-Generated automatically by excel spreadsheet
Do any of these conditions apply?	Text	N/A (Dropdown)	-Select value from dropdown

Recipients of Service (C2 BMIC)

Tab 2 - Recipients of Service			
Column Name	Data Type	Maximum Length	Additional Information
Reference Number	Numeric (Whole Number)	N/A (Dropdown)	-Select value from dropdown
BEN	Numeric (Whole Number)	10 digits	-Can include leading zeros
Name	Text	255 characters	-Optional field
Eligible Cost per BEN	Numeric (Decimal)	10 digits	-Accepted values in the range of \$0.00 to \$999999999999.99