

# 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.

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#### Initiating a New Order in EASE

Click (or hover over) Order and click New.

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ORDER	PREORDER		TEMPLAT	E			ADMINIST	RATION							2	0	🖓 🖄 💋 👔		
New																			
Search																			
Save As Order																			
Save As Template	/er Code	Customer	Code	Pon	Ver	Sun	Status	Trantyp	Svctyp	Reqtyp	Act	State	DDD	Owner	Date S	ent/ P	eceived	FOC DD	,
View History	rei coue	cuscomer	coue	FOIL	ver	Sup	Status	mancyp	зустур	кеңсур	ACC	State	000	owner	Date 3	ency n	ecerveu	100 00	-
Create Response																			
Resend																			
Reassign Order																			
Clear Highlighting																			
External App Data							No	Records	Found										

#### The Order Initiation box opens.

Order Initiation VFO - Work - Microso	Crder Initiation VFO - Work - Microsoft Edge -									
▲ Not secure   https://ease-a	sr.brightspeed.com/orderInitiation.do		Q	$\forall _{\mathscr{Y}}$						
Order Initiation										
Managed ESP	Select One 🗸									
Order Number	3467	Tracking								
Receiver Code										
Version	01									
Guideline VersionNone Available V										
Service	None Available V									
Activity	None Available V									
Template	None Available 🗸									
Initiate Cancel										

#### 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 <u>ACT Activity</u> 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)
      - $\circ$  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
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SERVICE	REQTYPE	EASE SVCTYP	EASE Forms	PRILOC	EVCI	SEI	AUNT
UNI or NNI with ACTL CLLI	<mark>SD</mark>	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		А		
COMBO NNI with ACTL CLLI and EVC	SD	Transport Switched Ethernet EVC	ASR, SES, EVC	ACTL	в	Y	А
COMBO UNI or NNI with address and EVC	ED	End User Switched Ethernet EVC	ASR, SES, EVC		В	Y	A

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

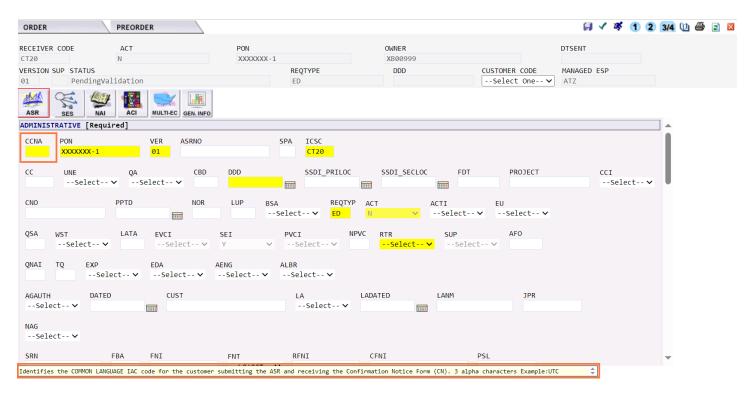
Order Initiation VFO - Work - Microso	ft Edge —		×					
▲ Not secure   https://ease-a	A Not secure https://ease-asr.brightspeed.com/orderInitiation.do							
Order Initiation								
Managed ESP	▼ CTA							
Order Number	1379 Tracking	1						
Receiver Code	CT20 CENTURYLINK BROADBAND SERVICES, Charlotte, NC							
Version	01							
Guideline Version	67 🗸							
Type of Request	Firm Order							
Service	Transport Switched Ethernet							
Activity	N							
Template	None Available 🗸							
e Init	iate							

#### **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.

ASR	SES								
ADMINIS	TRATIVE	[Required]							
ccna	PON <mark>1379</mark>	2	ver asrno <mark>013</mark>		SPA ICSC				
сс	UNE Se	QA elect 🗸 🍕	CBD Select 🗸	DDD	SSDI_PRILO	C SSDI_SH	ECLOC FDT	project	CCI Select∨
CNO		PPTD	NOR		SA REQT -Select V SD		ACTI ✓Select ✓	EU Select∨	
QSA		LATA	EVCI Select∨	SEI Y Y	PVCI Select∨		SUP ct♥Select-		
QNAI	TQ	EXP Select∨	EDA Select∨	AENG Select✔					
AGAUTH Sele	ect 🗸	DATED	CUST		LA Select✔			JPR	
NAG Sele	ect 🗸								
		FDA	FNT	FNIT	DENT	CENT	DC	1	

#### 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)
  - o See <u>CCNA Customer Carrier Name Abbreviation</u>
- 2. PON (Auto populates with Order Number {PON} entered in the Order Initiation box/screen)
- **VER** (Auto populates with Version number Identifies the customer's version number)
   See <u>VER Version Identification</u>
- 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 <u>QA Quote Authorized</u>
- DDD = Desired Due Date (Identifies the customer's desired due date) Must be out at least 5 Business Days (SLA dependent on Product)
  - See <u>DDD Desired Due Date</u>
- Project = Product + ACNA Ex. EVPLATZ (Identifies the project with which the request is to be associated)
  - o See <u>PROJECT Project Identification</u>
- REQTYP = Requisition Type and Status (Identifies the type of service being requested and the status of the request)
  - See <u>REQTYP Requisition Type and Status</u>
- 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)
  - o See <u>RTR Response Type Requested</u>

