EASE ASR EVPL -

Stand Alone UNI or NNI with ACTL Job Aid

This process outlines the steps for ordering an EVPL End User Switched Ethernet Product in EASE.

Table of Contents

Initiating a New Order in EASE 3

Creating a New Order in EASE 5

ASR Form 5

ADMINISTRATIVE SECTION 5

BILLING SECTION 8

CONTACT SECTION 10

SES Form 12

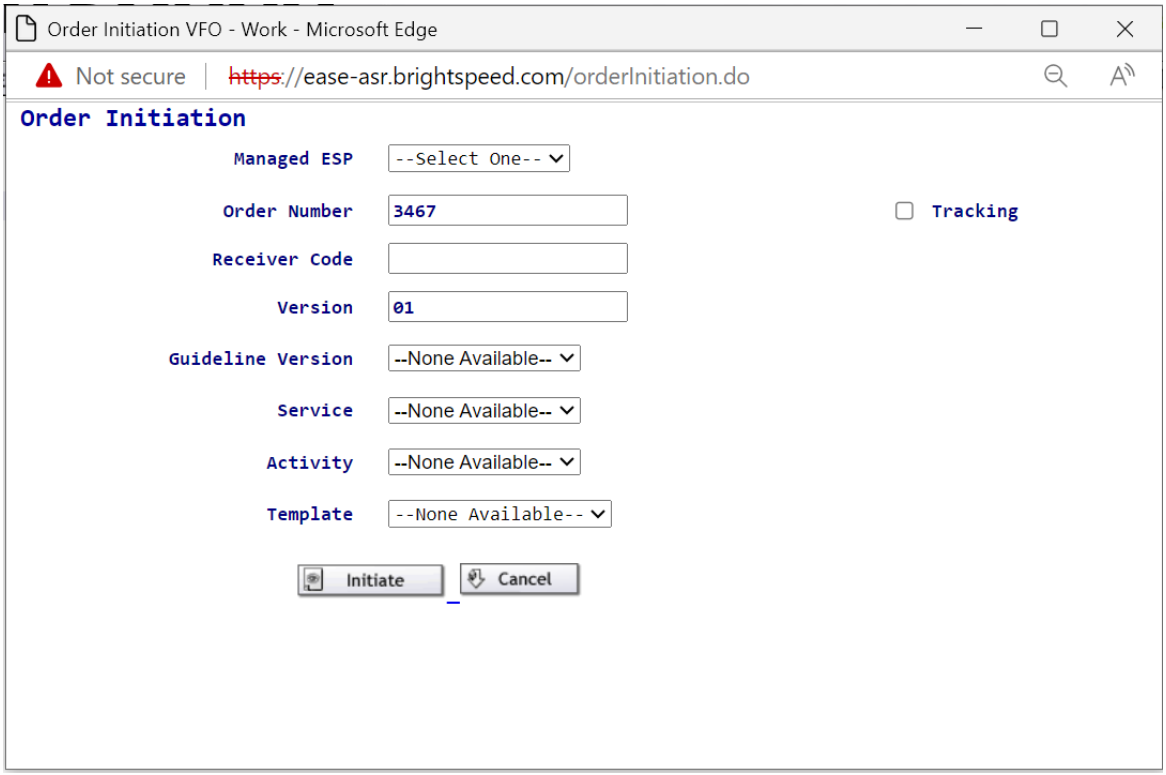
SWITCHED ETHERNET SERVICES SECTION 12

Validating EASE Order 13

Initiating a New Order in EASE

Click (or hover over) **Order** and click **New**.

The **Order Initiation** box opens.



Select/Populate the following:

- Managed ESP
  - ACNA (Access Customer Name Abbreviation - A three-digit alpha code assigned by Bellcore to identify carriers for billing purposes.)
- Order Number (Prepopulates with a number – Change to the PON)
  - Customer PON (Purchase Order Number)
- Receiver Code
  - ICSC (Interexchange Customer Service Center)
    - Ex. CT20
- Version
  - Auto Populates based on Receiver Code
- Guideline Version

    - Auto Populates
- Type of Request = (Isn't visible until Receiver Code is entered/selected)
    - Firm Order
- Service
    - Transport Switched Ethernet
- Activity (See *ACT – Activity* for further information)
    - C = Change or modification to an existing service
    - D = Disconnection or decrease in capacity
    - M = Inside move of the physical termination within a building
    - N = New installation or increase in capacity
    - R = Record activity is for ordering administrative changes (no physical work required)
    - T = Outside move of end user location (Not Used)
- Template (Can only select if a Template/s has previously been created – Helpful if ordering the same type/s of service with the same details on a regular basis)

