3. ACCESS SERVICE REQUEST (ASR) FORM ENTRIES

The ASR Form with each of the entry fields numbered is depicted in Section 4 of this practice. These numbers correspond to the field definitions in Sections 3.1 – 3.3. Section 3.4 addresses the minimal input requirements for disconnect and record order activity. Section 3.5 contains an alphabetic listing of the ASR Form fields cross referenced to the field numbers depicted in the numbered form.

This form is prepared by the customer and is submitted to the ICSC for the ordering of service. The term “ICSC”, (Interexchange Customer Service Center) referenced throughout the ASR practices is used to represent the organization which processes a customer's request for service in an access or local provider offering such access services.

3.1 ADMINISTRATIVE SECTION

1. CCNA - Customer Carrier Name Abbreviation

Identifies the COMMON LANGUAGE IAC code for the customer submitting the ASR and receiving the Confirmation Notice Form (CN).

NOTE 1: The format and structure of this field is defined by ANSI in document ATIS-0300251 Codes for Identification of Service Providers for Information Exchange.

NOTE 2: This code is established prior to the submission of the ASR.

NOTE 3: For the casual customer who does not have an IAC code, this field should reflect an entry of "CUS". The customer name should be entered in the CUST field on the ASR.

NOTE 4: The IAC designated in the CCNA field is the provider's contact for management of the access ordering/negotiation process for the life of the order. When using "CUS", management of this process may be determined on an individual provider basis.

NOTE 5: The CCNA is not intended to indicate the customer being billed for the access service. This is reflected in the ACNA field on the ASR.

VALID ENTRIES:

IAC Code
CUS = Casual customer

NOTE 1: Valid IAC codes are maintained by Telcordia Technologies.

1. CCNA - Customer Carrier Name Abbreviation (continued)

USAGE: This field is required.

DATA CHARACTERISTICS: 3 alpha characters

EXAMPLE: |U|T|C|

2. PON - Purchase Order Number

Identifies the customer's unique purchase order or requisition number that authorizes the issuance of this request or supplement.

NOTE 1: The Purchase Order Number may be reused after two years from the due date of the original request.

USAGE: This field is required.

DATA CHARACTERISTICS: 16 alpha/numeric characters

EXAMPLE:

8	2	4	Z	9											

3. VER - Version Identification

Identifies the customer's version number.

NOTE 1: Any reissuance can use this entry to uniquely identify the form from any other version.

NOTE 2: The version identification does not have to agree with the provider order supplement identification. The customer's order may have been supplemented internally many times after the ASR has been issued.

USAGE: This field is required.

DATA CHARACTERISTICS: 2 alpha/numeric characters

EXAMPLE: |A| |

4. ASR NO - Access Service Request Number

Identifies the number that may be generated by the provider's mechanized systems, pre-assigned to the customer by the provider, or manually assigned by the provider to identify a customer's request for service.

USAGE: This field is conditional.

NOTE 1: Required when ASR NO is pre-assigned.

NOTE 2: Required on all supplements when PON is not unique.

NOTE 3: Otherwise optional.

DATA CHARACTERISTICS: 18 alpha/numeric characters maximum

EXAMPLE:

3	1	2	3	4	5	6	7	8	9	0	1						

5. SPA - Special Action Indicator

An indicator used by the customer to identify an order being sampled for quality control purposes.

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha/numeric characters

EXAMPLE: |A|

6. ICSC - Interexchange Customer Service Center

Identifies the provider service center.

NOTE 1: The ICSC code appearing in this field will represent the Access Service Coordination - Exchange Company (ASC-EC) when the ASC-EC field is populated.

NOTE 2: The first two characters identify the provider. The third and fourth characters are a unique number within the region identifying the specific ICSC. The allowable range is 00 to 99. The provider will supply and periodically update the ICSC codes listing to the customer. The provider will also supply guidelines for choosing the appropriate ICSC.

NOTE 3: The format and structure of this field is defined by Telcordia in BR-751-100-801 Interexchange Customer Service Center/Service Center (ICSC/SC).

VALID ENTRIES:

Valid ICSC Code

NOTE 1: When the ASC-EC field is populated, this field must be identical to the ASC-EC entry.

USAGE: This field is required.

DATA CHARACTERISTICS: 4 alpha/numeric characters

EXAMPLE:

P	T	0	2

7. CC - Company Code

Identifies the Exchange Carrier requesting local services.

NOTE 1: The format and structure of this field is defined by ANSI in document T1.251, Identification of Telecommunications Service Provider Codes for the North American Telecommunications System.

VALID ENTRIES:

A four alpha/numeric character code structure for all Exchange Carriers in North America and certain U.S. territories maintained by NECA.

USAGE: This field is conditional.

NOTE 1: Required when ordering local interconnection services or unbundled network elements, otherwise prohibited.

DATA CHARACTERISTICS: 4 alpha/numeric characters

EXAMPLES:

8	7	1	2

1	2	A	3

8. UNE - Unbundled Network Elements

Identifies this request is ordering unbundled network elements for local service.

VALID ENTRIES:

Y = Ordering unbundled elements.

USAGE: This field is conditional.

NOTE 1: Optional when the CC field is populated and the first position of the REQTYP field is "M", "S" or "L", otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: |Y|

9. D/TSENT - Date and Time Sent

Identifies the date and time that the Access Service Request is sent by the customer.

VALID ENTRIES:

U.S. Standard	Metric Format
Two Digit Month (01-12)	Two Digit Century (00-99)
Two Digit Day (01-31)	Two Digit Year (00-99)
Two Digit Century (00-99)	Two Digit Month (01-12)
Two Digit Year (00-99)	Two Digit Day (01-31)
Two Digit Hour (01-12)	Two Digit Hour (01-12)
Two Digit Minute (00-59)	Two Digit Minute (00-59)
AM or PM	AM or PM

USAGE: This field is required.

DATA CHARACTERISTICS: 17 alpha/numeric characters (including 3 hyphens)

EXAMPLES: |0|5|-|2|2|-|1|9|8|5|-|1|1|1|5|A|M|

|1|9|8|5|-|0|5|-|2|2|-|1|1|1|5|A|M|

10. QA - Quote Authorized

Indicates that a quotation charge for special construction is authorized.

VALID ENTRIES:

Y = Quotation Authorized

USAGE: This field is conditional.

