



# Secure and Trusted Communications Networks Reimbursement Program

## *Tip Sheet for Excel Batch Upload Templates*

**November 10, 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 their: (1) locations involved in the project; (2) the existing and replacement communications equipment involved at each location; and (3) cost estimates for the removal, replacement, and disposal of communications equipment and services at each location where applicable. 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. Applicants can also obtain the latest versions of these templates from the FCC Form 5640 once initiated in the SCRP Filing Portal that can be accessed from the FCC's website, <https://www.fcc.gov/supplychain>. A FCC Form 5640 User Guide is also available on this website, providing additional details on how to complete the application and specifically, the data fields included in these templates.

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 to enable macros when using the templates.
- Users can hover over each of the cells in the Equipment and Cost Estimate templates to see the full associated question text and any help text (if applicable).
- When copy and pasting values, users should utilize the "Paste by Value" option to prevent overwriting cell formats and logic.
- When saving a template with a large volume of entries/data, sometimes it will say "Program not responding." Users should wait instead of closing the program as the template will normally still save.
- The locations will need to be uploaded into the FCC Form 5640 application so the SCRP filing system can generate the necessary unique location IDs that are required to complete the Cost Estimate batch upload filing template. The maximum number of locations that can be loaded into the template and then uploaded into the application is 1,000. That said, we recommend only uploading up to 500 locations at a time as system performance degrades significantly if more than 500 locations are uploaded with any one batch upload..
- The Equipment template will need to be uploaded into the FCC Form 5640 application so the SCRP filing system can generate the necessary unique equipment IDs that are required to complete the Cost Estimate batch upload filing template. The maximum number of Equipment entries (including both Existing and Replacement equipment) that can be loaded into the



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Equipment template and then uploaded into the application is 1,000. That said, we recommend only uploading up to 500 locations at a time as system performance degrades significantly if more than 500 locations are uploaded with any one batch upload.

- The maximum number of cost estimate entries that can be loaded into the Cost Estimate template that will be included as an attachment to the application is 20,000.
- 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 can be copied and pasted from older versions of the template to the new template. When copy and pasting values, users should utilize the "Paste by Value" option to prevent overwriting cell formats and logic.

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