

# EASE ASR EVPL Stand Alone EVC Job Aid

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

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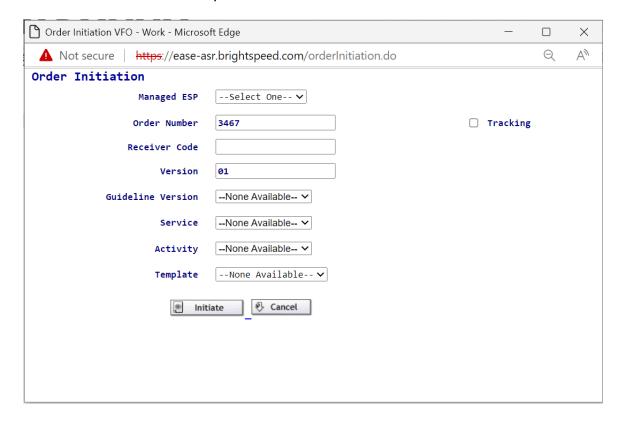
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# **Initiating a New Order in EASE**

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)
  - o 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)
  - o Firm Order
- Service
  - Standalone EVC
- Activity (See <u>ACT Activity</u> for further information)
  - o C = Change or modification to an existing service
  - D = Disconnection or decrease in capacity
  - o 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)

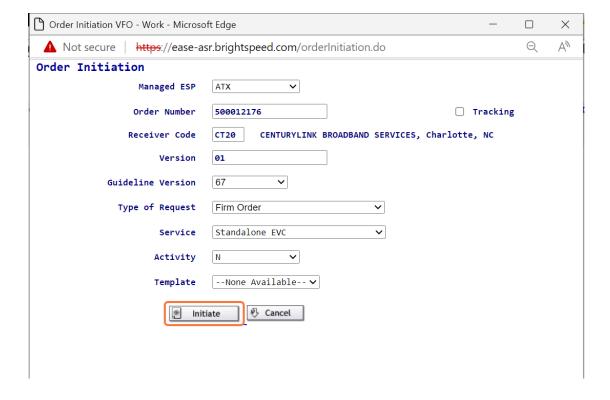
#### **EVPL Reference Table**

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

Note: Job Aid references UNI or NNI with Address - End User 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		Υ	
UNI or NNI with Address	ED	End User Switched Ethernet	ASR, SES	SALI Address		Υ	
EVC	SD	Standalone EVC	ASR, EVC		A		
COMBO NNI with ACTL CLLI and EVC	SD	Transport Switched Ethernet EVC	ASR, SES, EVC	ACTL	В	Υ	Α
COMBO UNI or NNI with address and EVC	ED	End User Switched Ethernet EVC	ASR, SES, EVC		В	Υ	Α

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

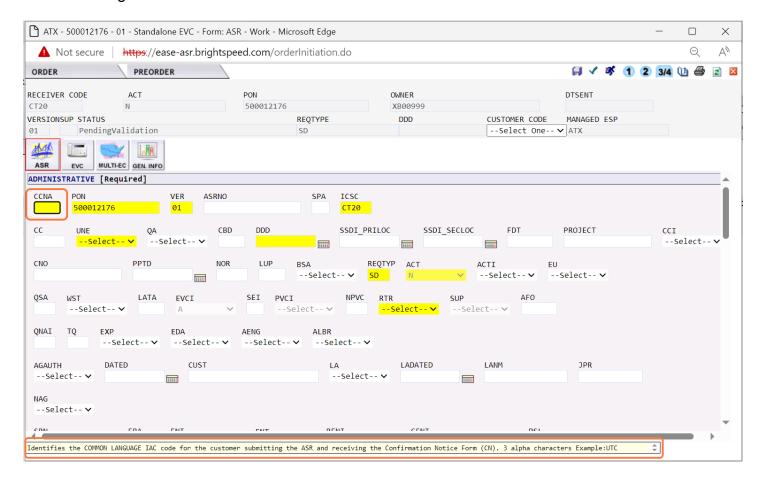


# **Creating a New Order in EASE**

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.



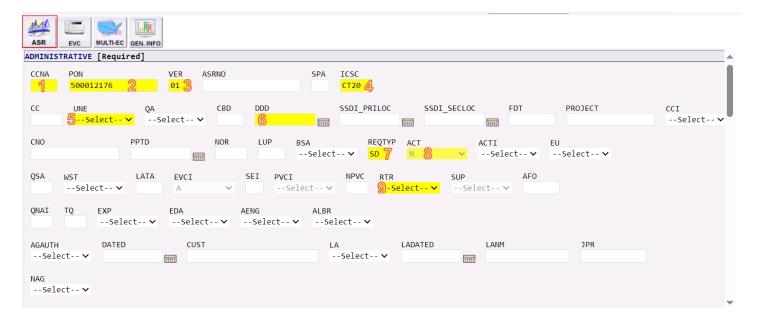
The Order opens to the ASR (first) Form.

