



Supply Chain Annual Reporting

2024 Filing Instructions

Data due March 31, 2024

OMB Control No. 3060-1270

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Purpose

In 2020, Congress passed, and the President signed, the *Secure and Trusted Communications Act of 2019* which—in part—required the Federal Communications Commission (FCC) to establish an ongoing information collection from all advanced communications providers regarding whether they had purchased, rented, leased, or otherwise obtained equipment and services that are deemed to pose an unacceptable risk to the national security of the United States or the security and safety of United States persons (see [47 USC § 1604](#)). In December 2020, the FCC clarified and adopted the requirements and scope of the information collection in the *2020 Supply Chain Order* (see *Protecting Against National Security Threats to the Communications Supply Chain Through FCC Programs*, WC Docket 18-89, [Report and Order](#), 35 FCC Rd 14284 (2020)).

Specifically, the *2020 Supply Chain Order* Commission directed the Office of Economics and Analytics (OEA) to collect from all providers of advanced communications providers a certification on whether such provider has or has not purchased, rented, leased or otherwise obtained any covered equipment or service on or after August 14, 2018 (in the case of the initial covered list published in March 2021) or on or after the date 60 days after an equipment or service has been placed on the Covered List (in the case of changes to the covered list). Additionally, those advanced communications providers that indicate they have obtained such equipment or service are required to further report information regarding the location, type, supplier, original cost, estimated replacement cost, and date of acquisition for the equipment or service as well as a detailed justification for obtaining such covered equipment or service. These instructions outline and define the required information for the Annual Reporting requirement and act as a user guide to assist filers with submitting the necessary information. The information collected will aid the FCC's review of the record and fulfill the statutory requirements under Section 5 of the Secure and Trusted Communications Networks Act.

If you have questions while completing the Supply Chain Annual Report, please contact the Supply Chain Annual Reporting team at SupplyChainData@fcc.gov.

1. Who Must File This Form?

Filing for the Supply Chain Data Collection Annual Reporting requirement is required for **all** providers of advanced communications services. “Advanced communication service” is defined as any high-speed, switched, broadband telecommunications capability that enables users to originate and receive high-quality voice, data, graphics, and video telecommunications using any technology with connection speeds of at least 200 kbps in either direction (see [47 CFR §1.50001\(a\)](#)).

Participation in the FCC’s 2019 Supply Chain Information Collection—under which Eligible Telecommunications Carriers (ETCs) were required to submit information on the presence and usage of covered equipment or services from Huawei or ZTE—does not constitute compliance with the Annual Reporting requirement under Section 5 of the Secure and Trusted Communications Networks Act. Additionally, participation in the FCC’s Supply Chain Reimbursement Program (SCRIP) does not constitute compliance with the separate Annual Reporting requirement.

2. What Must Be Filed?

Providers of advanced communications services are required to submit a statement through the online portal certifying whether they have or have not purchased, leased, rented, or otherwise obtained covered equipment or services **on or after**:

- August 14, 2018, in the case of covered equipment or services on the initial public list which was published in March 2021 (*this includes Huawei Technologies Company, ZTE Corporation, Hytera Communications Company, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company*); or,
- The date that is 60 days after the date on which the Commission places such equipment or service on the Covered List in the event the list is updated (*this includes AO Kaspersky Lab, China Mobile International USA Inc, China Telecom (Americas) Corp, Pacific Network Corp/ComNet (USA) LLC, and China Unicom (Americas) Operations Limited*).

Relevant dates for all items on the Covered List that must be reported for the 2024 Annual Report are available on pg.7-8 below in the third column.

Advanced communications service providers that **have not** obtained equipment or services within the specified timeframes are required to log in to FCC's Supply Chain Annual Reporting system, fill out administrative information regarding the entity, and certify and submit that they have not obtained such covered equipment services. If a provider certifies to the Commission that such provider does not have any covered communications or services, such provider is not required to submit subsequent, annual reports unless the provider obtains any covered equipment or service at a later date than their original certification.

Advanced communications service providers that **have** obtained covered equipment or services on or after the reportable dates (see the Covered List on pg. 7-8 of this guide) are required to submit:

- An Excel upload list of all covered equipment and services which includes:
 - The name of the location of covered equipment
 - The type of location where covered equipment is present
 - The latitude and longitude of the location where covered equipment is present up to 6 decimal degree points
 - The address of the location (if available)
 - Whether the equipment is currently operational or not
 - The make of the equipment
 - The model/product identifier available for the equipment
 - The manufacturer of the covered equipment or service on the covered list
 - The name of any secondary or wholesale suppliers from which the equipment was obtained

- The date the equipment or service was obtained
- The count of the specific equipment or service at the location
- The original per unit cost of the equipment
- The estimated per unit replacement cost of the equipment
- The descriptive functionality of the equipment or service
- A Detailed Justification explaining why equipment and services from entities were obtained as opposed to other equipment and services
- Information regarding any plans to remove and replace covered equipment and services or the intent to continue to use or obtain such equipment or services

Note on Multiple Entities: When possible, filers with multiple subsidiaries or affiliated entities are encouraged to file a single, consolidated Supply Chain Annual Report for all companies. In this case, please ensure that all appropriate Form 499 ID's, Study Area Codes (SACs), and Service Provider Identification Numbers (SPINs) are included in the filing.

Due to system constraints, there is a 20,000 row limit for the Excel upload and only one upload is allowed per filing. In the case a carrier is reporting covered equipment or services is filing information for more than 20,000 rows of data, they must file multiple Annual Reports using different FCC Registration Numbers (FRNs) obtained through the Commission Registration System (CORES).

Filers who must create multiple FRNs to file the Annual Reporting requirement should use a consistent naming convention to indicate the FRNs are related. For example, filings may be organized by entity or geography. Additionally, all filings in this case should use the same FRN of the "Real Party of Interest" to indicate they are associated in the same corporate structure.

[Current Covered List](#)

A copy of the most recent covered list for this filing period is available below. The covered list may change, so filers are encouraged to periodically review the official list published at <https://www.fcc.gov/supplychain/coveredlist> and be alert to Public Notices announcing such changes.