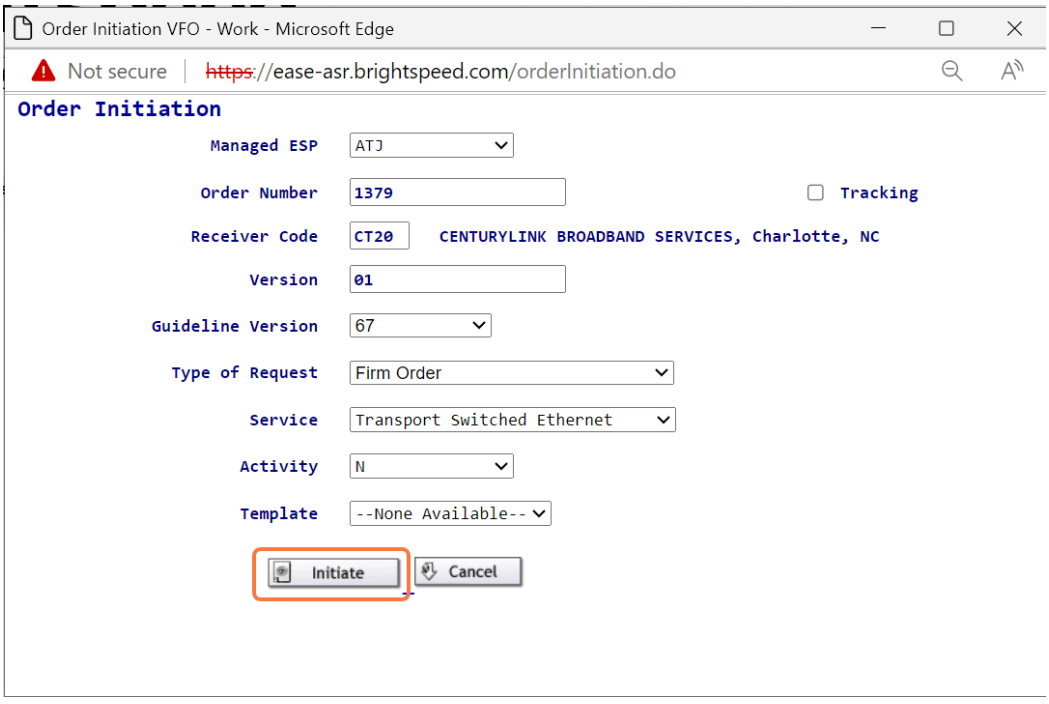
EVPL Reference Table

The following table identifies how EVPL service is ordered via EASE.

Note: Job Aid references UNI or NNI with ACTL CLLI - Transport Switched Ethernet

SERVICE	REQTYPE	EASE SVCTYP	EASE Forms	PRILOC	EVCI	SEI	AUNT
UNI or NNI with ACTL CLLI	SD	Transport Switched Ethernet	ASR, SES	ACTL		Y	
UNI or NNI with Address	ED	End User Switched Ethernet	ASR, SES	SALI Address		Y	
EVC	SD	Standalone EVC	ASR, EVC		A		
COMBO NNI with ACTL CLLI and EVC	SD	Transport Switched Ethernet EVC	ASR, SES, EVC	ACTL	B	Y	A
COMBO UNI or NNI with address and EVC	ED	End User Switched Ethernet EVC	ASR, SES, EVC		B	Y	A

Once all requirements are met, click **Initiate**.

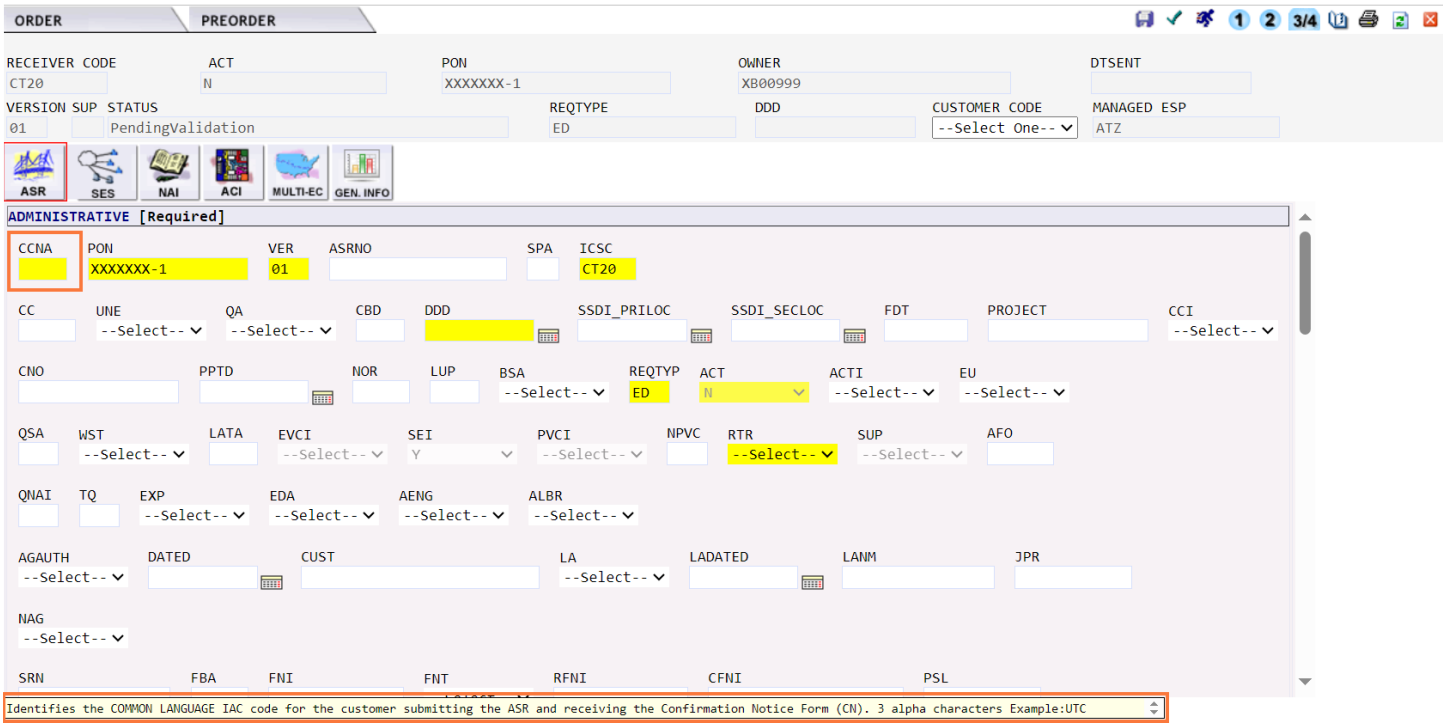


Creating a New Order in EASE

EASE has separate Forms that are required depending on the Type of Service being ordered. Each Form has Required (Highlighted Yellow), Conditional and Optional fields.