NOTE 1: Optional when ACT field is "N", "C" or "T", otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: Y

11. CBD - Call Before Dispatch

May identify a customer location as "Unstaffed" and request the provider call the LCON at a desired time prior to 'dispatch out' of a service technician, or a coordination call based on a provider's existing process for service installation or disconnect.

VALID ENTRIES:

1st Character

A = Unstaffed Service Delivery Location

NOTE 1: Defines the service delivery location as "Unstaffed" requiring coordination with LCON prior to technician dispatch.

2nd and 3rd Character

01- = Hours
99

NOTE 1: The desired number of hours prior to dispatch to facilitate access for the service technician.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLES:

	0	4

A	1	2

A		

NOTE 1: This example represents an "Unstaffed" Site requiring LCON coordination based on a provider's existing process.

12. DDD - Desired Due Date

Identifies the customer's desired due date.

NOTE 1: The actual due date may be different from that desired because of factors such as the availability of facilities and the quantity, complexity, and impact on local service of the circuit(s) involved.

NOTE 2: On disconnect requests, this date represents the date billing is to stop on the involved circuit(s) and can be no earlier than the date the request is received by the provider.

NOTE 3: When different due dates are required, these dates are stipulated using a separate request for each desired due date. For example, a total of 50 circuits are desired and the customer wants them at a rate of 10 per day. Therefore, five ASR forms may be submitted stipulating this requirement.

NOTE 4: When multiple ASRs are associated with one Translation Questionnaire, all DDDs must be identical.

VALID ENTRIES:

U.S. Standard	Metric Format
Two Digit Month (01-12)	Two Digit Century (00-99)
Two Digit Day (01-31)	Two Digit Year (00-99)
Two Digit Century (00-99)	Two Digit Month (01-12)
Two Digit Year (00-99)	Two Digit Day (01-31)

12. DDD - Desired Due Date (continued)

USAGE: This field is required.

DATA CHARACTERISTICS: 10 alpha/numeric characters (including 2 hyphens)

EXAMPLES: |0|3|-|0|2|-|1|9|9|9|

|1|9|9|9|-|0|3|-|0|2|

13. FDT - Frame Due Time

Provides special handling instructions for the connection, disconnection or coordination of changes for this request.

NOTE 1: Types of changes that require coordination are CIC redirects, switch conversions, mutual trunking arrangement, point code changes, traffic rehome/reroutes, call through testing requests, cut over, etc.

VALID ENTRIES:

Time Zone (Position 1)
Central = C
Eastern = E
Mountain = M
Pacific = P

Time of Day (Positions 2-7)
Two Digit Hour (01-12)/Two Digit Minute (00-59)/AM or PM
Two Digit Hour (01-12)/A or P/Two Digit Hour (01-12)/A or P
AM or PM
Two Digit Hour (01-12)/A or P

NOTE 1: Indicates the time zone and time or time zone and window of time when the service should be connected, disconnected or coordinated.

NOTE 2: When this field is populated in conjunction with the CB TEL NO field, a specific time of day including the hour or hour and minute is required.

USAGE: This field is conditional.

13. FDT - Frame Due Time (continued)

NOTE 1: Required when the first position of the REQTYP type is "M" or "L", the ACT field is "N", "C", or "D", and routing and/or translation change requires coordination.

NOTE 2: Prohibited when ACT field is "R".

NOTE 3: Required when the CB TEL NO is populated.

NOTE 4: Otherwise optional.

DATA CHARACTERISTICS: 7 alpha/numeric characters

EXAMPLES:

C	1	0	1	5	P	M

E	1	2	P	0	2	P

P	0	8	A	1	0	A

M	A	M				

C	1	0	P			

14. PROJECT - Project Identification

Identifies the project with which the request is to be associated.

NOTE 1: Examples of the use of this field would be relating multiple Access Service Requests, previously negotiated orders, etc.

NOTE 2: The provider may initiate the project identification and provide this to the customer who will populate the field when submitting an ASR.

NOTE 3: The Project Number must be entered by the new and the former customers on "N" and "D" coordinated conversion orders.

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N" or "D", and the CCVN field is populated, otherwise optional.

DATA CHARACTERISTICS: 16 alpha/numeric characters

EXAMPLE:

M	S	7	3	6	1	1	9								

15. CCI - Coordinated Change Indicator

Identifies this request is a Coordinated Change Activity to an existing access service.

VALID ENTRIES:

Y = Coordinated Change Activity

USAGE: This field is conditional.

NOTE 1: Optional when the first position of the REQTYP field is "E", "L", "M", "S", "V" or "X", and the ACT field is "N", "C", "D", "T" or "M", otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: Y

16. CNO - Case Number

Identifies the quotation tracking number assigned by the provider in response to a provisioning arrangement inquiry, e.g., diversity.

USAGE: This field is optional.

DATA CHARACTERISTICS: 12 alpha/numeric characters

EXAMPLE: |B|S|0|6|1|1|9|6|-|0|0|2|

17. PPTD - Project Plant Test Date

Identifies the pre negotiated plant test date for the start of overall testing of the service requested on this ASR.

VALID ENTRIES:

U.S. Standard	Metric Format
Two Digit Month (01-12)	Two Digit Century (00-99)
Two Digit Day (01-31)	Two Digit Year (00-99)
Two Digit Century (00-99)	Two Digit Month (01-12)
Two Digit Year (00-99)	Two Digit Day (01-31)

USAGE: This field is conditional.

NOTE 1: Optional when the PROJECT field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 10 alpha/numeric characters (including 2 hyphens)

EXAMPLES: |0|3|-|0|2|-|1|9|9|9|

|1|9|9|9|-|0|3|-|0|2|

18. NOR - Number of Requests

Identifies both specific ASR and total quantity of Access Service Requests within a group of ASRs being ordered.

NOTE 1: In order to facilitate the process, at least the first related ASR should describe or list the total RPONs used when RPON is not the same for all such requests. For example, six ASRs are to be associated and individual PONs and RPONs are being used.

NOTE 2: All service types must be identical for such grouping of like orders.

USAGE: This field is conditional.

NOTE 1: Required when the TQ field is populated and a total of two or more ASRs are associated with the translation questionnaire, otherwise optional.

DATA CHARACTERISTICS: 4 numeric characters

EXAMPLE: | | 1 | of | | 6 |

19. LUP - Intrastate IntraLATA Usage Percentage

Identifies the percent Intrastate IntraLATA usage for use with IntraLATA competition.

NOTE 1: This field may apply whenever PIU is less than 100.

VALID ENTRIES:

1 to 100
LOF = Letter on File

USAGE: This field is conditional.

