

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

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

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

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

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

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

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

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

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

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

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

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

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

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.)

ment Form
 id for by the Billed Entity Applicant.

471 Billed Entity Number

BLOCK 2: LINE ITEM INFORMATION P

	(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	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	

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)	(13)
Customer Billed Date (mm/yyyy)	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	

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**

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

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

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

Service Certifications

Service Certification for SLD Invoices	
Service Provider Name	
Service Provider SPIN	
Service Provider Invoice #	
Undiscounted Invoice Amount	
Discounted Invoice Amount	
Applicant Name	
Representative / Contact Name	
Representative / Contact Title	
Representative / Contact Phone	
Billed Entity Number (BEN)	
471 Number	
FRN	
Date Goods/Services Delivered	
Date Goods/Services were or will be Installed	
Date Applicant Portion Paid and Check No. <i>qq</i> , Date will be Paid	
<p><small>THIS IS TO CERTIFY THAT I AM AUTHORIZED TO REPRESENT THE ABOVE NAMED APPLICANT. THIS IS ALSO TO CERTIFY THE SERVICES DESCRIBED ON THE ATTACHED VENDOR INVOICE WERE DELIVERED AND/OR INSTALLED AS INDICATED BY THE DATE(S) ABOVE.</small></p> <p><small>COPY OF <u>the billed</u> vendor invoice must be attached. Contract with Service Provider above is for:</small></p> <p>Delivery only Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Delivery and Installation Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Signed: _____</p> <p>Date: _____</p> <p><small>Revised 04/05/05</small></p>	<p><small>OR</small></p> <p><small>THE CHARGES REPRESENTED BY THE ABOVE REPRESENTED INVOICE ARE DEPOSIT OR UP-FRONT CHARGES FOR SERVICES, WHICH HAVE NOT BEEN DELIVERED, AND HAVE BEEN AGREED TO BASED ON THE CONTRACT BETWEEN THE ABOVE REFERENCED APPLICANT AND SERVICE PROVIDER.</small></p> <p><small>COPY OF <u>supporting contract</u> must be attached IF indicated below</small></p> <p>Supporting Contract Required YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Signed: _____</p> <p>Date: _____</p> <p><small>Schools and Library Division (USAC)</small></p>

- 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

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

Questions?