# E-Rate
**EPC Invoicing
Service Provider
Course 4 Summary**

Below is a collection of the key points from Service Provider Course 4: Submitting & Certifying Invoices in EPC (ESPI). 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
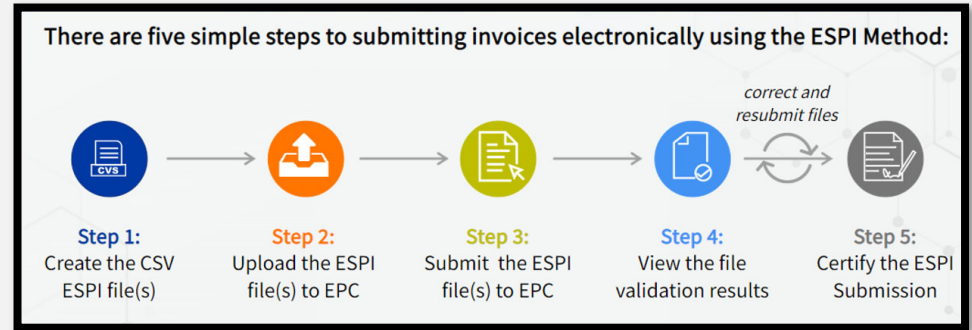
COURSE OBJECTIVES
- Explain the differences between ESPI and SPI
- Identify the process changes to ESPI submissions
- File and certify Form 474 – ESPI

**Universal Service Administrative Co.**

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This list provides a breakdown of the differences between the ESPI and SPI invoicing methods



| ESPI Method | SPI Method |
|---|---|
| ✓ Ideal for service providers **that bill USAC frequently** or need to submit **large numbers of invoice lines** | ✓ Ideal for service providers that **only submit a few invoices** or **only a few line items** for each invoice |
| ✓ Service providers create SPI forms in a **comma-delimited CSV format** | ✓ Service providers create SPI forms **within the EPC E-Rate Invoicing Dashboard** |
| ✓ Can include invoice details for **multiple SPIN numbers** | ✓ Must create a **new form for each SPIN** number |
| ✓ The **file will be checked** for formatting errors that prevent it being processed **after it is submitted** | ✓ The system **checks for formatting errors as the form is being created** |

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This is an overview of the steps involved in the ESPI invoicing method



There are five simple steps to submitting invoices electronically using the ESPI Method:

**Step 1:** Create the CSV ESPI file(s)
**Step 2:** Upload the ESPI file(s) to EPC
**Step 3:** Submit the ESPI file(s) to EPC
**Step 4:** View the file validation results
correct and resubmit files
**Step 5:** Certify the ESPI Submission

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Where to upload ESPI files:
EPC Invoice > My Organization tab > Click **Submit Electronic Invoices** > Click **UPLOAD** > Select relevant file > Click **Open** > Click **SUBMIT**



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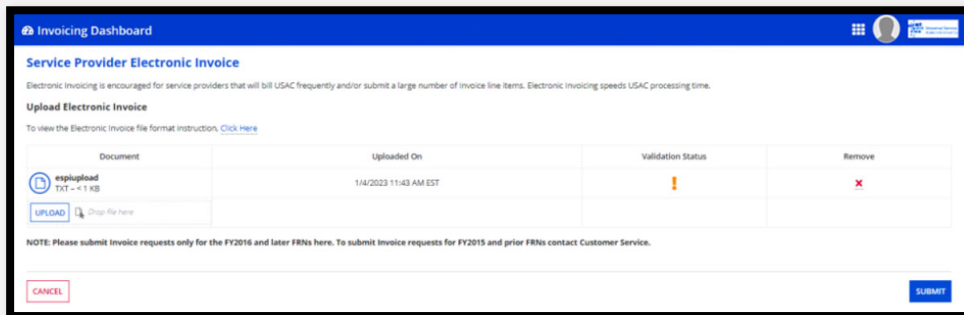
This list explains what about the ESPI invoicing method is and is not changing in the new EPC system



| ESPI: What is Not Changing | ESPI: What is Changing |
|---|---|
| ✓ Comma-delimited CSV file | ✓ No account set up required |
| ✓ 200 KB per file and 2500 lines | ✓ Files submitted in EPC vs. email *(FY16 and later)* |
| ✓ File format guidelines | ✓ No strict naming convention |
| ✓ Error reports provided | ✓ Encryption not required |
| ✓ Correct and resubmit files | ✓ Submission confirmation in EPC |
| ✓ Invoice Status Reports (ISR) | ✓ Task in EPC to check validation/errors |
| ✓ Certification required | ✓ Certify invoice and receive ISR in EPC |