NOTE 1: Prohibited when the PIU field is not populated or is "100".

NOTE 2: Prohibited when the first position of the REQTYP field is "R".

NOTE 3: Prohibited when the ACT field is "D".

NOTE 4: Otherwise optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE:

3	0	

20. BSA - Basic Serving Arrangement

Identifies the requirement for a Basic Serving Arrangement (BSA), which is the minimum necessary transport arrangement for the delivery of the unbundled network features and functions, or for a Basic Service Element (BSE) associated with a Basic Serving Arrangement.

NOTE 1: In a Multi-EC situation, this field should be populated when at least one provider is being requested to provide a BSA or BSE.

VALID ENTRIES:

Y = Unbundled Ordering

USAGE: This field is conditional.

NOTE 1: Prohibited when the CC or WST field is populated, otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: Y

21. REQTYP - Requisition Type and Status

Identifies the type of service being requested and the status of the request.

NOTE 1: A request may be issued as a Service Request (Inquiry) or Firm Order.

The Service Request and Firm Order process description can be found in the Access Service Ordering Overview (ATIS-0404000, Section 5, Four Step Ordering Process).

NOTE 2: The first character of REQTYP specifies the type of service/element.

NOTE 3: The second character of REQTYP specifies the status of the request in the four step order process.

VALID ENTRIES:

1st Character

A = Switched Access - Feature Group A
E = End User Special Access, DNAL, Part Time/Full Time Television or Program Audio, Specialized Ethernet Aggregation, Switched Ethernet Services
L = CCS Link or Unbundled STP Port
M = Trunking (FG B, C, D, SAC NXX, Wireless and Local)
R = Ring
S = Special Access, Full Time/Part Time Television or Program Audio, DNAL Switched Access Facility, Unbundled Dedicated Transport, Unbundled Multiplexer, Specialized Ethernet Aggregation, Switched Ethernet Services, Stand Alone EVC
V = Broadband Services, ATM, Frame Relay Service
W = WATS Access Line
X = Broadband End User Services, ATM, Frame Relay Service

21. REQTYP - Requisition Type and Status (continued)

NOTE 1: "E" is prohibited for Stand Alone Ethernet Virtual Connection (EVCI = "A") services.

VALID ENTRIES:

2nd Character (4-Step Process)

Service Request:			**Entered by:**
Step 1 – Service Request			
A	=	Manual/mechanized	Customer
F	=	Verbal	Provider
G	=	Access Service Request follow up to verbal	Customer
Step 2 – Service Request Confirmation			
B	=	Manual/mechanized	Provider
Step 3A – Firm Order – Service Request Sent (Same PON)			
C	=	Manual/mechanized	Customer
H	=	Verbal	Provider
J	=	Access Service Request follow up to verbal	Customer
Step 3B – Firm Order – Service Request Not Sent			
D	=	Manual/mechanized	Customer
J	=	Access Service Request follow up to verbal	
K	=	Verbal	Provider
Step 4 – Firm Order Confirmation (FOC)			
E	=	Manual/mechanized	Provider

USAGE: This field is required.

21. REQTYP - Requisition Type and Status (continued)

DATA CHARACTERISTICS: 2 alpha characters

EXAMPLE: | M | A |

22. ACT - Activity

Identifies the activity involved in this service request.

NOTE 1: The activity defined in this field is circuit activity from the customer perspective and does not necessarily reflect the type of provider order activity that would result.

NOTE 2: On a supplement to a request this field carries the original activity type.

VALID ENTRIES:

C = Change or modification to an existing service

NOTE 1: If the modification is exclusively an inside or outside move, an ACT of "M" or "T" respectively must be used, with the exception of multipoint services.

NOTE 2: When the second position of the TQ field is "N" or "X", the ACT field entry must be "C" or "R".

NOTE 3: Use of "C" is based on provider tariffs/contracts/negotiations.

NOTE 4: "C" may not be used to migrate to or from Unbundled Network Elements.

NOTE 5: "C" is prohibited for Combination Ethernet Virtual Connection (EVCI = "B") services.

D = Disconnection or decrease in capacity
M = Inside move of the physical termination within a building

22. ACT - Activity (continued)

NOTE 1: Inside move excludes deregulated inside wire.

NOTE 2: "M" is prohibited for multipoint, broadband (REQTYP = "V") and Ethernet Virtual Connection (EVCI = "A", "B") services.

N = New installation or increase in capacity.

R = Record activity is for ordering administrative changes.

NOTE 1: A billing account number change is not supported by the ASR. Such requests are to be processed using provider procedures.

NOTE 2: Administrative changes may be chargeable under provider tariffs.

NOTE 3: When the second position of the TQ field is "N" or "X", the ACT field entry must be "C" or "R".

NOTE 4: When the EOD USE field on the EOD Form is "A", the ACT field entry must be "R".

T = Outside move of end user location

NOTE 1: "T" is prohibited for Feature Group A, B, C, D, local trunking, multipoint, broadband (REQTYP = "V") and Ethernet Virtual Connection (EVCI = "A", "B") services.

NOTE 2: Such moves are permitted for special access and WATS Access lines when terminated at an end user location (other than an ACTL).

22. ACT - Activity (continued)

NOTE 3: Outside moves are accommodated on a single customer order with the stipulation that the BAN (Billing Account Number), the NC (Network Channel Code), ACTL (Access Customer Terminal Location) and the ECCKT are provided and are the same as for the existing circuit being moved.

MULTIPOINT ORDERING: Multipoint activity specific rules are covered in the following matrix describing the use of ACT as it relates to the LEGACT field on the MSL Form:

Type of Activity	ACT entry	LEGACT entry
New Connect	N	N
Complete Disconnect	D	D
Add Leg	C	N
Disconnect Leg	C	D
Inside Move Leg	C	M
Outside Move Leg	C	N & D *
Change Leg	C	C
Record	R	R
Cancel a Leg		K

* 2 MSLs required

NOTE 1: If the disconnect of a Leg(s) on an existing multipoint configuration causes it to change to a two point configuration, two ASRs may be required depending on provider procedures. If two ASRs are required, one would contain an ACT of "D" and the other "N". Use of the RPON field along with remarks would be necessary in an effort to be sure that there is no interruption of service.

22. ACT - Activity (continued)

NOTE 2: If the customer wishes to cancel a request for a leg or legs of a multipoint configuration, the LEGACT of "K" will be used. However, if the cancellation causes it to change to a two-point configuration, the original request should be cancelled and a new request submitted for the two-point configuration.

