



# Secure and Trusted Communications Networks Reimbursement Program

## *Tip Sheet for Excel Batch Upload Templates*

**October 8, 2021**

To complete the FCC Form 5640 Application Request for Funding Allocation to participate in the Secure and Trusted Communications Networks Reimbursement Program (Reimbursement Program), applicants must provide information on the locations of and specifics about the existing and replacement communications equipment involved in the proposed project. To assist with the completion of these portions of the application, the Wireline Competition Bureau (Bureau) is providing Excel batch upload file templates for use by prospective applicants in advance of the filing window opening on October 29, 2021. A FCC Form 5640 User Guide will also be posted on the Federal Communications Commission's website, <https://www.fcc.gov/supplychain>, providing additional details on how to complete the application and specifically, the data fields included in these templates. Details on these application data fields can also be found in the Bureau's Public Notice adopting the final forms and procedures for the Reimbursement Program. See *Wireline Competition Bureau Finalizes Application Filings, Procedures, Cost Catalog, and Replacement List for the Secure and Trusted Communications Networks Reimbursement Program*, WC Docket No. 18-89, Public Notice, DA 21-947 (WCB Aug. 3, 2021).

Below are some tips and caveats when using the templates.

### Tips for Use:

- The templates contain macros to assist data format validation. Accordingly, you will need enable macros when using the templates.
- Users can hover over each of the cells to see the full associated question text and any help text (if applicable).
- The locations will need to be uploaded into the application after the filing window opens for the SCRPF filing system can generate the necessary unique location IDs that are required to complete the Equipment batch upload filing template. Until then, users can enter "N/A" in the location ID field in the Equipment template so that they can save the document (as location ID is a required field).
- We recommend saving the Excel document after every few entries to easily identify and correct errors if any are presented when attempting to save.

### Caveat:

- If there are any additional changes to the templates, a new version of the batch upload template will need to be distributed and completed by end users to ensure a successful upload process. Data fields could be copied and pasted from older versions of the template to the new template.

If you have questions, please contact the Reimbursement Program Fund Administrator at [SCRPFundAdmin@fcc.gov](mailto:SCRPFundAdmin@fcc.gov) or at (202) 418-7540.