ASR S		CI MULTI-EC GEN.	INFO						
PSLI Select-	скр - • • 11			UNI 12-:	T PI Select✔ <mark>1</mark>	U PLU			•
	WSI_S VSelect-		сскт <b>14</b>			οτγ <b>15</b>	BAN <mark>16</mark>		
ASG	BIC Select∨	BIC_TEL	BIC_ID						
TSC	ISTN	ACTL	APOT						
RORD	RPC	DN	LAG Select✔						
CCVN	ASC_EC Select✔	TSP	SAN		GOV Select∨	spec 18	PREV_PON	NG911 Select∨	
asr_remari	KS								
19									

- **11.** CKR = Customer Circuit Reference (Identifies the circuit number or range of circuit numbers used by the customer)
  - See <u>CKR Customer Circuit Reference</u>
- 12. 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 <u>UNIT Unit Identification</u>
- 13. PIU = Percentage of Interstate Usage (Identifies the expected Interstate Usage for the <u>access</u> <u>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
  - o See PIU Percentage of Interstate Usage
- **14**. ECCKT = Exchange Company Circuit ID (Identifies the provider circuit ID or multiple circuit IDs)
  - See <u>ECCKT Exchange Company Circuit ID</u>
    - 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 <u>QTY Quantity</u>
- **16. BAN** = Billing Account Number (Identifies the billing account to which the recurring and non-recurring charges for this request will be billed)
  - o See <u>BAN Billing Account Number</u>
- 17. ACTL = Access Customer Terminal Location (Identifies the <u>CLLI Code</u> of the customer facility terminal location. The CLLI Code will have been previously assigned.)
  - See <u>ACTL Access Customer Terminal Location</u>
- **18. SPEC** = Service and Product Enhancement Code (Identifies a specific product or service offering)
  - See <u>SPEC Service and Product Enhancement Code</u>
    - 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 <u>REMARKS Remarks</u>
  - Enter the following:
    - Service Description (Product/Bandwidth, location to location, etc.)
    - Who to work with for any questions:
      - o Site Contact
      - Sales Contact
      - o Etc.
    - Any specific details that help with configuring the order to avoid confusion.

ASR SE	S NAI ACI	MULTI-EC GE	N. INFO					
BILLING [OPT		aij						
BILLNM		SBILLNM			ACNA	TE	FUSF	
1		2			3	👍-Select 🗸	5-Sele	ect 🗸
EBP	BILL STR		BILL_FL	BILL_RM	BILL	CITY		
6	7		8	9	10			
	u			0				
BILL_STATE		BILLCON	E	BILLCON_TE	L			
11	12	13		14				
BILLCON EMA	AIL							
15								
VTA								
16								
VTAI	TLR	VCVTA						
Select								
IWBAN	PNUM		PSD					
	17			f				
CONTROL LONG	hinnal I canditian	-11						

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 <u>BILLNM Billing Name</u>
- 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 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>
- TE = Tax Exemption (Indicates that the customer has submitted a tax exemption form to the provider)
  - See <u>TE Tax Exemption</u> to determine when this is Required vs Optional

#### **BILLING SECTION**

- 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>
- BILL\_STR = Billing Street (Identifies the street of the billing address associated with the billing name)
  - o See <u>STREET Street Address (BILL)</u>
- 8. **BILL\_FL** = Billing Floor (Identifies the floor for the billing address associated with the billing name)
  - o See FLOOR Floor (BILL)
- BILL\_RM = Billing Room (Identifies the room for the billing address associated with the billing name)
  - See <u>ROOM Room (BILL)</u>
- **10. BILL\_CITY** = Billing City (Identifies the city, village, township, etc. of the billing address associated with the billing name)
  - See <u>CITY City (BILL)</u>
- **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)
  - o See <u>STATE State/Province (BILL)</u>
- **12. BILL\_ZIP** = Billing Zip/Postal Code (Identifies the zip code or postal code of the billing address associated with the billing name)
  - See <u>ZIP CODE ASR Form (BILL)</u>
- **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 <u>BIC TEL BIC Telephone Number</u>

## **15. BILL\_EMAIL** = Billing Contact Email (Identifies the electronic mail address of the Billing Contact when a customer profile does not already exist)

- o 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)
  - o See <u>PNUM Promotion Subscription Date</u>

#### CONTACT SECTION

	A
CONTACT [Optional   Conditional]         INIT       INITIATOR_TEL         INIT       2	
INIT_EMAIL DSGCON_TEL DSG_FAX_NO	
DSG_EMAIL	
DSGCON_STR DRC FDRC DSGCON_FL DSGCON_CITY DSGCON_STATE	
DSGCON_ZIP CB_TEL_NO CBPC MTCE_CONTACT MTCE_TEL 14 15 16 17 18	
MTCE_EMAIL	