RING ORDERING: Ring activity specific rules are covered in the following matrix describing the use of ACT as it relates to the SEGACT field on the RING or ARI Form:

Type of Activity	ACT entry	SEGACT entry
New Connect	N	N/A
Complete Disconnect	D	N/A
Add Segment*	C	N
Disconnect Segment*	C	D
Inside Move Segment	N/A	N/A
Outside Move Segment	N/A	N/A
Node allocation change	C	C
Recap of Segment	C	R

*Adding and disconnecting segments supports the "move" activities

VIRTUAL CONNECTION ORDERING: Virtual Connection activity specific rules are covered in the following matrix describing the use of ACT as it relates to the VCACT field on the VC Form:

22. ACT - Activity (continued)

Type of Activity	ACT entry	VCACT entry
New NNI/UNI with VC	N	N
Complete Disconnect	D	D
Add VC	C	N
Disconnect VC	C	D
Inside Move of /UNI	M	C or R
Outside Move of /UNI	T	C or N
Change VC	C	C
Record Activity	R	R
Cancel a VC		K

NOTE 1: If the customer wishes to cancel a request for a VC, the VCACT of "K" will be used.

ETHERNET VIRTUAL CONNECTION ORDERING: Ethernet Virtual Connection activity specific rules are covered in the following matrix describing the use of ACT as it relates to the UACT and LOSACT fields on the EVC Form.

For a stand alone request the ASR ACT represents the activity of the EVC/OVC.

For a combination request the ASR ACT represents the activity of both the physical port and the EVC/OVC.

22. ACT - Activity (continued)

Type of Activity	ASR ACT	UACT	LOSACT
New Connect	N	N	N
Complete Disconnect of EVC	D	D	
Add UNI Termination	C[1]	N	N
Disconnect UNI/ENNI Termination	C[1]	D	
Change EVC/OVC (includes changes to a UNI/ENNI termination)	C[1]	N, C, D	N, C, D
Record Activity	R	R	
Cancel UNI/ENNI Termination	N, C[1], D, R	K	
Cancel a Level of Service (LOS)	N, C[1]		K
Inside Move Segment	N/A	N/A	N/A
Outside Move Segment	N/A	N/A	N/A

NOTE 1: If the customer wishes to cancel a request for a UNI/ENNI termination the UACT of "K" will be used. The UACT of "K" will imply that all LOS activity associated with the cancelled UNI/ENNI termination will also be cancelled.

[1] Activity of "C" is not applicable for a combination request.

22. ACT - Activity (continued)

NOTE 2: If the customer wishes to cancel a request for a LOS, but the UNI/ENNI termination remains intact on the request, the LOSACT of "K" will be used.

USAGE: This field is required.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: N

23. ACTI - Activity Indicator

Identifies whether an order is an augment or a new trunk group and a partial or full disconnect.

VALID ENTRIES:

A = Trunk Group Augment without translation changes
B = Trunk Group Augment with translation changes
C = New Trunk Group
D = Partial Trunk Group Disconnect
E = Full Trunk Group Disconnect and Traffic Re-route (Single service request process)
F = Full Trunk Group Disconnect and No Traffic to be Re-routed

NOTE 1: An entry of "A" is valid for an increase in the number of trunks within an existing trunk group, with no changes made to the features or translations.

NOTE 2: An entry of "B" is valid for an increase in the number of trunks within an existing trunk group, with changes made to the features or translations.

NOTE 3: An entry of "C" is valid when ordering a new trunk group.

NOTE 4: An entry of "D" is valid for a decrease in the number of trunks within an existing trunk group, with no changes made to the features or translations.

NOTE 5: An entry of "E" is valid for the complete disconnect of a trunk group, and the re-route of traffic as defined in the attached TQ.

23. ACTI – Activity Indicator (continued)

NOTE 6: An entry of "F" is valid for the complete disconnect of a trunk group (no TQ will accompany this service request).

USAGE: This field is conditional.

NOTE 1: Required when the first position of the REQTYP field is "M" and ACT field is "N". Valid ACTI values must be "A", "B" or "C".

NOTE 2: Required when the first position of the REQTYP field is "M" and the ACT field is "D". Valid ACTI values must be "D", "E" or "F".

NOTE 3: Otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: C

24. QSA - Quantity Service Address Location Information

Identifies the total number of Service Address Location Information Forms being sent by the customer.

NOTE 1: QSA cannot be greater than "01" when the REQTYP field is "E" and the SEI field is populated.

USAGE: This field is conditional.

NOTE 1: Prohibited when the EVCI field is "A".

NOTE 2: Required when the ACT field is "N" or "T", the first position of the REQTYP field is "S", "E", "W", "V" or "X", the NAG and SEI fields are not populated, and the first position of any PRILOC/SECLOC field is an "E".

NOTE 3: Required when the ACT field is "N" and the first position of the REQTYP field is "R" and the first position of the PRILOC field is "E" and the SPOT (PRI) field is not a CLLI Code on the Ring or ARI Form.

NOTE 4: Required when the ACT field is "N" or "T" and the first position of the REQTYP field is "A" and the NSL field on the FGA Form is populated.

NOTE 5: Required when the first position of the REQTYP is "E", the ACT field is "M" or "N" and the SEI field is populated.

NOTE 6: Prohibited when the first position of the REQTYP field is "M".

NOTE 7: Prohibited when the first position of the REQTYP field is "S" and the SEI field is populated.

NOTE 8: Prohibited when the NAG field is populated.

24. QSA - Quantity Service Address Location Information (continued)

NOTE 9: Otherwise optional.

DATA CHARACTERISTICS: 2 numeric characters

EXAMPLE: | 0 | 6 |

25. WST - Wireless Service Type

Identifies the type of wireless service being requested.

VALID ENTRIES:

A = Dial Mobile or Paging
B = Manual Mobile with DA allowance
C = Manual Paging
D = Type Dial Live Line
E = Type 1 Direct Inward Dial Trunk
F = Type 2A Tandem Interconnection
G = Type 2B End Office Interconnection
H = Type 1 Trunk Side Message Toll
J = Type 2D Direct connection to a DA Tandem
K = 2T Equal Access Tandem trunks
L = 2C E911 to a selector router
M = EO 251/252 End Office trunks (with full NXX)
N = AX 251/252 Auxiliary trunk with basic 911, DA, OS and IC PIC
P = ME 251/252 Modified End Office (Land to Mobile blocks of 100's or 1000's)
R = TD 251/252 Tandem trunk
S = TT 251/252 Transit trunk (for IC traffic)
T = Direct connection to an operator tandem

USAGE: This field is conditional.