Covered Equipment or Service	Date of Inclusion on the Covered List	Date That Equipment or Services Obtained On or After Must Be Reported
Telecommunications equipment produced by Huawei Technologies Company , including telecommunications or video surveillance services provided by such entity or using such equipment.	March 12, 2021	August 14,2018
Telecommunications equipment produced by ZTE Corporation , including telecommunications or video surveillance services provided by such entity or using such equipment.	March 12, 2021	August 14,2018
Video surveillance and telecommunications equipment produced by Hytera Communications Corporation , to the extent it is used for the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, including telecommunications or video surveillance services provided by such entity or using such equipment.	March 12, 2021	August 14,2018
Video surveillance and telecommunications equipment produced by Hangzhou Hikvision Digital Technology Company , to the extent it is used for the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, including telecommunications or video surveillance services provided by such entity or using such equipment.	March 12, 2021	August 14,2018

Video surveillance and telecommunications equipment produced by Dahua Technology Company , to the extent it is used for the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, including telecommunications or video surveillance services provided by such entity or using such equipment	March 12, 2021	August 14, 2018
Information security products, solutions, and services supplied, directly or indirectly, by AO Kaspersky Lab or any of its predecessors, successors, parents, subsidiaries, or affiliates.	March 25, 2022	May 24, 2022
International telecommunications services provided by China Mobile International USA Inc. subject to section 214 of the Communications Act of 1934.	March 25, 2022	May 24, 2022
Telecommunications services provided by China Telecom (Americas) Corp. subject to section 214 of the Communications Act of 1934.	March 25, 2022	May 24, 2022
International telecommunications services provided by Pacific Network Corp and its wholly-owned subsidiary ComNet (USA) LLC subject to section 214 of the Communications Act of 1934.	September 20, 2022	November 19, 2022
International telecommunications services provided by China Unicom (Americas) Operations Limited subject to section 214 of the Communications Act of 1934.	September 20, 2022	November 19, 2022

3. When to File?

All filings for the first Supply Chain Data Collection Annual Reporting requirement are due within 90 days of the FCC's announcement of the availability of an online reporting mechanism. Subsequent annual reports will be due by March 31st of the calendar for information current as of December 31st of the prior year. **The 2024 annual report is due by March 31, 2024 at 11:59PM ET.**

Advanced communications service providers that **have not** obtained equipment or services on or after August 14, 2018 are only required to submit the certification once and are not required to file in subsequent years unless they purchase, rent, or otherwise obtain covered equipment and services or are in possession of covered equipment or services that are subsequently added to the Covered List.

Advanced communications service providers that **have** obtained covered equipment or services on or after August 14, 2018 are required to submit updated information annually in subsequent years by the March 31st deadline.

Note on Potential Changes to the Covered List: Following the certification, a provider who previously certified they did not obtain covered equipment or services will not need to file subsequent annual reports unless the provider purchases, rents, leases, or obtains covered communications equipment or services at a later date, or if additional equipment or services are added to the Covered List that would mean that the provider can no longer certify that it does not have any covered communications equipment or services to report. If a provider that previously certified that it did not have covered communications equipment or services must file a new annual report, it must report information on such equipment when it is obtained and then annually as described above. If the provider certifies that they have obtained covered equipment or services and the list is updated, it will need to file subsequent annual reports with appropriate information on the newly included covered equipment or services.

4. How to File?

Logging In and System Access

1. Open a web browser and go to https://fccprod.servicenowservices.com/scrp?id=scrp_welcome . For best performance, Google Chrome or Mozilla Firefox are recommended when accessing the system.

Secure and Trusted Communications Networks Reimbursement Program (SCRP)

Welcome to the Secure and Trusted Communications Networks Reimbursement Program (SCRP)!

The SCR P is a \$1.9 billion program created by the FCC at the direction of Congress to reimburse providers of advanced communications services with ten million or fewer customers for expenses incurred in the removal, replacement, and disposal of communications equipment and services produced or provided by Huawei Technologies Company (Huawei) or ZTE Corporation (ZTE) that was obtained on or before June 30, 2020 from their networks.

A "provider of advanced communications service" is a facilities-based provider, whether fixed or mobile, with a broadband connection to end users with at least 200 kbps in one direction. "Customers" means those customers taking advanced communications service from the provider and its affiliates and would not include customers of other service offerings provided by the applicant or its subsidiaries and affiliates.

SCR P Filing Portal. All filings related to the SCR P must be submitted using the SCR P Filing Portal, which can be accessed below. Providers seeking to access the SCR P Filing Portal will need to have an FCC Registration Number issued by the Commission Registration System, <https://apps.fcc.gov/cores/userLogin.do>. For additional information about the filing process and the Reimbursement Program, see fcc.gov/supplychain.

Annual Report. This is the filing portal, which is accessible below, that providers of advanced communications service will use to submit their annual reports as required by section 5 of the Secure and Trusted Communications Networks Act of 2019, 47 U.S.C. § 1604, and section 1.50007 of the Commission's rules, 47 CFR § 1.50007. Providers seeking to access the SCR P Filing Portal will need to have an FCC Registration Number issued by the Commission Registration System, <https://apps.fcc.gov/cores/userLogin.do>.

Public Search. This portal, which can be accessed below once the filing window closes, provides a publicly available and searchable database of all filings submitted by participants in the SCR P. The public can also search the annual reports on covered communications equipment or service filed by providers of advanced communications service as required by section 5 of the Secure and Trusted Communications Networks Act of 2019, 47 U.S.C. § 1604, and section 1.50007 of the Commission's rules, 47 CFR § 1.50007. Note that some information submitted by filers will be treated as confidential and will be withheld from routine public inspection.

If you encounter errors with the content or function of the filing and search portals provided below or if you require special assistance with submitting or searching for filings, please contact the SCR P Fund Administrator Help Desk at SCRPFundAdmin@fcc.gov or at (202) 418-7540.

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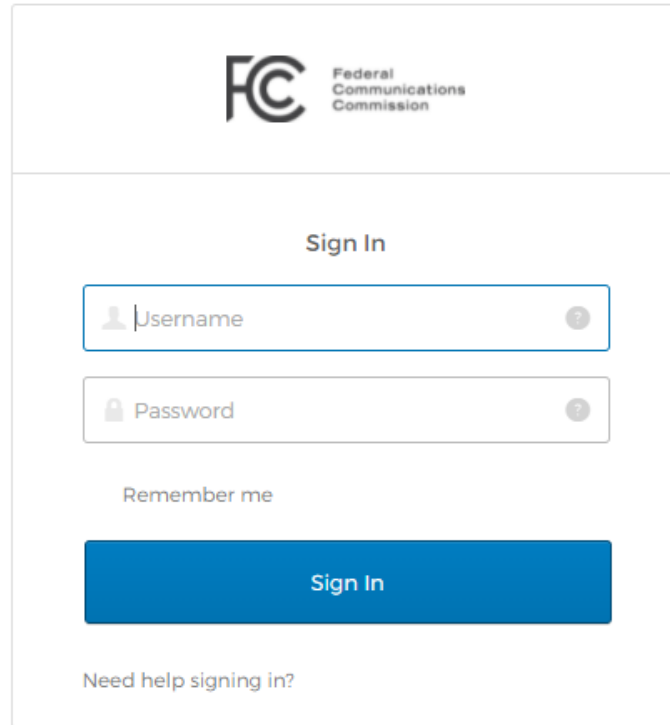
SCR P Filing Portal

Click here to start the filing process or view your dashboard

Annual Reporting

Coming Soon! Please check in January 2022 to complete the Annual Reporting requirement.