**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**

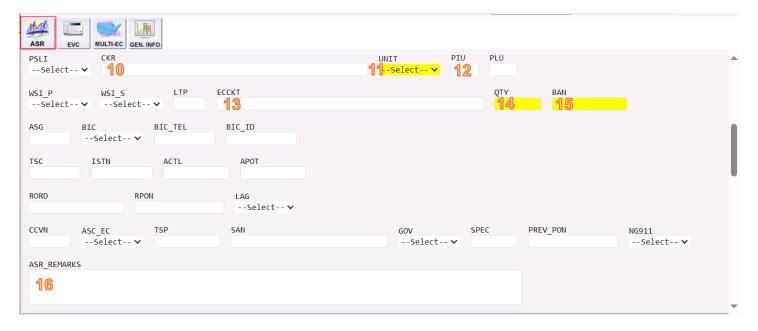
#### ADMINISTRATIVE SECTION

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



# Required and Conditional Fields:

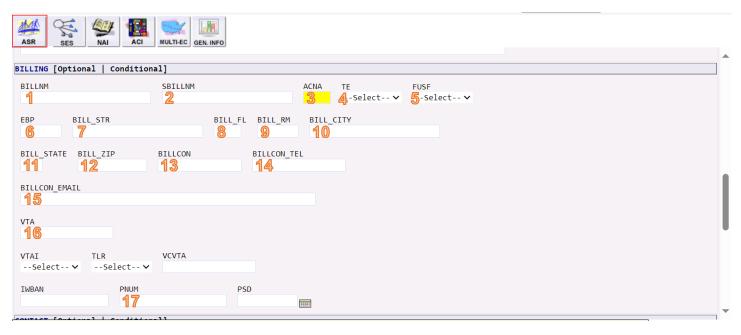
- CCNA = ACNA (Identifies the COMMON LANGUAGE IAC code for the customer who should receive the bill for the ordered service)
  - See CCNA Customer Carrier Name Abbreviation
- **2. PON** (Auto populates with Order Number {PON} entered in the Order Initiation box/screen)
- 3. **VER** (Auto populates with 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. UNE = Unbundled Network Elements (Identifies this request is ordering unbundled network elements for local service.)
  - See UNE Unbundled Network Elements
    - Not required even though the Form shows it highlighted as required
- 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. REQTYP = Requisition Type and Status (Identifies the type of service being requested and the status of the request)
  - o See REQTYP Requisition Type and Status
- ACT = Activity (Identifies the activity involved in this service request selected in the Order Initiation box/screen)
  - See ACT Activity
- RTR = Response Type Requested (Identifies the type of confirmation response options requested by the customer)
  - o See RTR Response Type Requested



- **10**. CKR = Customer Circuit Reference (Identifies the circuit number or range of circuit numbers used by the customer)
  - See CKR Customer Circuit Reference
- 11. Unit = Unit Identification (Identifies whether the Quantity (QTY) field contains number of circuits, ring segments, Busy Hour Minutes of Capacity (BHMC) for switched <u>access service</u> or percent of market share)
  - Always C = Number of lines, trunks, facilities, circuits, CCS links, ring segments or unbundled elements
  - See UNIT Unit Identification
- 12. PIU = Percentage of Interstate Usage (Identifies the expected Interstate Usage for the <u>access service</u> 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 <u>PIU Percentage of Interstate Usage</u>
- **13**. *ECCKT* = Exchange Company Circuit ID (Identifies the provider circuit ID or multiple circuit IDs)
  - See ECCKT Exchange Company Circuit ID
    - Only required for Change or Disconnect Orders
- **14.**QTY = Quantity (Identifies the quantity of circuits, ring segments, BHMCs, or the percent of market share involved in this service request)
  - See QTY Quantity
- **15.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
- **16. 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
- o Etc.
- Any specific details that help with configuring the order to avoid confusion.

#### **BILLING SECTION**



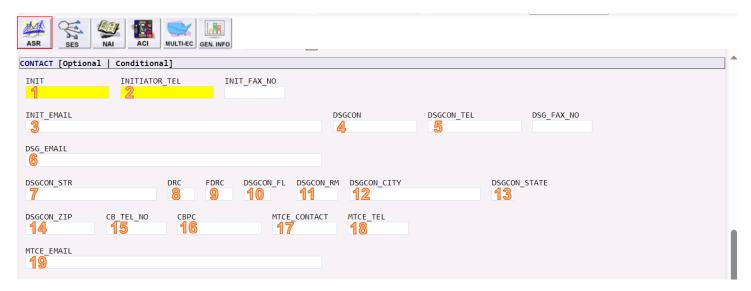
**Note:** The following are required when the Order is for a New Service with a New BAN.