NOTE 1: Prohibited when the first position of the REQTYP field is "S", "W", "L", "R", "V" or "X".

NOTE 2: Prohibited when the ACT field is "D" and the ACTI field is "D" or "F".

NOTE 3: Otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: |D|

26. LATA - Local Access Transport Area

Identifies the geographical area for the service being provided.

NOTE 1: It is anticipated that the termination point for this service is a point of presence (POP), a point of interconnection (POI) or end user premises within this LATA.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 numeric characters

EXAMPLE:

4	3	8

27. EVCI – Ethernet Virtual Connection Indicator

Identifies that an Ethernet Virtual Connection (EVC) Form is associated with this service request.

VALID ENTRIES:

A = Stand Alone EVC
B = Combination EVC

NOTE 1: An entry of "A" indicates that the request is a Stand Alone EVC. The Transport, End User Special Access, and Switched Ethernet Services forms are prohibited.

NOTE 2: An Entry of "A" is applicable only when the first position of the REQTYP is "S".

NOTE 3: An Entry of "B" indicates that the request is a Combination EVC or OVC which includes one UNI or ENNI physical port and the EVC or OVC. An EVC Form must be accompanied by a Transport, End User Special Access, or Switched Ethernet Services form.

NOTE 4: Changes to this field that are prohibited on Firm Orders and require a cancellation of the original request and a new request to be submitted are as follows:

- Changing from a stand alone EVC/OVC to a combination
- Changing from a combination to a stand alone EVC/OVC
- Changing from a UNI/ENNI to a stand alone EVC/OVC
- Changing from a UNI/ENNI to a combination
- Changing from a stand alone EVC/OVC to a UNI/ENNI

27. EVCI – Ethernet Virtual Connection Indicator (continued)

NOTE 5: A change to this field that is allowed on Firm Orders and does not require a cancellation of the original request is as follows:

- Changing from a combination to a UNI/ENNI

NOTE 6: A change to this field that is allowed at the time of submission from Service Request Confirmation (REQTYP "EB" or "SB") to Firm Order (REQTYP "EC" or "SC") and does not require a cancellation of the original request is as follows:

- Changing from a UNI/ENNI to a combination

USAGE: This field is conditional.

NOTE 1: Optional when the first position of the REQTYP field is "S" or "E" otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: A

28. SEI - Switched Ethernet Indicator

Identifies this service request is ordering a UNI/ENNI connection to a provider owned Ethernet switch/router with the Switched Ethernet Services Form.

NOTE 1: The Transport and End User Special Access Forms are not to be used when the SEI field is populated.

VALID ENTRIES:

Y = Switched Ethernet Services Form is associated with the request.

USAGE: This field is conditional.

NOTE 1: Required when the first position of the REQTYP field is "E" or "S" and Switched Ethernet services are being requested, otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: Y

29. SRN – Service Reservation Number

Identifies the Service Reservation Number assigned by the provider in response to a request to reserve facilities.

NOTE 1: If a provider offers a reservation process, this number would be assigned based on pre-planning/pre-engineering agreements or the service inquiry process.

USAGE: This field is optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLES:

0	1	L	Z	C	H	-	0	0	0	0	1			

0	1	L	Z	C	H	-	0	1						

30. RTR - Response Type Requested

Identifies the type of confirmation response requested by the customer.

NOTE 1: Changes to this field are only permitted prior to confirmation.

VALID ENTRIES:

F = Send FOC only
N = No response required
S = Send FOC and DLR; CDLRD waived

NOTE 1: "S" is prohibited when the ACT field is "D", "M" or "R" or the EVCI field is "A".

1-10 = Send FOC and DLR; CDLRD required

NOTE 1: A numeric entry indicates the number of working days that the customer requires to confirm the Design Layout Report (DLR) and will be added to the overall interval.

NOTE 2: "1-10" prohibited when the ACT field is "D", "M" or "R" or the EVCI field is "A".

30. RTR - Response Type Requested (continued)

USAGE: This field is required.

DATA CHARACTERISTICS: 2 alpha/numeric characters

EXAMPLE: |2 |

NOTE 1: This example illustrates a numeric value but is left justified since it is treated as text.

|N |

|S |

31. SUP - Supplement Type

A supplement is any new iteration of an Access Service Request (ASR). The entry in the SUP field identifies the reason for which the supplement is being issued.

NOTE 1: An entry in the REMARKS field can be used to clarify the request.

VALID ENTRIES:

1 = Cancel - Indicates that the pending order is to be canceled in its entirety.

NOTE 1: If the pending order was already completed as ordered, a separate request must be sent instead of the supplement.

NOTE 2: Valid for Service Requests (Inquiry) and Firm Orders whether or not the ASR has been confirmed by the provider.

NOTE 3: If the ASC-EC changes, a SUP 1 must be issued to cancel the request. A new request is then issued with the new ASC-EC.

2 = New Due Date - Indicates a change to the Desired Due Date (DDD) and any associated fields as defined by provider customer negotiations.

NOTE 1: The new DDD may not exceed the limits defined in Provider Access Tariff/practices. The EXP field must be populated when the DDD is less than the standard interval. The EXP field may need to be populated when the DDD is sooner than the existing desired due date.

NOTE 2: Valid only for Firm Orders whether or not the ASR has been confirmed by the provider.

31. SUP - Supplement Type (continued)

3 = Other - Any other change to the Firm Order that has been confirmed by the provider.

NOTE 1: This Supplement Type may affect the previously agreed upon due date.

NOTE 2: This Supplement Type supports partial cancellations.

NOTE 3: If this Supplement Type also includes a change to the DDD, the new date may not exceed the limits defined in Provider Access Tariff/practices. The EXP field must be populated when the DDD is less than the standard interval. The EXP field may need to be populated when the DDD is sooner than the existing DDD.

NOTE 4: Provider Access Tariffs/practices define the allowable set of changes that can be accommodated on this Supplement Type.

NOTE 5: In a Multi-EC environment, the use of a SUP type "3" is to be based on the status of the ASC-EC FOC. Since an OEC FOC status may not necessarily match the ASC-EC FOC status, OECs must be able to accept SUP type "3" regardless of FOC status when the ASC-EC field is populated.