2. Click on the tile on the bottom righthand side of the page that reads “Annual Reporting.” You will be directed to the “FCC’s User Sign-In Page.”



The screenshot shows the FCC's User Sign-In Page. At the top left is the FCC logo (the letters 'FCC' in a stylized font) and the text 'Federal Communications Commission'. Below this is a 'Sign In' heading. There are two input fields: the first is labeled 'Username' and has a person icon on the left and a question mark icon on the right; the second is labeled 'Password' and has a lock icon on the left and a question mark icon on the right. Below the password field is a 'Remember me' checkbox. A large blue button labeled 'Sign In' is centered below the form. At the bottom left of the form area is the text 'Need help signing in?'.

3. Under “Username” enter you or your company’s CORES Username Account (email address) and password. If you are filing on behalf of a company that also files the Broadband Data Collection, these are the same credentials that are used to log in to the FCC’s BDC system that was released in 2022. Guidance for creating a new FCC Username Account is available in the [Register New FCC Username Account Guide](#).
4. Click “Sign In” or hit [Enter] after entering the login credentials.

5. You will be directed to the Supply Chain Data Collection (SCDC) Annual Reporting page. Here you will see a list of any previously submitted and draft filings for FRNs that are associated with your account. If the filing system is open and accepting submissions, you will see the blue tile that states "Start New Annual Reporting Filing." Click on this blue tile to begin a new Annual Report.

Welcome Page SCRIP Filing Portal

Supply Chain Annual Reporting

Welcome to the Supply Chain Data Collection (SCDC) Annual Reporting site.

Pursuant to section 5 of the Secure and Trusted Communications Networks Act of 2019, 47 U.S.C. § 1604, and section 1.50007 of the Commission's rules, 47 CFR § 1.50007, all providers of advanced communications service are required to certify information regarding whether their networks contain equipment and services on the Covered List and that were procured on or after August 14, 2018. Those providers who have purchased, rented, leased, or otherwise obtained covered equipment and services after August 14, 2018 must submit additional information regarding the location, type, and cost of such equipment and services as well as a detailed justification regarding their acquisition.

Submission of information for the initial Supply Chain Data Collection in May 2020 does not constitute compliance with this reporting requirement. "Provider of advanced communications service" is defined as a facilities-based provider, whether fixed or mobile, with a broadband connection to end users with at least 200 kbps in one direction.

Please ensure that your FRN(s) and Username Account are associated in CORES before starting to file. Instructions to complete this association process are available. If you encounter errors with the content or function of the reporting system, or if you have questions or require special assistance while submitting information, please email the FCC staff at SupplyChainData@fcc.gov.

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[Start New Annual Report Filing](#)

My Annual Report Filings

Number	Status	Filer FCC Registration Number (FRN)	Certifying Date Signed	Updated	Created	Filer Name
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[Filer and Contact Information](#)

Once you have clicked on the “Start New Annual Report Filing” tile, you will be directed to the SCDC Annual Reporting page where you will enter or upload all the information required to complete the Supply Chain Annual Reporting requirement.

1. Click on the “Annual Filing Period” and select the current year for which you are filing information for the reporting requirement. The period for which information is required in 2024 is data current as of December 31, 2023.
2. Click on the “Filer FCC Registration Number (FRN)” drop down and select the FRN for which you are filing information. Keep in mind that if you have multiple FRN’s associated with your FCC Username Account (your login information) then there will be multiple FRNs listed.

If you do not see your FRN in the system, make sure that it is associated with your FCC Username Account. Information on associating an existing FRN is available in the [Associate Username to an Existing FRN Guide](#).

SCDC Annual Reporting

FCC Form 5640
OMB Control No. 3060-1270

Filing Period
* Annual Filing Period
-- None --

Filer Information

* Filer FCC Registration Number (FRN)	* Filer Street Name
<input type="text"/>	<input type="text"/>
* Filer Name	* Filer City
<input type="text"/>	<input type="text"/>
* Filer Email	* Filer State
<input type="text"/>	<input type="text"/>
* Filer Phone Number	* Filer Zip Code
<input type="text"/>	<input type="text"/>
* Filer Company Website	
<input type="text"/>	

Contact Information
 Contact same as Filer

* Contact Name	* Contact Street Name
<input type="text"/>	<input type="text"/>
* Contact Email	* Contact City
<input type="text"/>	<input type="text"/>
* Contact Phone Number	* Contact State
<input type="text"/>	<input type="text"/>
	* Contact Zip Code
	<input type="text"/>

3. If there is any Filer Information in CORES available, it will prepopulate into the system. Form the purposes of the Supply Chain Annual Reporting requirement, “Filer” refers to the entity/company that is certifying the information provided. Please check this information to make sure that the Filer Name reflects the entity that is filing and that the information is current.

Note for Companies with No Website: If your company does not have an email address, please enter “NA” or the website of the real party of interest.

4. Please enter the contact information for the person that is directly available to answer questions regarding the data or information that is being submitted in the filing.

Real Party of Interest/Holding Company Information

Next you will be asked to enter information for the Filer/Company’s “Real Party of Interest” or “Holding Company.” This information will be used to verify compliance with the reporting requirement across entities.

Enter the FRN of the company that has majority ownership or control over the Filing Entity. If you are submitting an application for reimbursement under the Supply Chain Reimbursement Program, this should be the same FRN as listed in FCC Form 5640.

If the filer does not have a Holding Company/Real Party of Interest, then enter the FRN for the filing company that is submitting information for the Supply Chain Annual Reporting requirement.

Real Party in Interest Information

* FCC Registration Number (FRN) for Real Party in Interest/Holding Company

Name of Real Party in Interest/Holding Company

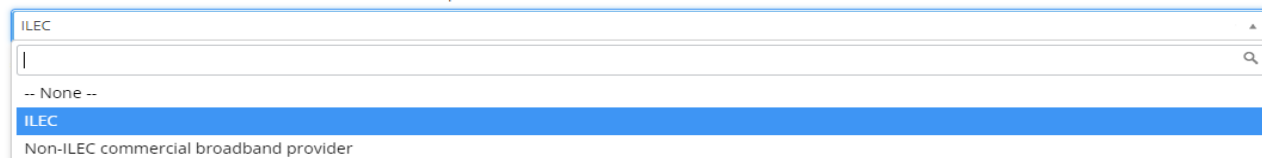
Identifying Filer Type

Next you will be asked several questions regarding the type of filer that is submitting information.