# **Required Fields:**

- 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
- 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 <u>SBILLNM</u> <u>Secondary Billing Name</u>
- ACNA = Access Customer Name Abbreviation (Identifies the COMMON LANGUAGE IAC code for the customer who should receive the bill for the ordered service)
  - See <u>ACNA Access Customer Name Abbreviation</u>
- **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 <u>FUSF Federal Universal Service Fee</u> 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)
  - o See <u>EBP Extended Billing Plan</u>

- 7. BILL\_STR = Billing Street (Identifies the street of the billing address associated with the billing name)
  - See STREET Street Address (BILL)
- BILL\_FL = Billing Floor (Identifies the floor for the billing address associated with the billing name)
  - See FLOOR Floor (BILL)
- 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)
  - o 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)
  - o 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.

- 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 <u>INIT TEL NO Telephone Number (INIT)</u>
- 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 <u>TEL NO Telephone Number (DSGCON)</u>
- DSG EMAIL Design/Engineering Contact Email (Identifies the electronic mail address of the design contact)
  - See DSG EMAIL Design Electronic Mail Address
- DSGCON\_STR = Design/Engineering Contact Street Address
  - See STREET Street Address (DSGCON)
- DRC = Design Routing Code (Identifies the customer location routing code for the design contact for this request)
  - See DRC Design Routing Code
- 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 <u>FLOOR Floor (DSGCON)</u>

- **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 <u>CB TEL NO Conference Bridge Telephone Number</u>
- **16.CBPC** = Conference Bridge Passcode Number (Identifies the passcode associated with the conference bridge telephone number)
  - o 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 <u>access service</u> Includes service and facilities provided for the origination or termination of InterLATAor foreign telecommunications)
  - o 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 <u>MTCE EMAIL Maintenance Contact Electronic Mail Address</u>
- 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

#### **EVC Form**

#### ETHERNET VIRTUAL CONNECTION SECTION

# Required and Conditional Fields:

- EVC QTY = Ethernet Virtual Connection Quantity (Identifies the circuit number used by the customer)
  - See <u>EVC QTY Ethernet Virtual Connection Quantity</u>



# ETHERNET VIRTUAL CONNECTION [1] SECTION

- EVCNUM = Ethernet Virtual Connection Reference Number (Identifies a unique number associated with the Ethernet Virtual Connection)
  - See EVC NUM Ethernet Virtual Connection Reference Number
- 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 <u>NC Network Channel Code</u>
- 3. **NUT** = NUT Number of UNI/ENNI Terminations (Reflects the number of UNI/ENNI termination occurrences being affected by the service request)
  - See NUT Number of UNI/ENNI Terminations



# ETHERNET VIRTUAL CONNECTION UNI MAPPING DETAIL [1] SECTION

- UREF = User Network Interface (UNI) Reference Number (Identifies the reference number associated to the UNI port or ENNI termination point to which EVC mapping requirements will be applied)
  - o See <u>UREF User Network Interface (UNI) Reference Number</u>
    - i. Enter 01
- UACT = User Network Interface (UNI) Activity Indicator (Identifies the activity that is taking place at this UNI/ENNI termination point)
  - See UACT User Network Interface (UNI) Activity Indicator
    - i. Equal N (New)
- 3. **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
- **4. EVCSP** = Ethernet Virtual Connection Switch Point (Identifies the Ethernet switching point, in CLLI code format, at the UNI/ENNI termination)
  - See EVCSP Ethernet Virtual Connection Switch Point
- 5. **RUID** = Related UNI Identifier
  - See RUID Related UNI Identifier



The following are *Conditional* sections. If the first is selected, the second is required.