NOTE 6: Used when an OEC is added to or deleted from the Multi-EC Form. Therefore, when the ASC-EC field is populated with an ICSC code other than that of the receiving provider, the receipt of a SUP "3" must be acceptable as the initial ASR to the added OEC.

4 = Correction - Indicates that this request is being issued to correct a previous request that has not already been confirmed by the provider.

31. SUP - Supplement Type (continued)

NOTE 1: Valid for Firm Orders when the ASR has not been confirmed by the provider.

NOTE 2: Valid for Service Requests (Inquiry) whether or not the ASR has been confirmed by the provider.

NOTE 3: In a Multi-EC environment, the use of a SUP type "4" is to be based on the status of the ASC-EC FOC. Since an OEC FOC status may not necessarily match the ASC-EC FOC status, OECs must be able to accept SUP type "4" regardless of FOC status when the ASC-EC field is populated.

NOTE 4: Used when an OEC is added to or deleted from the Multi-EC Form. When the ASC-EC field is populated with an ICSC code other than that of the receiving provider, the receipt of a SUP "4" must be acceptable as the initial ASR to the added OEC.

USAGE: This field is conditional.

NOTE 1: Prohibited on initial requests.

NOTE 2: Prohibited when changing a Service Request to a Firm Order.

NOTE 3: Prohibited when changing service type, which results in a change to the first character of the REQTYP field.

NOTE 4: Prohibited if the pending order was already completed as ordered or canceled.

NOTE 5: Otherwise required.

DATA CHARACTERISTICS: 1 numeric character

EXAMPLE: 4

32. AFO - Additional Forms

Indicates which additional forms are being submitted with this request.

Character Position 1 = Additional Circuit Information (ACI) Form
Character Position 2 = Reserved for future use
Character Position 3 = Network Assignment Information (NAI)
Character Position 4 = End Office Detail (EOD) Form
Character Position 5 = Virtual Concatenation (VCAT) Form

NOTE 1: The customer should populate the appropriate character position(s) to indicate which additional form(s) is attached.

VALID ENTRIES:

Character Position	Valid Entry	Attached Form(s)
1	Y	ACI Form
2		Reserved for future use
3	Y	NAI Form
4	Y	EOD Form
5	Y	VCAT Form

NOTE 1: Position 1 entry must be populated for a supplement canceling all circuits contained on the initial ACI records; each individual circuit record on the supplement would carry a CKTACT = “K”.

NOTE 2: An entry in position 1 is not applicable when the first position of the REQTYP field is “R”.

32. AFO - Additional Forms (continued)

NOTE 3: An entry in position 1 must be used when position 3 is populated and the first position of the REQTYP field is "M", the entry in the QTY field is greater than one (1) and the QACI field on the Trunking Form is populated.

NOTE 4: When position 3 is populated and the first position of the REQTYP field is "A", "E" or "S" and the entry in the QTY field is greater than one (1), character position 1 must be populated.

NOTE 5: An entry in position 5 is only applicable when the first position of the REQTYP field is "E", "R", "S", "V" or "X".

USAGE: This field is conditional.

NOTE 1: Required when the associated request form(s) is applicable and sent, otherwise prohibited.

DATA CHARACTERISTICS: 5 alpha characters

EXAMPLE:

Y				

33. QNAI - Quantity Network Assignment Information

Identifies the total number of NAI Circuit Detail Sections sent by the customer.

USAGE: This field is conditional.

NOTE 1: Required when the third position of the AFO field is "Y", otherwise prohibited.

DATA CHARACTERISTICS: 2 numeric characters

EXAMPLE: | 0 | 6 |

34. TQ - Translation Questionnaire Request

Indicates that a translation questionnaire is being submitted.

VALID ENTRIES:

1st Position

A = No TQ attached
B = FGB translations
C = Code (NPA/NXX) Translation Routing Only
D = FGD translations
E = STP Translation Changes
L = Local translations
M = Local translations and Code Translation Routing
S = SAC only
T = FGD translations and SAC
U = FGB translations and SAC
W = Wireless translations
X = Wireless translations and Code Translation Routing
1-9 = TQ on file

2nd Position

N = No Trunking Form
X = Trunking Form (no trunk activity)
Y = Trunking Form (trunk activity)

NOTE 1: When the first position of TQ is "A", the ASR which has the TQ Form attached will be identified in the RPON field.

NOTE 2: When the first position of TQ is "L", "M", "W", "X" or "C", entries in the CC or WST, or the CC and the WST fields are required.

NOTE 3: When the first position of TQ is "A", "B", "D", "S", "T", "U", or "1-9", entries in the CC or WST, or the CC and the WST fields are prohibited.

34. TQ - Translation Questionnaire Request (continued)

NOTE 4: The second position of "X" indicates a Trunking Form is provided for system requirements rather than provisioning purposes.

NOTE 5: When the ACT field is "N", a second position of "N" or "X" is prohibited.

NOTE 6: When the first position of the TQ field is "E", the second position of the TQ field must be an "X".

NOTE 7: When the first position of the TQ field is "E", the first position of the REQTYP field must be an "L" and the ACT field must be a "C".

NOTE 8: When the first position of the TQ field is "C", the first position of the REQTYP field must be an "M" and the ACT field must be a "C".

USAGE: This field is conditional

NOTE 1: Required when the first position of the REQTYP field is "M", the ACT field is "N" and the ACTI field is "B" or "C".

NOTE 2: Optional when the first position of the REQTYP field is "L" or "M" and the ACT field is "C".

NOTE 3: Required when the first position of the REQTYP field is "M", the ACT field is "D" and the ACTI field is "E".

NOTE 4: Otherwise prohibited.

DATA CHARACTERISTICS: 2 alpha/numeric characters

EXAMPLES: | D | Y |

| 1 | Y |

35. EXP - Expedite

Indicates that expedited treatment is requested and any charges generated in provisioning this request (e.g., additional engineering charges or labor charges if applicable) will be accepted.

VALID ENTRIES:

Y = Expedite Charges Authorized

USAGE: This field is conditional.

NOTE 1: Required when desired due date is less than the standard interval for the provisioning of the service and the ACT field is not "D".

NOTE 2: Prohibited when the ACT field is "D", except outward WATS service.

NOTE 3: Otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: |Y|

36. EDA – Early Date Acceptance

Indicates that the customer agrees to accept an earlier due date on their confirmation notice than the desired due date requested if the provider can accommodate an earlier date.