1. First, you will be asked whether the Filer is an ILEC or a Non-ILEC advanced communication service provider. If you are filing on behalf of an ILEC **and** a Non-ILEC provider, please select the “ILEC” option and make sure to list all relevant Form 499 ID’s below.

Identifying Filer Type

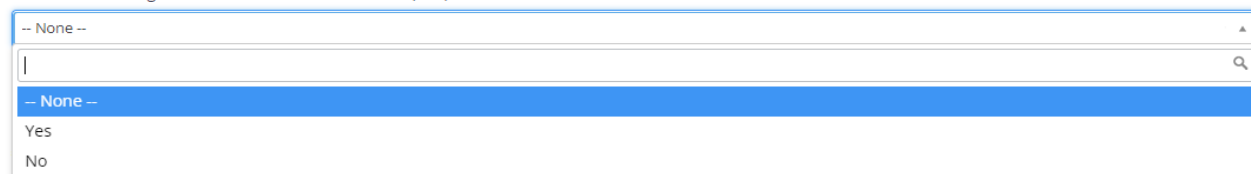
* Is the filer an ILEC or Non-ILEC commercial broadband provider?



A screenshot of a web form showing a dropdown menu. The menu is open, displaying the selected option "ILEC" in a blue bar. Below it, the option "Non-ILEC commercial broadband provider" is visible. The search bar is empty, and the dropdown is currently showing "-- None --".

2. Second, you will be asked whether the Filing entity is an Eligible Telecommunications Carrier (ETC) or a Non-ETC. If you are filing on behalf of an ETC and affiliated non-ETC entity, then select the “Yes” option and make sure that to list all relevant Form 499 ID’s below.

* Is the Filer an Eligible Telecommunications Carrier (ETC)?



A screenshot of a web form showing a dropdown menu. The menu is open, displaying the selected option "-- None --" in a blue bar. Below it, the options "Yes" and "No" are visible. The search bar is empty, and the dropdown is currently showing "-- None --".

3. If you indicate that you are an ETC or are filing on behalf of one (or more) ETC(s), you will be prompted to enter the Service Provider Identification Numbers (SPINs) used for USAC transaction as well as the Study Area Codes (SACs) where you or affiliated entities in the filing are designated as an ETC. Please select the appropriate numbers from these fields.

* If Filer is an ETC, please enter a list of SPINs that your company uses to conduct transactions with the Universal Service Administrative Company.

* If Filer is an ETC, then identify the Study Area Code(s), where you are designated as an ETC.

4. If you are a library, a school or educational system, a healthcare provider, a local or state government provider of services, a Tribal or Tribally owned entity—please select the appropriate option or enter the type of entity.

If you are any “Other” type of provider besides a traditional, facilities based advanced communications service provider or the options then please select “Other” and enter the type of entity you are.

This question is only required of non-commercial broadband filers.

Is the Filer a library, a school or educational system, a healthcare provider, a government, a Tribal entity, or "other" entity (please specify)?

Library
School or Educational System
Healthcare Provider
Government
Tribal Entity
Other

5. Next, you will be asked to provide the FCC Form 499 IDs for you and any entities on behalf of which you are filing. Please select the appropriate Form 499 ID Number(s).

* Filer FCC Form 499 Filer ID Number(s) (if applicable)

Note for Filers Certifying Information on Behalf of Multiple Entities: If you are certifying information on behalf of the filing entity and multiple affiliated entities, please make sure that the FCC Form 499 ID's and any appropriate SPINs and SACs for all relevant entities are included in the “Identifying Filer Type” section.

Program Compliance

Next you will be asked whether your company or any companies on the behalf of which you are filing have purchased, leased, rented, or otherwise obtained covered equipment or services since August 14, 2018 or within 60 days after such equipment or services has been placed on the covered list.

Providers that HAVE NOT Obtained Covered Equipment or Services

If you **HAVE NOT** obtained such equipment or services since the date in question, please select “NO” and go to the “[Certification and Submission](#)” section of this guide to complete the filing requirement.

Program Compliance

*Have you purchased, leased or otherwise obtained communications equipment or services that is included on the Covered List developed per 47 CFR § 1.50002 on or after August 14, 2018 or within 60 days after the date on which the Commission places such equipment or service on the list per 47 CFR § 1.50003?

Yes No

Providers that HAVE Obtained Covered Equipment or Services

If you **HAVE** obtained covered equipment or services since the date in question, you will be prompted with a series of questions **as well as** a space to upload an Excel document containing the required information on such covered equipment and services.

1. First, you will be asked a question regarding why such equipment and/or services were obtained. Please select the appropriate option. If multiple options apply, please select the most relevant to situation which precluded the acquisition of such equipment and/or services.

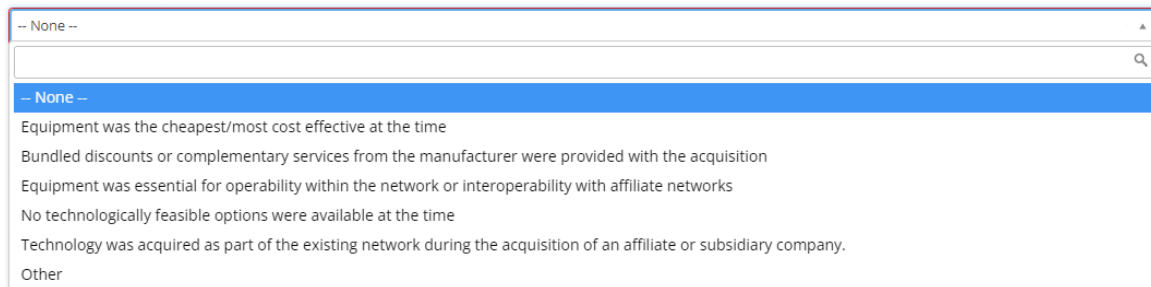
If none apply, please select the “Other” option where you will be prompted to enter a brief description of the decision.

Program Compliance

*Have you purchased, leased or otherwise obtained communications equipment or services that is included on the Covered List developed per 47 CFR § 1.50002 on or after August 14, 2018 or within 60 days after the date on which the Commission places such equipment or service on the list per 47 CFR § 1.50003?