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>
- 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)
  - o See <u>DSGCON Design/Engineering Contact Information</u>
- DSGCON\_TEL = Design/Engineering Contact Telephone (Identifies the telephone number of the design/engineering contact. USAGE: This field is conditional.)
  - o See TEL NO Telephone Number (DSGCON)
- 6. **DSG EMAIL** Design/Engineering Contact Email (Identifies the electronic mail address of the design contact)
  - o See DSG EMAIL Design Electronic Mail Address
- 7. **DSGCON\_STR** = Design/Engineering Contact Street Address
  - See <u>STREET Street Address (DSGCON)</u>
- DRC = Design Routing Code (Identifies the customer location routing code for the design contact for this request)
  - o See <u>DRC Design Routing Code</u>
- FDRC = Design Routing Code (Identifies the customer location routing code for the design contact for the facility in a combined ASR situation)
  - See <u>FDRC Facility Design Routing Code</u>
- **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 <u>ROOM Room (DSGCON)</u>
- 12. DSGCON\_CITY = Design/Engineering Contact City (Identifies the city, village, township, etc. of the design/engineering contact's address)
  - See <u>CITY City (DSGCON)</u>
- 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)
  - o 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 <u>CBPC Conference Bridge Passcode Number</u>
- 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 <u>MTCE Maintenance Contact</u>
- 18. MTCE\_TEL = Maintenance Contact Telephone Number (Identifies the telephone number of the maintenance contact. USAGE: This field is conditional.)
  - See <u>MTCE TEL NO Maintenance Contact Telephone Number</u>
- 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)

SITECON	sitecon_tel 21
SITECON_EMAIL	
IMPCON	IMPCON_TEL
IMPCON_EMAIL	
<u>2</u>	

- 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 <u>SITE CON Site Contact</u>
- 21.SITECON\_TEL = Site Contact Telephone Number (Identifies the telephone number of the Site Contact)
  - o See TEL NO. (SITE CON) ASR Form
- 22. SITECON\_EMAIL = Site Contact Email (Identifies the electronic mail address of the Site Contact)
  - o 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)
  - o See IMPCON Implementation Contact
- 24. **IMPCON\_TEL** = Implementation Contact Telephone Number (Identifies the telephone number of the implementation contact)
  - See <u>IMPCON TEL NO Telephone Number (IMPCON)</u>
- 25. **IMPCON\_EMAIL** = Implementation Contact Email (Identifies the electronic mail address of the implementation contact)
  - o See IMPCON EMAIL Implementation Contact Electronic Mail Address

#### **SES Form**

#### SWITCHED ETHERNET SERVICES SECTION

ASR SES									
SWITCHED ETHERN	IET SERVICES [Op	tional   Condi	tional]						<b>^</b>
NC NCI	sec 3	NCI	SR S	SBDW	BUM <mark>₄</mark> Select∨	BI Select✔			
ES	HVP	CI	PROFE			PROFI	MSFS	SM	
5Select∨	Select 🗸	Select 🗸						Select 🗸	
LAG_ID									
LAG_P	MCLAG	MCLAG_ID			MCLAG_P	WACD1	L2CPP		
Select 🗸	Select 🗸				Select 🗸				
DIVCKT		DI	VPON						
REMARKS									
	MER INTERFACE: (	COMPANY SPECIF	IC ASR LE	VEL RECORD	1 AND RECORD 2	[Optional   Conditional]	 		
						fill			<b>•</b>
									•

#### **Required and** Conditional Fields:

- 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.)
  - o See <u>NC Network Channel Code</u>
- 2. **NCI** = Network Channel Interface Code (Identifies the interface characteristics on the customer/end user location side of the UNI/ENNI connection)
  - o See <u>NCI Network Channel Interface Code</u>
- SECNCI = Secondary Network Channel Interface Code (Identifies the interface characteristics on the provider side of the UNI/ENNI connection)
  - o 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.)
  - o See <u>BUM Broadcast, Unknown Unicast and Multicast Option</u>

- 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 <u>ES Egress Scheduler</u>
    - **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**  $\checkmark$  to check for errors.

ATZ - X000000 - 01 - End U	User Switched Ethernet - Form: NAI - G	oogle Chrome					- 🗆 X
A Not secure   https://	/ease-asr.brightspeed.com/order	Initiation.do					Q
ORDER	PREORDER					🛛 🖓 🛪 🕦	2 3/4 🕕 🎒 😰 🖾
RECEIVER CODE	ACT	PON		OWNER		DTSENT	
CT20	N	XXXXXX	TATION	XB06660			
VERSIONSUP STATUS 01 Pending	gValidation		EQTYPE D	DDD	CUSTOMER CODE	MANAGED ESP	
AFACTL	IT INFORMATION (ASR LEV	EL) [Uptional   Co	ditionalj				
ACFA							
NETWORK ASSIGNMEN	IT INFORMATION (CIRCUIT	LEVEL) [Optional	Conditional]				
DPEAA		VT	IA FNIA				
DPEAZ		VT	IZ FNIZ				
TOPA			0.000	TENTA			-
Identifies the city, w	village, township, etc. of t	he service address. 32	alpha/numeric chara	cters Example:OVERLAN	D PARK		0
https://ease-asr.brightspeed.c	com/orderinitiation.do#						