NOTE 1: Population of this field specifies that the customer agrees to accept billing based on the provider due date returned on the confirmation notice.

NOTE 2: Population of this field will not result in expedite charges being billed.

VALID ENTRIES:

Y = Early Acceptance Authorized

USAGE: This field is conditional.

NOTE 1: Prohibited when the EXP field is populated.

NOTE 2: Prohibited when the ASC-EC field is populated.

NOTE 3: Otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: |Y|

37. AENG - Additional Engineering

Indicates that if additional engineering is required, an estimate of the charges is to be forwarded to the initiator of the request.

NOTE 1: This engineering activity is ordered from applicable state tariffs, not from Inter-state Access Tariffs.

NOTE 2: Additional technical information after the provider has provided the Design Layout Report (DLR), may be billable as additional engineering.

VALID ENTRIES:

1 = overtime engineering
2 = engineering connections when more than one provider is providing the access service
3 = overtime engineering and engineering with other providers
4 = other engineering

USAGE: This field is conditional.

NOTE 1: Optional when the ACT field is "N", "C", "M" or "T", otherwise prohibited.

DATA CHARACTERISTICS: 1 numeric character

EXAMPLE: 3

38. ALBR - Additional Labor

Indicates that additional labor is requested and charges will be accepted in conjunction with this Access Service Request, (e.g., Sunday or out of normal business hour installation is being requested).

NOTE 1: If other labor is requested, the specific labor will be determined in verbal contact between the provider installation-control office and the customer implementation contact.

NOTE 2: It is assumed the initiator has the authority to authorize these requests.

NOTE 3: Entry in this field is not required if a "Y" has been entered in the Expedite (EXP) field.

VALID ENTRIES:

1 = Overtime installation
2 = Testing with other providers
3 = Other labor
4 = Overtime installation and testing with other providers
5 = Overtime and other labor
6 = Testing with other providers and other labor
7 = Overtime installation, testing with other providers and other labor

USAGE: This field is conditional.

NOTE 1: Optional when the ACT field is "N", "C", "M" or "T", otherwise prohibited.

DATA CHARACTERISTICS: 1 numeric character

EXAMPLE: 2

39. AGAUTH - Agency Authorization Status

Indicates that a customer is acting as another customer's agent.

NOTE 1: If this is a new authorization, the customer must provide a copy of the written authorization to the provider.

NOTE 2: Consult with the provider to determine local policy of agency authorization requirements for the billing of end users when ordered by the customer.

VALID ENTRIES:

B = Blanket authorization was previously provided
E = Authorization was previously provided
N = New authorization is submitted

USAGE: This field is conditional.

NOTE 1: Required when the customer is acting as a customer agent, otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: E

40. DATED - Date of Agency Authorization

Identifies the date appearing on the agency authorization, which was previously submitted to the provider.

VALID ENTRIES:

U.S. Standard	Metric Format
Two Digit Month (01-12)	Two Digit Century (00-99)
Two Digit Day (01-31)	Two Digit Year (00-99)
Two Digit Century (00-99)	Two Digit Month (01-12)
Two Digit Year (00-99)	Two Digit Day (01-31)

USAGE: This field is conditional.

NOTE 1: Required when the AGAUTH field is "E" or "B", otherwise optional.

DATA CHARACTERISTICS: 10 alpha/numeric characters (including 2 hyphens)

EXAMPLES: |0|6|-|2|0|-|1|9|8|4|

|1|9|8|4|-|0|6|-|2|0|

41. CUST - Customer Name

Identifies the name of the customer who originated this request when that customer will only have a limited amount of exchange access and has not been assigned a CCNA (Customer Carrier Name Abbreviation).

NOTE 1: The initiator of this request will be contacted to supply customer location information and technical specifications.

USAGE: This field is conditional.

NOTE 1: Required when the CCNA field is "CUS", otherwise optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE:

J	O	H	N		J	.		S	M	I	T	H

	C	O	R	P	.						

42. LA - Lease Arrangement

Indicates there is a lease arrangement associated with the ACTL and ACNA identified.

NOTE 1: A lease arrangement exists when one customer's access service is being provided into another customer's point of interface (POI).

NOTE 2: The customer may be required to provide either a written copy of the lease arrangement, a letter of authorization (LOA) or defined, pertinent, auditable information to the provider when the circuit/facility being ordered is an immediate service that terminates at the ACTL. Circuit/facility requests by the same customer ordering against the immediate circuit/facility for which a lease arrangement exists will not be required to reaffirm the lease agreement.

VALID ENTRIES:

Y = Yes

USAGE: This field is conditional.

NOTE 1: Required when a lease arrangement exists, otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: Y

43. LADATED - Date of Lease Arrangement

Identifies the date appearing on the lease arrangement.

VALID ENTRIES:

U.S. Standard	Metric Format
Two Digit Month (01-12)	Two Digit Century (00-99)
Two Digit Day (01-31)	Two Digit Year (00-99)
Two Digit Century (00-99)	Two Digit Month (01-12)
Two Digit Year (00-99)	Two Digit Day (01-31)

USAGE: This field is conditional.

NOTE 1: Required when the LANM field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 10 alpha/numeric characters (including 2 hyphens)

EXAMPLES: |0|6|-|2|0|-|1|9|8|4|

|1|9|8|4|-|0|6|-|2|0|

44. LANM - Lease Authorization Name

Indicates the name of the transport owner (lessor) representative who signed the lease arrangement (LOA).

USAGE: This field is conditional.

NOTE 1: Optional when the LA field is "Y", otherwise prohibited.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE:

J	0	H	N		J	O	N	E	S					

45. JPR - Jointly Provided Ring

Indicates one of the Central Office nodes of the other provider on a jointly provided ring when the facility is immediately riding a protected ring.

NOTE 1: A ring can consist of multiple node locations that are not included in the ring CFA of a riding circuit, but are pass-through locations with another provider on the ring who requires a copy of the ASR for cross connection.

NOTE 2: All services riding a Jointly Provided Ring require all providers on the ring to receive a copy of the ASR, even if the locations on the Ring CFA of the riding circuit do not indicate another provider.

VALID ENTRIES:

Central Office CLLI Code of the other provider on the ring

USAGE: This field is conditional.

NOTE 1: Optional when the first position of the REQTYP field is "S", and the CFA or SCFA field on the Transport form or ACI form, or any of the ICFA (n) fields on the NAI form contains a CFA of a jointly provided ring.