Yes No

*Why was covered equipment and services obtained rather than non-covered equipment and services?




The screenshot shows a dropdown menu with the following options: -- None --, Equipment was the cheapest/most cost effective at the time, Bundled discounts or complementary services from the manufacturer were provided with the acquisition, Equipment was essential for operability within the network or interoperability with affiliate networks, No technologically feasible options were available at the time, Technology was acquired as part of the existing network during the acquisition of an affiliate or subsidiary company, and Other. The 'Other' option is currently selected and highlighted in blue.

2. Second, you will be prompted to enter a Detailed Justification on why the Filing Company (or companies) procured such covered equipment and/or services.

This field can support **up to 5000 characters** for information regarding the decision to purchase, rental, lease, or otherwise obtainment of covered equipment or services. Please include any relevant descriptive details on the equipment function, type, usage, and/or replacement plans for the equipment or service that are otherwise not captured in the other fields of this form—including a short summary of those pursuant to the Supply Chain Reimbursement Program. Any assumptions or estimations with the cost information in the Excel Upload should also be included in this section. Information can entered directly into the field or copied from a text document into the field. The field does not expand with the entered text, however the information provided will be available for your records in the filing summary provided after submission.

* Provide a detailed justification as to why Filer purchased or otherwise obtained the covered communications equipment or services and any details of removal and replacement plans in place.



An empty rectangular text input field with a blue border, intended for entering a detailed justification.

3. Next, you will be asked several “Yes/No” questions regarding the covered equipment and services and whether the filer intends to continue to purchase, rent, lease, or otherwise obtain covered equipment and services.

If you do intend to continue to use covered equipment or services, you will be asked to provide an explanation of why your company is making that decision at this time. This field can support **up to 5000 characters**. Please describe the reasoning associated with the decision to continue utilizing covered equipment or services including, but not limited to, information on expected cost limitations associated with a transition, supplier concerns, and the availability of comparable equipment or services. Information can be entered directly into the field or copied from a text document into the field. The field does not expand with the entered text, however the information provided will be available for your records in the filing summary provided after submission.

*Was the equipment on the Covered List at the time of acquisition/procurement?

Yes No

* Does the covered equipment or services that must be reported support any other covered equipment and services that do not need to be reported?

Yes No

*Indicate whether reported covered communications equipment or service has been subsequently removed or replaced pursuant to the Commission's Secure and Trusted Communications Networks Reimbursement Program (SCRIP).

Yes No

*Indicate whether you will continue to purchase, rent, lease, or otherwise obtain covered communications equipment or service.

Yes No

*Provide explanation why Filer will continue to purchase, rent, lease or otherwise obtain covered communications equipment or service.

Note on Timing of the Covered List Question: Please keep in mind that the date that an entity was added to the covered list is available on pg. 7 above. If **all** covered equipment and services were acquired **before** this date, filers should enter “No” for this question. If **any** covered equipment or services were acquired after this date, filers should enter “Yes” for this question.

Note on Non-Reported Covered Equipment or Services Question: Covered equipment and services only must be included in the Annual Reporting requirement if they were acquired on or after the date(s) listed above on pg.7 in the “Date That Equipment or Services Obtained On or After Must Be Reported” column. Filers should answer “Yes” to this question if **any** covered equipment or services are supported that were obtained **before** these dates. Filers should answer “No” to this question if **all** covered equipment and services that are supported were obtained **after** the reportable date(s).

4. Next, you will be asked to select or enter answers regarding any plans to remove or replace covered equipment and services. This includes questions regarding when such equipment or services intends to be replaced, vendors that are being considered, and questions regarding the technology being considered for replacement. If you indicate that you do not intend to remove and replace covered equipment, then you will be asked to select a brief reason as to why. If you select "Other" a brief description will be required.

Removal and Replacement Plans

*When do you intend to remove and replace covered equipment?

Removal and Replacement is in progress

*What equipment manufacturers are currently being considered for removal and replacement of covered equipment and services?

*Is the equipment being removed expected to be replaced with equivalent or next generation equipment?

-- None --

*Are Open RAN or "ORAN" compliant solutions being considered as part of the removal and replacement process?

-- None --

*When do you intend to remove and replace covered equipment?

Do not intend to remove and replace

*Why does your company not intend to remove and replace covered equipment and services?

-- None --

-- None --

No Feasible Technological Replacements

Replacement Costs Would Be Excessive

Technology is Outdated with No Suitable Replacements

Not Currently Required to Remove and Replace Equipment

Technology is Essential To Providing Service

Other

Note on Open RAN and “ORAN” Solutions Question: “Open RAN” and “ORAN” are terms that describe a general disaggregation of RAN functionality built using open interface specifications between elements instead of proprietary specifications. These can be implemented in vendor-neutral hardware and software-defined technology based on open interfaces and community-developed standards providing a flexible and interoperable deployment architecture across multiple vendors. If knowledge of this service is unknown or information is unavailable at the time of filing, please indicate “No” for this question.

This information is collected to help analyze technology trends and technology choices by providers, and does not suggest or otherwise encourage a filer to select, adopt, or otherwise utilize a particular technological solution. (see *Promoting the Deployment of 5G Open Radio Access Networks*, [Notice of Inquiry](#), GN Docket 21-63, 36 FCC Rcd 5947(2021)).

Note on “Equipment Manufacturers Under Consideration” Question : For this section, please indicate the manufacturers under consideration who will provide the technological or logistical solutions to removing and replacing covered equipment or services, if such information is available at the time of filing. This may include, but is not limited to, specific equipment manufacturers, suppliers, or consultants that may be expected to be utilized in the process of removing and replacing covered equipment or services. If this information is unknown or unavailable at the time of filing, please indicate “NA” for this question.

This information is collected to help analyze technology trends and technology choices by providers, and does not suggest or otherwise encourage a filer to select, adopt, or otherwise utilize a particular technological solution.

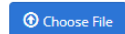
Covered Equipment and Services Upload

Advanced communications service providers are required to upload an Excel based spreadsheet with details regarding the specific covered equipment that they possess. Please keep in mind that for the purposes of the annual reporting requirement, **only covered equipment and services obtained on or after the dates listed above in the “Date That Equipment or Services Obtained On or After Must Be Reported” column of the Covered List on pg.7 of this guide** are required to be submitted in this Annual Report.

Covered Equipment and Services

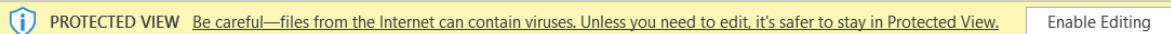
To use the batch upload feature, [download this excel template for Covered Equipment and Services](#) and use the "Choose File" button below to upload your saved template with data. Macros must be enabled to use the batch upload feature.