Note: Not all required fields are highlighted, and some that are highlighted are not required. See the information below to determine the required vs conditional fields.

Clicking into a field shows a description at the bottom of the screen of what each means/what the form is looking for.



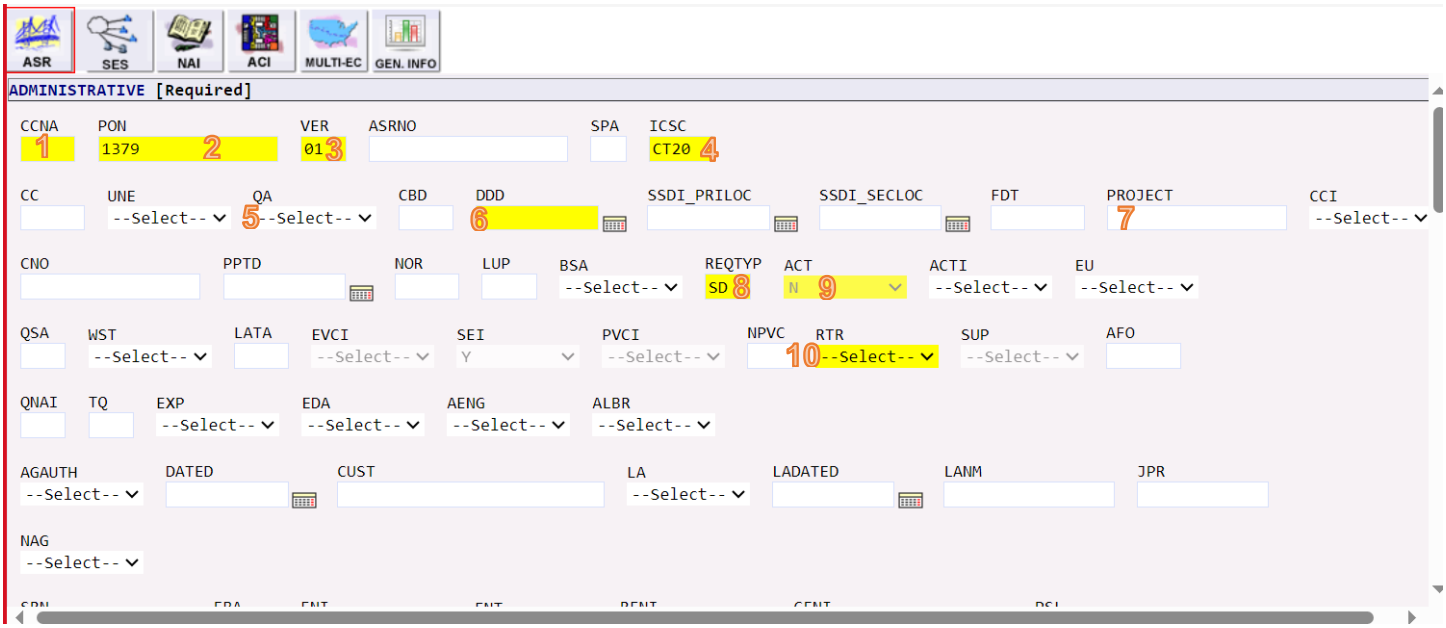
The Order opens to the ASR (first) Form.

Note: For each Form in EASE, there will be Required, Conditional and Optional fields. Provide the Required and Conditional information, and any Optional details that will help to avoid delays in installation.

