

E-Rate

EPC Invoicing Service Provider Course 1 Summary

Below is a collection of the key points from Service Provider Course 1: Submitting & Certifying Invoices in EPC. These images review important concepts or locations in EPC. For more details, please access the training here <https://www.usac.org/e-rate/learn/videos/#EPC-Invoicing-for-Service-Providers>

COURSE OBJECTIVES

- Successfully navigate through the EPC system
- File and certify FCC Form 473 (SPAC)
- File and certify FCC Form 474 (SPI)



This graphic has the steps you need to take to complete the invoicing process

<p>1 COLLECT Information</p> <ul style="list-style-type: none"> ✓ Ensure you have the accurate FCC Form 471 and locate your: <ul style="list-style-type: none"> ✓ FRN ✓ Discount Rate ✓ Approved Services/Equipment ✓ Approved Cost and Quantities ✓ Locate the approved Recipients of Service (ROS) for the FRN 	<p>2 CALCULATE Invoice Amount</p> <ul style="list-style-type: none"> ✓ Invoiced amount must be actual charges ✓ Calculate total undiscounted amount for each line ✓ Remove ineligible items 	<p>3 DOCUMENT and Track Invoices</p> <ul style="list-style-type: none"> ✓ Establish a process to track/identify each invoice ✓ Retain your supporting documentation for 10 years
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This graphic shows the three user permission levels and what each is able to do

	View Invoices	Create Invoices	Certify Invoices	View Outreach	Respond to Outreach
Full	✓	✓	✓	✓	✓
Partial	✓	✓		✓	
View Only	✓			✓	

This image provides explanation of how to use the different tabs on the Invoicing landing page

My Organization
List of organizations including their name, city, entity type, and options to file FCC Form 473 (SPAC), FCC Form 474 (SPI), and Submit Electronic Invoices, or ESPI from here.

My Forms and Requests
A list of FCC Forms 474 including their SPIN number, name, FCC Form 474 number, nickname, status, certified by whom, and certified date, as well as ESPI/ISR File.

My Pending Tasks
A list of FCC Form 473 and 474-related actions that need your attention.

This table has details on what is and is not changing in the new EPC invoicing system

What is Changing?	What is Not Changing?
<ul style="list-style-type: none"> ✓ How/where system access is established ✓ Invoicing Submissions ✓ Service Provider Annual Certification (SPAC) ✓ Publicly visible fields ✓ Invoicing Notifications and Outreach ✓ FY15 and earlier invoice submission ✓ FY16 and later invoices in progress at the time of consolidation 	<ul style="list-style-type: none"> ✓ Invoicing processes and rules ✓ Disbursements will still occur on a twice weekly basis