Instructions for 2015 and Prior Invoice and SPAC Submission

To file an invoice (**FCC Form 472** or **FCC Form 474**) or an **FCC Form 473** for 2015 and prior, you must 1) complete the form and 2) attach it to a customer service case you create and submit. Once submitted, the form will be routed to the Customer Service Team for processing.

Form Links

- Invoice
  - **FCC Form 472 –** (Billed Entity Applicant Reimbursement (BEAR) Form)
  - **FCC Form 474 –** (Service Provider Invoice (SPI) Form)
- Service Provider Annual Certification
  - **FCC Form 473**

Customer Service Case Instructions

1. Under **Actions**, select **Contact Us**.
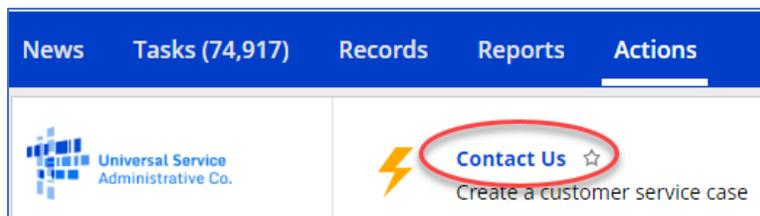
2. Under **Title**,
   - For Invoices, enter "**BEAR Invoice Submission**" or "**SPI Invoice Submission**" and the funding year, e.g., "BEAR Invoice Submission FY2015."
   - For FCC Form 473, enter "**SPAC Submission FY20XX**"

3. Under **Topic**, select the form being submitted.

4. Under **Subtopic**, select
   - **FY 2015 or Earlier Invoice** if you're submitting an invoice or
   - **Other** if you're filing **FCC Form 473**.

5. Under **Priority** select **High.**

6. Under **Inquiry Type** Select **EPC**

Inquiry Type *

Please select a value

Please select a value

Mail

Phone

Web

EPC

7. Under **Form Type** select the type of form being filed

Form Type

Please select a value

Please select a value

FCC Form 470

FCC Form 471

FCC Form 472

FCC Form 473

FCC Form 474

8. Under **Form Number** enter "**Pending Submission**." This will remain the status until the invoice has been certified and submitted. Once submitted, the invoice number will be added to the customer service case.
9. Under **Document**, Click **Upload** and attach your completed invoice PDF to the customer service case.

Form Type

Please select a value

Form Number

Pending Submission

Document

UPLOAD   Drop file here

10. In the **Case Contact Information** area, enter the contact information for the form being submitted.

> **REMINDER**: The contact information for the invoice must be:
>
> - For the BEAR - an authorized representative of the Applicant entity (school/library) who has full user rights under **BEAR/472 Permissions** in the E-Rate Productivity Center (EPC).
> - For the SPI - an authorized representative of the Service Provider who has full user rights under **Invoice Permissions** in the E-Rate Productivity Center (EPC).

11. Click **Submit**.