ASR Form

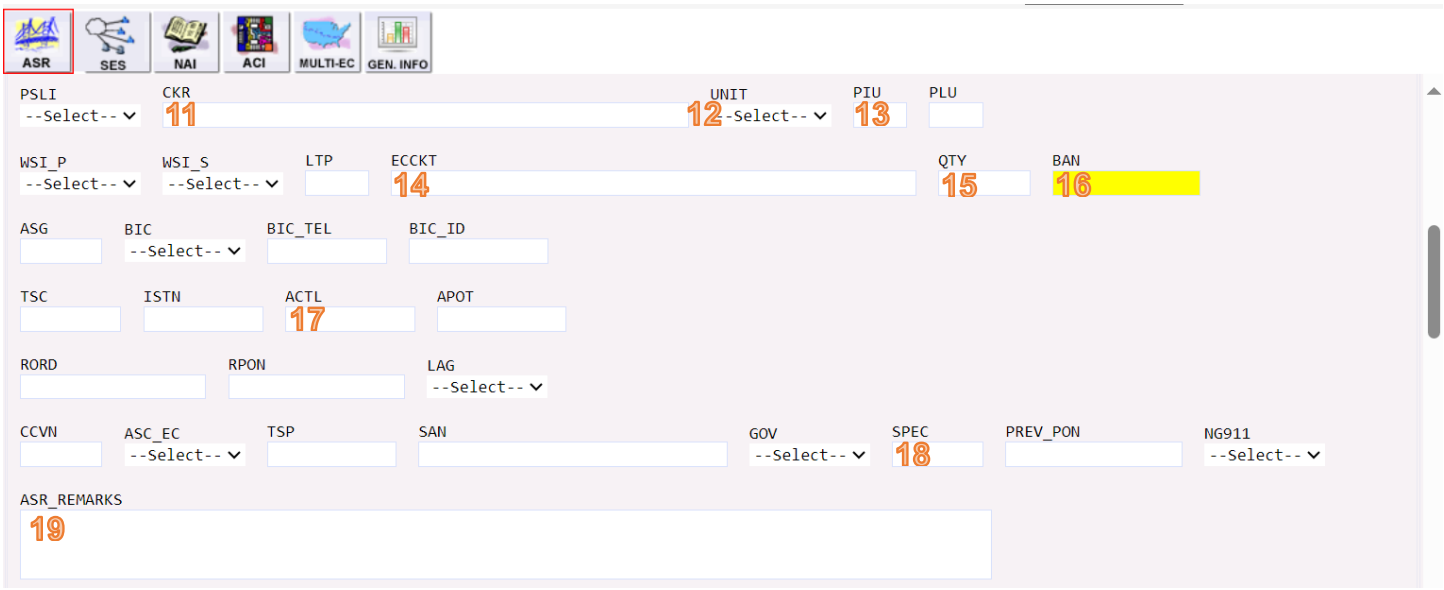
ADMINISTRATIVE SECTION

Begin filling out the requirements scrolling down the page to view additional fields.



Required and *Conditional* Fields:

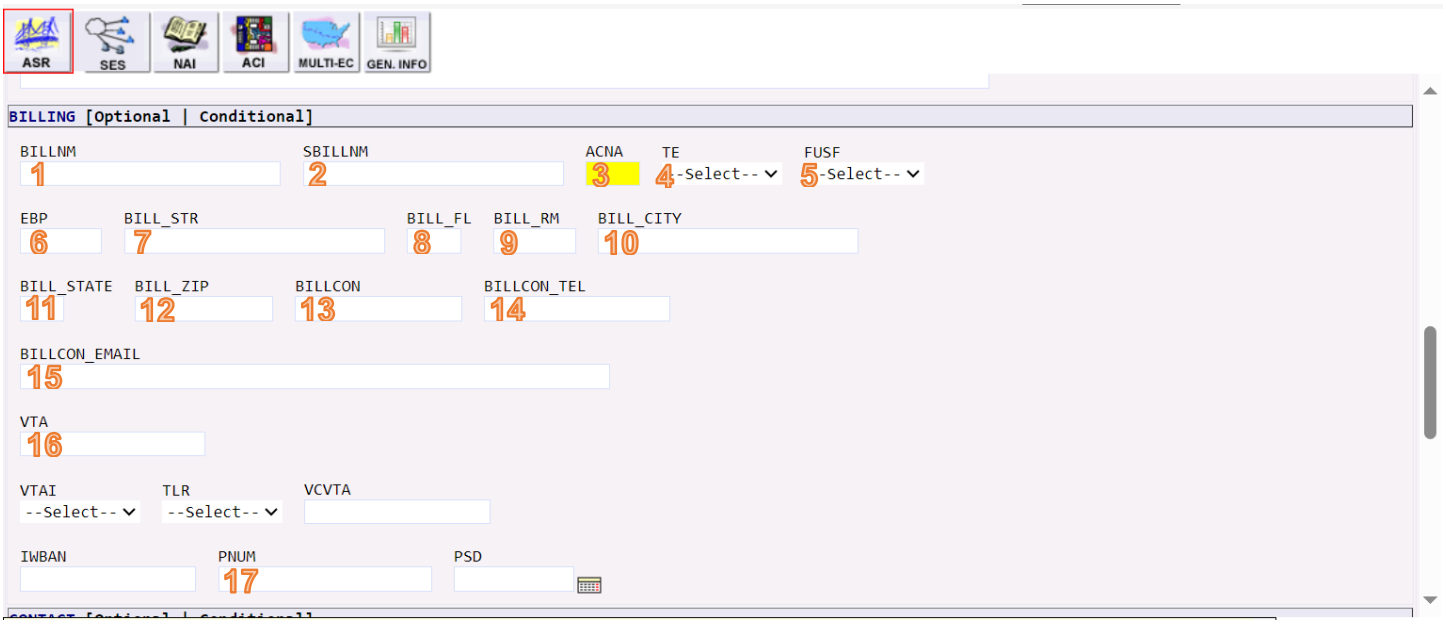
1. **CCNA** = ACNA (Identifies the COMMON LANGUAGE IAC code for the customer who should receive the bill for the ordered service)
    - See *CCNA - Customer Carrier Name Abbreviation*
2. **PON** (Auto populates with Order Number {PON} entered in the Order Initiation box/screen)
3. **VER** (Auto populates with Version number - Identifies the customer's version number)
    - See *VER – Version Identification*
4. **ICSC** = Receiver Code (Auto populates with Code entered in the Order Initiation box/screen)
    - See *ICSC - Interexchange Customer Service Center*
5. *QA* = Quote Authorized (Indicates that a quotation charge for special construction is authorized)
    - See *QA - Quote Authorized*
6. **DDD** = Desired Due Date (Identifies the customer's desired due date) - Must be out at least 5 Business Days (SLA dependent on Product)
    - See *DDD - Desired Due Date*
7. **Project** = Product + ACNA Ex. EVPLATZ (Identifies the project with which the request is to be associated)
    - See *PROJECT - Project Identification*
8. **REQTYP** = Requisition Type and Status (Identifies the type of service being requested and the status of the request)
    - See *REQTYP – Requisition Type and Status*
9. **ACT** = Activity (Identifies the activity involved in this service request - selected in the Order Initiation box/screen)
10. **RTR** = Response Type Requested (Identifies the type of confirmation response options requested by the customer)
    - See *RTR - Response Type Requested*