**Note:** V ACT is more frequently used.

# SERVICE VIRTUAL LOCAL AREA NETWORK MAPPING DETAIL [1] SECTION

- S\_VACT = Service Virtual Local Area Network Activity (Identifies the activity requested for the S-VLAN)
  - See <u>S-VACT Service Virtual Local Area Network Activity</u>

#### SERVICE VIRTUAL LOCAL AREA NETWORK SECTION

- S\_VLAN\_START = Service Virtual Local Area Network Start (The identifier found within the service tag (commonly referred to in MEF as S-Tag) which is typically associated with OVC end points at an ENNI)
  - See S-VLAN Service Virtual Local Area Network

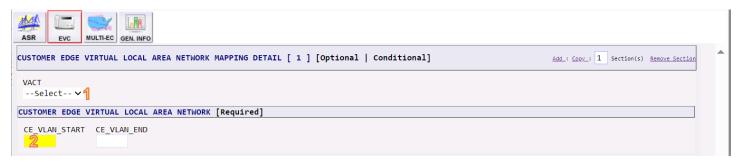
SERVICE VIRTUAL LOCAL AREA NETWORK MAPPING DETAIL [ 1 ] [Optional   Conditional]	Add: Copy_: 1 Section(s) Remove Section
S_VACT Select ✓ ¶	
SERVICE VIRTUAL LOCAL AREA NETWORK [Required]	
S_VLAN_START S_VLAN_END	

#### CUSTOMER EDGE VIRTUAL LOCAL AREA NETWORK MAPPING DETAIL SECTION

- 1. VACT = Customer Edge Virtual Local Area Network Activity Indicator
  - o See <u>VACT Customer Edge Virtual Local Area Network Activity Indicator</u>
    - i. N (New)

#### CUSTOMER EDGE VIRTUAL LOCAL AREA NETWORK SECTION

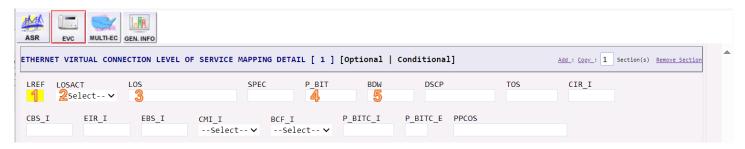
- CE\_VLAN\_START = Customer Edge Virtual Local Area Network (An identifier derivable from a
  content of a service frame that allows the service frame to be associated with an EVC at the
  UNI)
  - See CE-VLAN Customer Edge Virtual Local Area Network



#### ETHERNET VIRTUAL CONNECTION LEVEL OF SERVICE MAPPING DETAIL SECTION

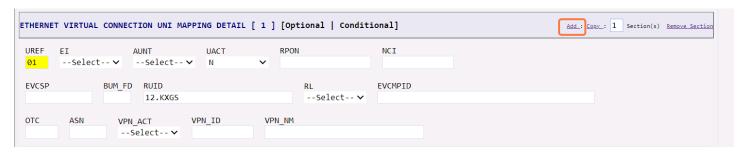
- 1. **LREF** = Level of Service Reference Number (Identifies the reference number associated to the level of service mapping configuration being requested)
  - See LREF Level of Service Reference Number
    - i. Enter 1
- LOSACT = Level of Service Activity Indicator (Identifies the activity for the level of service at this UNI termination occurrence)
  - See LOSACT- Level of Service Activity Indicator
    - i. N (New)
- 3. **LOS** = LOS Level of Service Name (Identifies a name for a provider defined level of service performance associated with the Ethernet product offering)
  - See LOS Level of Service Name
    - i. Gold. Silver or Best Effort
- **4. P\_BIT** = Priority Bit (A parameter within the Ethernet frame that specifies priority by mapping to a given level of service on an EVC/OVC)
  - See <u>P-BIT Priority Bit</u>
- 5. BDW = Bandwidth (Identifies the average rate in bits per second of ingress service frames up to which the network delivers service frames and meets the performance objectives defined by the LOS service attribute)

o See <u>BDW - Bandwidth</u>



## Adding 2nd ETHERNET VIRTUAL CONNECTION UNI

# Click the Add hyperlink to add the second EVC UNI



# ETHERNET VIRTUAL CONNECTION UNI MAPPING DETAIL [2] SECTION

- UREF = User Network Interface (UNI) Reference Number (Identifies the reference number associated to the UNI port or ENNI termination point to which EVC mapping requirements will be applied)
  - See UREF User Network Interface (UNI) Reference Number
  - o Enter 02
- UACT = User Network Interface (UNI) Activity Indicator (Identifies the activity that is taking place at this UNI/ENNI termination point)
  - See UACT User Network Interface (UNI) Activity Indicator
- 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
- **4. EVCSP** = Ethernet Virtual Connection Switch Point (Identifies the Ethernet switching point, in CLLI code format, at the UNI/ENNI termination)
  - See EVCSP Ethernet Virtual Connection Switch Point
- 5. RUID = Related UNI Identifier (Identifies the provider's related circuit ID for a UNI or ENNI (circuit, Link Aggregation Group (LAG) or Multi-Chassis Link Aggregation Group (MCLAG)) against which the EVC/OVC activity is requested)
  - See RUID Related UNI Identifier