Upload Covered Equipment and Services Batch Excel

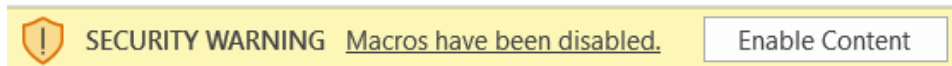
 Choose File

Before you begin entering information into the Excel upload, make sure to:

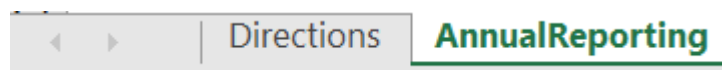
1. Click the link to “download this Excel template for Covered Equipment and Services.” Uploads based on the template are currently the only ones that can be uploaded into the system.
2. If prompted, click the “Enable Editing” button at the top of the spreadsheet



3. If prompted, click the “Enable Macros” button that now appears at the top of the spreadsheet. This allows for the full functionalities of the spreadsheet to be used and is required to complete the upload.



4. Make sure you are working in the “Annual Reporting” tab of the document.



Upload Fields

The Excel Upload features several fields for which information must be entered for each type of equipment at each location where covered equipment is present. **Each row in the Excel document should represent a distinct type of equipment or service present at a specific location.** If there are fields that remain the same across several rows (for example, multiple rows where the location may be the same) then this information may be copy and pasted across the appropriate rows. Keep in mind that only Consumer Premises Equipment or “CPE” that is owned by the provider, including that is in use and leased to end user customers, as well as CPE currently in the inventory of the provider are required to be reported.

Below are descriptions of each column labeled field and the type of information that is required for each field.

1. Location Name (Column A)- Location name refers to a self-identified name for the location where covered equipment. or services are being reported. This name can be used across multiple rows as needed. Examples of a location name could include “Cell Site 1”, “Cell Site-Titusville”, “Central Office”, “Warehouse 1”, or “Main St Tower.”
2. Location Type (Column B)- select the type of location where the specific covered equipment or service is being reported. Typical choices include cell site, central office, headquarters, mobile switching center, or network operations center. If the location is some “other” site type, please provide a very brief description of the type of location in column C. A description of the dropdown location types is provided in the table on the next page.

Note on Locations for Customer Premises Equipment (CPE): CPE is considered to be covered equipment if it is owned by the provider, including CPE that is in use and leased by the provider to end-user customers.

To the extent that a filer is reporting equipment at multiple customer premises locations, the filer should NOT create a separate line for each individual customer address. Rather, the filer should create one location for all customer premises locations in a given service area, select “Other” as the type of site location, describe “Other” location as “customer premises locations” in the field provided, and enter the coordinates “0.0000, 0.0000” to indicate they are reporting network wide covered equipment at customer premises locations.

Location Type	Description
Cell Site	A cell site, cell tower, cellular base station (i.e., Base Transceiver Station/Base Station) is a cellular-enabled mobile device site where antennas and electronic communications equipment are placed and which typically contains a radio mast, tower, or other raised structure to create a geographic RF cell in a cellular network
Mobile Switching Center (MSC)	An MSC is a core part of the GSM/CDMA network system. It acts as a control center of a Network Switching Subsystems. MSCs connect calls between subscribers by switching the digital voice packets between network paths. An MSC is situated between the cell base station and the Public Networks
Central Office	In the telecommunications sector, a CO is a local telephone company switching center. There are two types of COs: (1) the first is called an "end office" (EO) (often called a "Class 5 office") or "local exchange" (LE), and (2) the second is a "Tandem Office", which interconnects local COs. An EO and LE connects directly to the outside plant, which is the feeder and distribution system to homes and offices.
Network Operations Center (NOC)	Also known as a Network Management Center or Operations Center, is one or more centralized locations from which network monitoring and control, or network management, is exercised over mobile, telecommunications or computer networks (i.e., services, databases, external services, firewalls, servers, etc.) 24 hours per day
Headquarters (HQ)	One or more locations where a company manages its business and/or operations. The service provider's location or building serves as the primary managerial/administrative center of the organization/corporation where most, if not all, of the important functions of an organization are coordinated.
Other	Locations that do not satisfy any of the definitions listed above, including disposal locations. If selecting 'Other' a brief description is required.

3. Latitude of Location (Column D)- Latitude refers to the north-south position of the location where the covered equipment or service is being reported. This must be reported in conformance with WGS 84 standards with decimal degrees reported from at least the 4th and up to the 6th decimal point reported. Latitudes must be located in lines for the 50 United States and the territories of Guam, Puerto Rico, the Northern Mariana Islands, American Samoa, or the Virgin Islands. **Valid latitudes for entry must be in the range of 0, 10 to 80, or -13 to -15.**

4. Longitude of Location (Column E)- Longitude refers to the east-west position of the location where the covered equipment or service is being reported. This must be reported in conformance with WGS 84 standards with decimal degrees reported from at least the 4th and up to the 6th decimal point reported. Longitudes must be located in lines for the 50 United States and the territories of Guam, Puerto Rico, the Northern Mariana Islands, American Samoa, or the Virgin Islands. **Valid longitudes must be in the range of 0, -180 to -60, or 140 to 180.**

Note on Determining Geographic Coordinates for Locations: Several open-source resources exist for filers to determine the coordinates for their sites where covered equipment and services are located. The U.S. Census Bureau’s [Geocoder](#) allows for the bulk upload of addresses in a CSV file which can generate the approximate coordinates for locations. Documentation explaining how to use the Census Geocoder [are available on the Census website](#) as well. Tools such as Google Earth or Maps as well as mapping software (for example MapInfo, ArcMap, and QGIS) can also be used to determine geographic coordinates.

Filers are encouraged to use the most efficient means for them to determine the geographic coordinates for their individual sites where covered equipment and services are present. The FCC does not suggest or otherwise encourage a filer to select, adopt, or otherwise utilize a particular solution for determining geographic coordinates.

Note on Network Wide Costs: Information that is reported for network wide costs without a specific location, such as service or software costs as well as customer premises location information, can be reported as having the latitude of “0.0000” and the longitude of “0.0000.” This will denote that the reported equipment and costs are associated with whole service area for the filer.

- Location Address (Column F to Column J): Enter the address and street, city, state, and zip code for the location where covered equipment or services are being reported. **If a location address is available** at the location “NA” may be entered into Column J. **If no physical address is available for the location**, “NA” can be entered into the “Location Address - Number & Street” field (Column F) and a brief description of the location can be added in the “Location Address – No Postal Address Available” field (Column J). An example of this type of entry is provided below.