11. CKR = Customer Circuit Reference (Identifies the circuit number or range of circuit numbers used by the customer)
    - See *CKR - Customer Circuit Reference*
12. Unit = Unit Identification (Identifies whether the Quantity (QTY) field contains number of circuits, ring segments, Busy Hour Minutes of Capacity (BHMC) for switched *access service* or percent of market share)
    - Always C = Number of lines, trunks, facilities, circuits, CCS links, ring segments or unbundled elements
    - See *UNIT - Unit Identification*
13. **PIU** = Percentage of Interstate Usage (Identifies the expected Interstate Usage for the *access service* on this request. Both Interstate and Intrastate may be ordered on a single Access Service Request by specifying the applicable percent of Interstate usage. However, two Access Service Requests may be related to one another through the entry RPON {Related Purchase Order Number}.)
    - Always 100 for Ethernet
    - See *PIU - Percentage of Interstate Usage*
14. *ECCKT* = Exchange Company Circuit ID (Identifies the provider circuit ID or multiple circuit IDs)
    - See *ECCKT - Exchange Company Circuit ID*
        - *Only needed for Change or Disconnect Orders*
15. QTY = Quantity (Identifies the quantity of circuits, ring segments, BHMCs, or the percent of market share involved in this service request)
    - See *QTY - Quantity*
16. **BAN** = Billing Account Number (Identifies the billing account to which the recurring and non-recurring charges for this request will be billed)
    - See *BAN - Billing Account Number*
17. **ACTL** = Access Customer Terminal Location (Identifies the *CLLI Code* of the customer facility terminal location. The CLLI Code will have been previously assigned.)
    - See ACTL - Access Customer Terminal Location
18. **SPEC** = Service and Product Enhancement Code (Identifies a specific product or service offering)
    - See *SPEC - Service and Product Enhancement Code*
        - UNI SPEC = EVPLC

        - NNI SPEC = EVPLN
19. **ASR_Remarks** (Identifies a free-flowing field which can be used to expand upon and clarify other data on this form)
    - See *REMARKS - Remarks*
        - Enter the following:
            - Service Description (Product/Bandwidth, location to location, etc.)
            - Who to work with for any questions:
                - Site Contact
                - Sales Contact
                - Etc.
            - Any specific details that help with configuring the order to avoid confusion.

BILLING SECTION



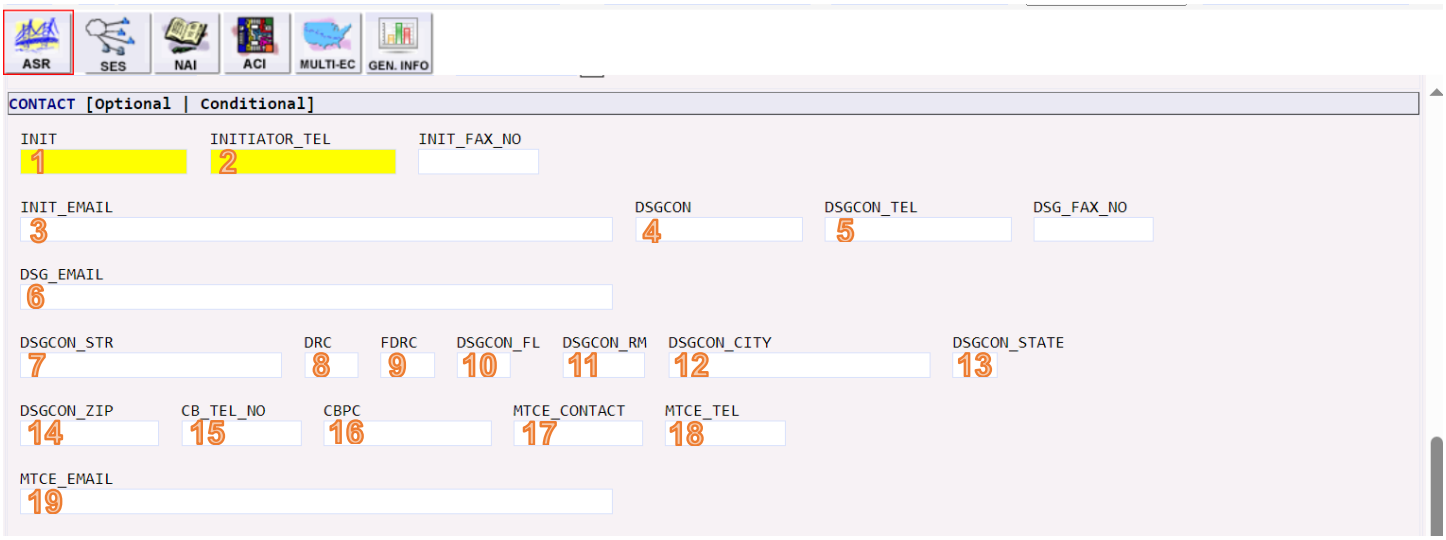
Note: The following are required when the Order is for a New Service with a New BAN.

Required Fields:

1. **BILLNM** = Billing Name (Identifies the name of the person, office, or company to whom the customer has designated that the bill be sent)
    - See *BILLNM - Billing Name*
2. *SBILLNM* = Secondary Billing Name (Identifies the name of a department or group within the designated BILLNM entry. May also be used to specify the end user customer as identified in field entry “SAN”, Subscriber Authorization Number used by the customer in conjunction with billing its customer.)
    - See *SBILLNM – Secondary Billing Name*
3. **ACNA** = Access Customer Name Abbreviation (Identifies the COMMON LANGUAGE IAC code for the customer who should receive the bill for the ordered service)
    - See *ACNA - Access Customer Name Abbreviation*
4. **TE** = Tax Exemption (Indicates that the customer has submitted a tax exemption form to the provider)
    - See *TE - Tax Exemption* to determine when this is Required vs Optional

5. **FUSF** = Federal Universal Service Fee (Indicates the service being ordered on this request should be either assessed or exempted from the Federal Universal Service Fee {FUSF})
    - See *FUSF - Federal Universal Service Fee* to determine when this is Required vs Optional
6. *EBP* = Extended Billing Plan (Identifies the request for establishing or removing installment billing of non-recurring charges that may be offered by a provider)
    - See *EBP – Extended Billing Plan*
7. **BILL_STR** = Billing Street (Identifies the street of the billing address associated with the billing name)
    - See *STREET - Street Address (BILL)*
8. **BILL_FL** = Billing Floor (Identifies the floor for the billing address associated with the billing name)
    - See *FLOOR - Floor (BILL)*
9. **BILL_RM** = Billing Room (Identifies the room for the billing address associated with the billing name)
    - See *ROOM - Room (BILL)*
10. **BILL_CITY** = Billing City (Identifies the city, village, township, etc. of the billing address associated with the billing name)
    - See *CITY - City (BILL)*
11. **BILL_STATE** = Billing State/Province (Identifies the two character postal code for the state/province of the billing address associated with the billing name)
    - See *STATE - State/Province (BILL)*
12. **BILL_ZIP** = Billing Zip/Postal Code (Identifies the zip code or postal code of the billing address associated with the billing name)
    - See *ZIP CODE - ASR Form (BILL)*
13. **BILLCON** = Billing Contact (Identifies the name of the person or office to be contacted on billing matters)
    - See *BILLCON - Billing Contact*
14. **BILLCON_TEL** = Billing Contact Telephone Number (Identifies the telephone number of the provider representative responsible for the BIC)
    - See *BIC TEL - BIC Telephone Number*
15. **BILL_EMAIL** = Billing Contact Email (Identifies the electronic mail address of the Billing Contact when a customer profile does not already exist)
    - See *BILLCON Email - Billing Contact Electronic Mail Address*
16. **VTA** = Variable Term Agreement (Identifies the duration, identifying USOC, contract date or contract identification number of any variable term agreement that may be offered by a provider)
    - *VTA - Variable Term Agreement*
17. **PNUM** = Promotion Subscription Date – Used when the Customer has a Contractual Contract (Identifies the contract tariff option for a pricing promotion plan)
    - See *PNUM – Promotion Subscription Date*

CONTACT SECTION



Note: All are required.

1. **INIT** = Initiator (Identifies the customer employee who originated this request)
   NOTE 1: This is the person who should be contacted if there are any questions regarding this request. Any authorizations of charges or changes are the responsibility of this person.
   - See *INIT – Initiator*
2. **INITIATOR_TEL** = Initiator Telephone Number (Identifies the telephone number of the customer employee who initiated this request)
   - See *INIT – TEL NO – Telephone Number (INIT)*
3. **INIT_EMAIL** = Initiator Email (Identifies the electronic mail address of the initiator)
   - See *INIT - Electronic Mail Address*
4. **DSGCON** = Design/Engineering Contact Information (Identifies the employee of the customer or agent who should be contacted on design/engineering/translation issues and to whom the Design Layout Report may be sent)
   - See *DSGCON - Design/Engineering Contact Information*
5. **DSGCON_TEL** = Design/Engineering Contact Telephone (Identifies the telephone number of the design/engineering contact. USAGE: This field is conditional.)
   - See *TEL NO - Telephone Number (DSGCON)*
6. **DSG EMAIL** - Design/Engineering Contact Email (Identifies the electronic mail address of the design contact)
   - See *DSG EMAIL - Design Electronic Mail Address*
7. **DSGCON_STR** = Design/Engineering Contact Street Address
   - See *STREET - Street Address (DSGCON)*
8. **DRC** = Design Routing Code (Identifies the customer location routing code for the design contact for this request)
   - See *DRC - Design Routing Code*
9. **FDRC** = Design Routing Code (Identifies the customer location routing code for the design contact for the facility in a combined ASR situation)
   - See *FDRC - Facility Design Routing Code*
10. **DSGCON_FL** = Design/Engineering Contact (Identifies the floor of the design/engineering contact's address)
    - See *FLOOR – Floor (DSGCON)*