F	G	H	I	J
Location Address - Number & Street	Location Address - City	Location Address - State	Location Address - Zip Code	Location Address - No Postal Address Available
NA	Dubois	WY	82513	Tower is located on a large hill

- Equipment Layer (Column K)-Select the equipment category/layer in the operators network for which the equipment provides advanced communication services. If the equipment provides service across layers, indicate the one for which the equipment provides the majority of its usage. Valid choices for layers include access layer, distribution layer, core layer, software, or services. Definitions and further information regarding the network layers for the purposes of the Supply Chain Annual Reporting Requirement are available in the [“Network Categories”](#) document.
- In Use/Operational (Column L)- Indicate whether the equipment is currently operational/in use at the location where it is reported by selecting “Yes” or “No.” If some, but not all, of the specific equipment is operational at the specific site, report the operational equipment in one row and the non-operational equipment in a subsequent row.
- Make/Type (Column M)- Enter the make/type of equipment that is being reported for the specific model at the specific location. “Make” may refer to any brand names from the manufacturer that are used for the equipment or service or the manufacturer’s name itself.
- Model/Product Identifier (Column N)- Enter the specific model or product identifier code for the equipment or service that is being reported. For equipment, this can be the serial number directly on the equipment itself in the case of single component equipment, the asset list identifier for the equipment, or the billing/receipt information provided for the equipment at the time of purchase if multiple components are included in the equipment. For services, it is also acceptable to enter a brief description of the specific service that was provided. For example “Installation Services” or “Repair Services.”
- Manufacturer (Column O)-Select the manufacturer of the specific equipment or the provider of the service from the list of Covered Entities.

11. Equipment/Service Suppliers (Column P)-Enter the name of any of the secondary/wholesale suppliers through which covered equipment or services were obtained on that date. If equipment or services were obtained directly from the covered entity, enter the name of the covered entity.
12. Date Equipment/Service was Obtained (Column Q)- Enter the date that the equipment or service was originally purchased or obtained.

Note on Multiple Acquisition Dates: If there are multiple pieces of the same make and model equipment at the same site that were obtained at differing dates, provide separate rows for each date of obtainment and the number obtained on that date currently at the location..

13. Count of Equipment (Column R)-Indicate the number of the pieces of the specific covered equipment model located at the site where equipment is being reported. Filers are not required to report a count that includes separate component pieces that are included as part of a larger unit if the available model identifier includes those pieces. For example, a router from a covered entity with lines cards from the same covered entity can be reported as one unit.
14. Historic Costs (Column S)-Enter the **total** historic/original cost for the equipment or service at the time that it was obtained. If multiple pieces of equipment are being reported for one site, this should field should include the **total sum** for the cost for all the specific models of equipment reported at the location. This would be equal to the average cost of the equipment multiplied by the count of the equipment in Column R.

Costs for the equipment or service being reported should be based on invoices, asset lists, receipts, or other reproduceable records when available. If such records are unavailable, estimates of the costs may be reported and details on such estimates should be provided in the Detailed Justification section of the report.

If the equipment was leased or rented, enter the sum of the cost to rent or lease such equipment up to the most recent date of payment. In this case, the initial date of acquisition for the first lease or rental of such equipment or service should be the “date equipment/service was obtained” in Column Q.

Do not include any overhead, maintenance, repair, or upkeep costs that were associated with the general equipment upkeep. These may be reported as network wide “Service” costs.

15. Replacement Costs (Column T)-Enter the **total** estimated replacement costs for replacing the existing covered equipment or service in that row with equipment or services that would provide the comparable level and quality of service or functionality.

When available, replacement costs should be identified based on quotes or other reproducible information provided from vendors for the replacement of such equipment. In the event that there are no feasible or available technological equivalent for the equipment or service, for example due to substantial obsolescence or a lack of equipment supply, then next-closest technologically equivalent upgrades may be included in the replacement estimates.

Estimates for site specific services such as installation or project management costs should be reported separately from the equipment itself as network wide "Service" costs. Internal estimates, or those based on the estimates for equipment and service replacement provided in the ["Final Catalog of Eligible Expenses and Estimated Costs"](#) for the FCC's Secure and Trusted Communications Networks Reimbursement Program are also acceptable when replacement information is unavailable.

Any assumptions associated with replacement costs or sources, such as potential upgrades or the source of estimates (vendor quote or internal estimates) should be noted in the Detailed Justification section of the Annual Report.

16. Covered Equipment/Service Functionality (Columns U and V)-Select from the list the primary functionality, or functionalities, of specific, existing covered equipment or service that is being reported at the location in Column U. Multiple items may be selected from the list and all will be listed in Column V. If none of the listed functionalities fit the description of the usage of such equipment, please select "other" from the list. The list of options is provided below.

- Desktop Personal Computer
- Desktop Peripheral Equipment
- IP Networking – Site Preparation – Racks
- IP Networking – Site Preparation – Power
- IP Networking – Site Preparation – Housing/Shelters/OSP Structures
- IP Networking – Components – Cards
- IP Networking – Components – Cables
- IP Networking – Components – Other
- Complete Routers & Switches – Access
- Complete Routers & Switches – Distribution
- Complete Routers & Switches – Core
- Voice Over IP – PBX
- Voice Over IP – Desktop Telephones
- Wireless – Access Points
- Wireless – Repeaters
- Network Security – Hardware
- Network Security – Software
- Network Management – Hardware
- Network Management – Software
- Optical Networking – Transmission Equipment
- Optical Networking – Terminal Equipment
- Data Storage – Flash
- Data Storage – Mass Storage
- Servers – Hardware
- Servers – Software
- Enterprise Wireless – Access equipment
- Enterprise Wireless – Wi-Fi
- Enterprise Wireless – Microwave
- Video – Desktop
- Video – Telepresence Hubs & Endpoints
- Video – Security & Surveillance
- Handheld Radio
- Cellphone
- Special Services
- Other

Tips for Using the Batch Upload Excel Template:

- Please ensure you are using the most up-to-date version of the template (named *SCDC Excel Template v1.9*).
- The template contains macros to assist data format validation. Accordingly, you will need to enable macros when using the templates.
- 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 maximum number of entries that can be loaded into the template that will be included as an attachment to the application is 20,000 rows. Please see guidance above on how to file for multiple spreadsheets with more than 20,000 rows of data
- We recommend saving the Excel document after every few entries to easily identify and correct errors if any are presented when attempting to save and ensure all information previously entered information is saved.
- Please ensure that all errors (those highlighted in red or orange) are resolved before saving the document, as the information will not be saved until errors are resolved.
- 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.