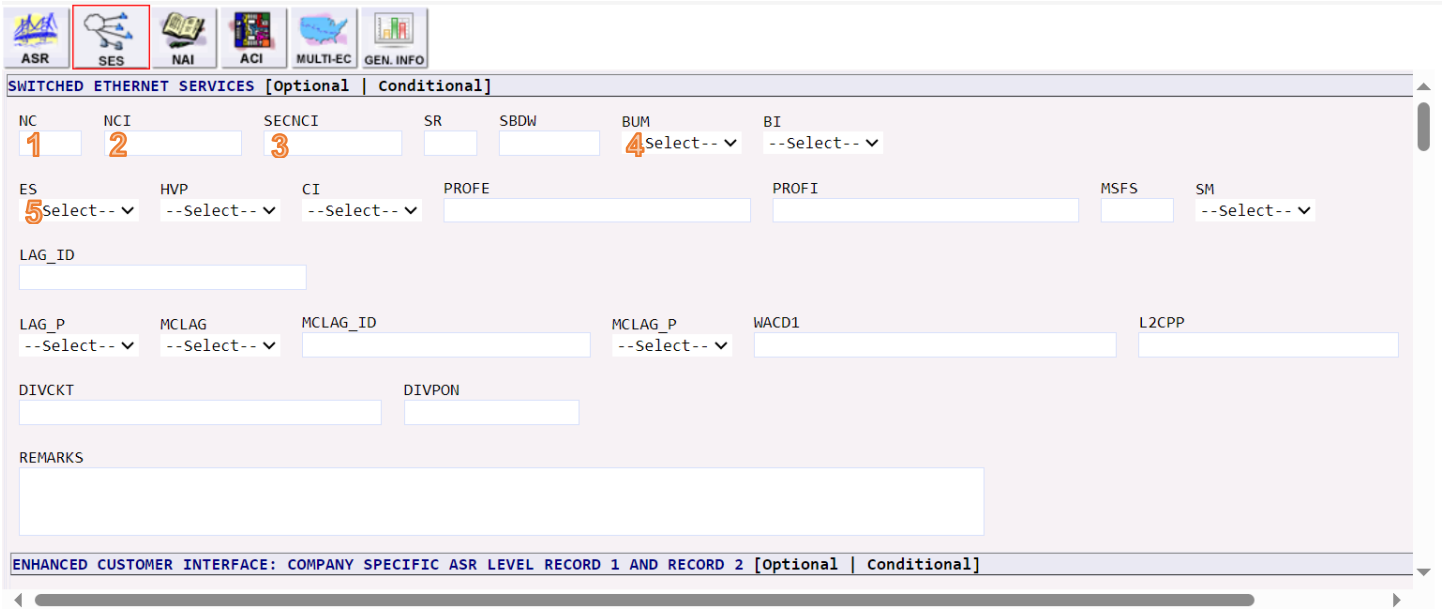
11. **DSGCON_RM** = Design/Engineering Contact Room (Identifies the room of the design/engineering contact's address)
    - See *ROOM - Room (DSGCON)*
12. **DSGCON_CITY** = Design/Engineering Contact City (Identifies the city, village, township, etc. of the design/engineering contact's address)
    - See *CITY - City (DSGCON)*
13. **DSGCON_STATE** = Design/Engineering Contact State (Identifies the two character postal code for the state/province of the design/engineering contact's location)
    - See *STATE - State/Province (DSGCON)*
14. **DSGCON_ZIP** = Design/Engineering Contact Zip/Postal Code (Identifies the ZIP code or postal code of the design/engineering contact's address)
    - See *ZIP CODE - ASR Form (DSGCON)*
15. **CB_TEL_NO** = Conference Bridge Telephone Number (Identifies the Conference Bridge Telephone number to be used at the time of implementation or cut over)
    - See *CB TEL NO - Conference Bridge Telephone Number*
16. **CBPC** = Conference Bridge Passcode Number (Identifies the passcode associated with the conference bridge telephone number)
    - See *CBPC - Conference Bridge Passcode Number*
17. **MTCE_CONTACT** = Maintenance Contact (Identifies the customer employee or office responsible for maintenance subsequent to the installation of the *access service* Includes service and facilities provided for the origination or termination of InterLATAor foreign telecommunications)
    - See *MTCE - Maintenance Contact*
18. **MTCE_TEL** = Maintenance Contact Telephone Number (Identifies the telephone number of the maintenance contact. USAGE: This field is conditional.)
    - See *MTCE TEL NO - Maintenance Contact Telephone Number*
19. **MTCE_EMAIL** = Maintenance Contact Electronic Mail Address (Identifies the electronic mail address of the maintenance contact when defined by customer/provider contracts, tariffs and/or negotiated agreements)

    - See *MTCE_EMAIL - Maintenance Contact Electronic Mail Address*
20. **SITECON** = Site Contact Name (Identifies the site contact name for access when the customer utilizes an ACTL or Carrier Hotel as the primary location)
    - See *SITE CON - Site Contact*
21. **SITECON_TEL** = Site Contact Telephone Number (Identifies the telephone number of the Site Contact)
    - See *TEL NO. (SITE CON) - ASR Form*
22. **SITECON_EMAIL** = Site Contact Email (Identifies the electronic mail address of the Site Contact)
    - See *SITE EMAIL - Site Contact Electronic Mail Address*

23. **IMPCON** = Implementation Contact (Identifies the customer employee or office responsible for control of installation and completion)
    - See *IMPCON - Implementation Contact*
24. **IMPCON_TEL** = Implementation Contact Telephone Number (Identifies the telephone number of the implementation contact)
    - See *IMPCON TEL NO - Telephone Number (IMPCON)*
25. **IMPCON_EMAIL** = Implementation Contact Email (Identifies the electronic mail address of the implementation contact)
    - See *IMPCON EMAIL – Implementation Contact Electronic Mail Address*

SES Form

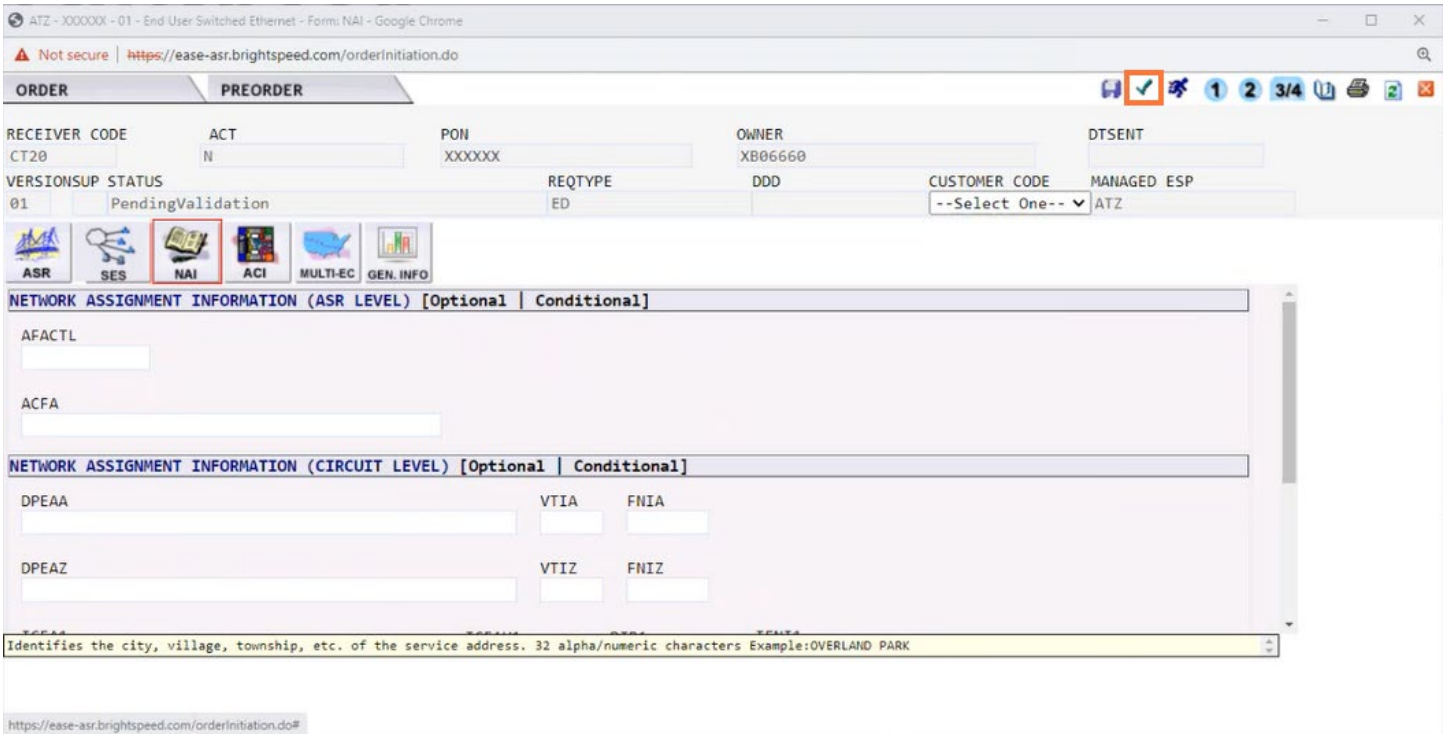
SWITCHED ETHERNET SERVICES SECTION



Required and *Conditional* Fields:

1. **NC** = Network Channel Code (Identifies the network channel code for the connections related to the UNI/ENNI involved. A UNI/ENNI connection is assigned a circuit(s) ID. The network channel code describes the channel provided by the provider.)
    - See *NC - Network Channel Code*
2. **NCI** = Network Channel Interface Code (Identifies the interface characteristics on the customer/end user location side of the UNI/ENNI connection)
    - See *NCI - Network Channel Interface Code*
3. **SECNCI** = Secondary Network Channel Interface Code (Identifies the interface characteristics on the provider side of the UNI/ENNI connection)
    - SECNCI - *Secondary Network Channel Interface Code*
4. *BUM* = Broadcast, Unknown Unicast and Multicast Option (Allows customer to request conditional handling of Broadcast, Unknown Unicast and Multicast service frames outside of the provider's specified throttling defaults for those providers who bill and/or provision at the port level.)
    - See *BUM - Broadcast, Unknown Unicast and Multicast Option*

5. **ES** = Egress Scheduler (Specifies the level at which bandwidth and/or prioritization profiles will be applied, i.e., whether the port has a single or multiple (one per EVC) profile(s) applied)
    - See *ES - Egress Scheduler*
        - **S** = Single (Per UNI/ENNI Profile) – Port Rate Limited by the UNI
        - **M** = Multiple (Per EVC/OVC Profile) - Port Rate Limited by the EVC

Validating EASE Order

Once all requirements have been met (including conditional and optional fields), click **Validate** ✓ to check for errors.