5. Certification and Submission

After you have completed the Program Compliance section of the Annual Reporting form, please read and click on the check mark next to the certification statement. Then enter the name and contact information for the Certifying Official.

Certifications

*

By clicking on the Submit button below, the company represents and warrants that the information provided complies with 47 CFR § 1.17, which requires truthful and accurate statements to the Commission. The company also acknowledges that false statements and representations to the Commission are punishable under Title 18 of the U.S. Code and may subject it to enforcement action. I am authorized to complete this form on behalf of the company and in that capacity certify under penalty of perjury that the information provided is true and correct.

*Certifying Official Name

*Certifying Official Phone Number

*Certifying Official Title

*Certifying Official Email Address

Certifying Date Signed

Save as Draft

Submit

Once you have completed the Annual Reporting form, click on the “Submit” button to ensure that your information is officially Submitted. You will be directed to a filing summary page where you can download a copy of the filing and Excel upload for your records.

You will receive a confirmation email which includes an identifier for the submitted filing. This will include a numeric code beginning with “SCDC.” Keep this email and code for your records. You can also access the information that was previously submitted by clicking on the filing in the “Annual Reporting” tab.

6. Revising or Deleting a Filing

If you find you need to edit or remove a filing after submission, you will need to “Revise” or “Delete” the previously submitted filing by clicking on the appropriate filing from the Annual Reporting dashboard.

1. In the dashboard, go to the filing number that needs revision and click on the filing

☰ My Annual Report Filings

Number ^	Status	Filer FCC Registration Number (FRN)	Certifying Date Signed	Updated	Created
SCDC0001128	Submitted	0001750140	2022-01-31 02:51:14	2022-01-31 02:51:14	2021-11-23 18:53:02

2. You will be directed to a filing summary page for the information that was most recently submitted under the FRN for that date. Click on the “Revise” or “Delete” button in the righthand corner. Make sure that the Filing Number, FRN, and Filing Period meet the one that you need to revise.

SCDC Annual Reporting FCC Form 5640
OMB Control No. 3060-1270

File No.: SCDC0001128

Status: Submitted

Filing Period

Annual Filing Period
2020

3. If you are revising a filing, enter the appropriate, updated information that is needed for the filing. If you are uploading a new Excel filing for covered equipment and services, you will need to delete the previously uploaded spreadsheet and upload the new document.

Covered Equipment and Services

To use the batch upload feature, [download this excel template for Covered Equipment and Services](#) and use the "Choose File" button below to upload your saved template with data. Macros must be enabled to use the batch upload feature.

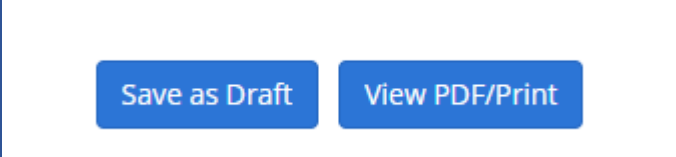
Upload Covered Equipment and Services Batch Excel

SCDC Excel Upload Template v1.7 (1) (1).xlsm

4. After you enter the updated information, **you will need to provide the certification again as well as re-enter the information for the certifying official.**

5. Click on the “Submit” button.

Note on “Draft” Filings: If you need more time to review information before it is submitted or resubmitted, you can save your current progress in the filing by clicking on the “Save as Draft” button at the bottom lefthand side of the page. You can also view a copy of the current or submitted draft of the filing by clicking on the “View PDF/Print” button.



Save as Draft

View PDF/Print

7. Disclosure, Privacy Act, Paperwork Reduction Notice

The Privacy Act of 1974 and the Paperwork Reduction Act of 1995 require that, when we ask you for information, we must first tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it and whether your response is voluntary, required to obtain a benefit, or mandatory under the law. See Privacy Act of 1974, P.L. 93-579, December 31, 1974, 5 U.S.C. § 552a (e)(3), and the Paperwork Reduction Act of 1995, P.L. No. 104-13, 44 U.S.C. § 3501, et seq.

Our legal right to ask for this information is sections 1.50007 of the Federal Communications Commission's rules and section 5 of the Secure and Trusted Communications Networks Act of 2019. 47 CFR §§ 1.50007 and 47 USC § 1602. Your response is mandatory.

This collection of information stems from the Commission's authority under sections 1-5, 11, 201-205, 211, 215, 218-220, 251-271, 303(r), 332, 403, 502, and 503 of the Communications Act of 1934, as amended, 47 U.S.C. §§ 151-155, 161, 201-205, 211, 215, 218-220, 251-271, 303(r), 332, 403, 502, and 503, and section 706 of the Telecommunications Act of 1996, as amended, 47 U.S.C. § 157nt. The data in the Annual Reporting requirement form will be used to monitor and measure the ubiquity of covered equipment and services in networks, assist in verification of other information submitted under similar national security proceedings, and fulfill the requirements under Section 5 of the Secure and Trusted Communications networks Act of 2019. Certain information on the owners of covered equipment or services from the filings will be made available for public inspection pursuant to the Commission's rules and orders. All other information, including information on the locations, costs, and suppliers of such equipment or services, is presumed confidential as well as information on replacement plans or that reported in the Detailed Justification section.

The Commission is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. If we believe there may be a violation or potential violation of a statute or a Commission regulation, rule, or order, your filing may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation, or order. In certain cases, the information in your filing may be disclosed to the Department of Justice, court, or other adjudicative body when (a) the Commission; or (b) any employee of the Commission; or (c) the United States government, is a party to a proceeding before the body or has an interest in the proceeding.

We have estimated that each response to this collection of information will take approximately a cross filer average of 3.5 hours per response across all filers. Our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PERM, Paperwork Reduction Project (3060-1270), Washington, DC 20554. We will also accept your comments via the Internet if you send them to pra@fcc.gov. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS.

Remember –You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid Office of Management and Budget (OMB) control number. This collection has been assigned an OMB control number of 3060-1270 as FCC Form 5461 “Annual Report, Section 1.50007”.

The Commission is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. If we believe there may be a violation or potential violation of a statute or a Commission regulation, rule, or order, your filing may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation, or order. In certain cases, the information in your filing may be disclosed to the Department of Justice, court, or other adjudicative body when (a) the Commission; or (b) any employee of the Commission; or (c) the United States government, is a party to a proceeding before the body or has an interest in the proceeding.

Reporting entities failing to file the Annual Reporting requirement in a timely fashion may be subject to penalties under the Communications Act, including sections 502 and 503(b).