NOTE 2: Optional when the first position of the REQTYP field is "E", and the CFA (PRILOC) or CFA (SECLOC) field on the EUSA Form, or the CFA or SCFA on the ACI form, or any of the ICFA(n) fields on the NAI form contains a CFA of a jointly provided ring.

NOTE 3: Otherwise prohibited.

45. JPR - Jointly Provided Ring (continued)

DATA CHARACTERISTICS: 8 or 11 alpha/numeric characters

EXAMPLES:

C	H	C	G	I	L	W	B			

L	S	A	N	C	A	0	1	H	2	1

46. NAG - Network Access Groom

Identifies this service request as a CFA or CCEA change which will require no contact with the end user at the terminating location (SECLOC).

NOTE 1: This field applies only when the Primary, Secondary, Intermediary CFA or CCEA is changing and the end user terminating location is not changing.

NOTE 2: Population of this field indicates that the provider will use existing end user location information on record for the circuit(s) being groomed.

VALID ENTRIES:

Y = Yes

USAGE: This field is conditional.

NOTE 1: Optional when the first position of the REQTYP field is "S", the ACT field is "N" or "D", the RPON field is populated, the NSL field on the Transport Form is not populated and a Network Access Groom is being requested.

NOTE 2: Optional when the first position of the REQTYP field is "S", the ACT field is "C", the NSL field on the Transport Form is not populated and a Network Access Groom is being requested.

NOTE 3: Otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: |Y|

47. FBA - Facility Billing Arrangement

Indicates a special arrangement has been negotiated between the host customer of a higher level service and the subsequent customer of the lower level service.

VALID ENTRIES:

1st Position

A = Shared network
B = Lease Back
C = Split Billing - All Elements
D = Split Billing

2nd through 4th Positions

Y = Indicates the requirement of split billing on the respective element.

NOTE 1: An entry in one or more of positions 2 through 4 is required when position 1 is "D".

NOTE 2: The following define element labels:

EF = Entrance Facility
DT = Direct Transport
MUX = Multiplexing

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N", "C" or "T" and the ACNA field is different from the ACNA associated with the facility (CFA and/or SCFA) and the UNE and CC fields are not populated.

47. FBA - Facility Billing Arrangement (continued)

NOTE 2: Optional when the ACT field is "R" and the ACNA field is different from the ACNA associated with the facility (CFA and/or SCFA) and the UNE and CC fields are not populated.

NOTE 3: Otherwise prohibited.

DATA CHARACTERISTICS: 4 alpha characters

EXAMPLE:

FBA	EF	DT	MUX
D	Y	Y	

48. FNI - Fiber Network Identification

Identifies all services associated with a particular fiber based network. Also may identify customer ring and associated ring services.

NOTE 1: The Fiber Network Identification data will be assigned by the provider.

VALID ENTRIES:

Valid Fiber Network Identification
N = New

NOTE 1: A valid entry of "N" is used when an FNI has not previously been assigned.

USAGE: This field is conditional.

NOTE 1: Required when the first position of the REQTYP field is "R" and the UNE field is not populated.

NOTE 2: Required for DS1/DS3 within a fiber network when the ACT field is "N", "C", "M", "T" or "R" and the UNE field is not populated.

NOTE 3: Required for services riding a dedicated ring when the ACT field is "N", "C", "M", "T" or "R" and the UNE field is not populated.

NOTE 4: Otherwise prohibited.

48. FNI - Fiber Network Identification (continued)

DATA CHARACTERISTICS: 13 alpha/numeric characters

EXAMPLES:

N	1	2	3	4	5							

W	1	2	3	4	5							

N												

49. FNT - Fiber Network Type

Identifies the type of network to which the fiber based service is being assigned.

VALID ENTRIES:

A = Synchronous Optical Network (SONET)
B = Dense Wave Division Multiplexing (DWDM)
C = Optical Transport Network (OTN)

USAGE: This field is conditional.

NOTE 1: Required when the FNI field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: |B|

50. RFNI – Related Fiber Network Identification

Identifies the associated fiber based network information for this request.

NOTE 1: The Related Fiber Network Identification data will have been previously assigned by the provider.

VALID ENTRIES:

Valid Fiber Network Identification

USAGE: This field is conditional.

NOTE 1: Optional when the first position of the REQTYP field is "R", "S" or "E" and the ACT field is not "D", otherwise prohibited.

DATA CHARACTERISTICS: 13 alpha/numeric characters

EXAMPLES:

N	1	2	3	4	5								

W	1	2	3	4	5								

51. CFNI - Customer Fiber Network ID

Identifies the customer's circuit identification code for the ring being requested.

USAGE: This field is optional.

DATA CHARACTERISTICS: 20 alpha/numeric characters

EXAMPLE:

1	2	3	4	5	6	7	8	B										

52. PSL - Primary Service Location

Identifies the primary service location when the terminating and the originating points are not the ACTL.

NOTE 1: The format and structure of this field is defined by ANSI in document T1.253 (ATIS-0325300): Identification of Location Entities for the North American Telecommunications System or by COMMON LANGUAGE in BR-795-100-100. A brief summary of the format can be found in ASOG Practice 000, Section 2.14.1.

VALID ENTRIES:

Valid CLLI Code

NOTE 1: Valid entries (CLLI Codes) are maintained by Telcordia Technologies.

USAGE: This field is conditional.

NOTE 1: Prohibited when the PSLI is "G".

NOTE 2: Required when the PSLI is "A", "B", "C", "D", "E" or "F".

NOTE 3: Prohibited when the ACT field is "D".

NOTE 4: Otherwise optional.

DATA CHARACTERISTICS: 11 alpha/numeric characters

EXAMPLE:

W	A	S	H	D	C	S	W	D	S	1

53. PSLI - Primary Service Location Indicator

Identifies the use of the PSL field.

VALID ENTRIES:

A = Provider Switch
B = Provider Central Office
C = Customer Physical Collocation
D = Customer Virtual Collocation
E = LERG Switch CLLI (CSL Out of LATA Scenario)
F = LERG Switch CLLI (CSL In LATA Scenario)
G = Wireless Terminating Service (Out of LATA Scenario no NPA/NXX's assigned)

NOTE 1: Valid entry of "E" is to be used to identify the customer's Telcordia™ LERG™ Routing Guide based switch for Local Interconnection or Wireless Trunks when the actual switch is outside the LATA of services for the assigned NPA/NXX's.

NOTE 2: Valid entry of "F" is to be used to identify the customer's LERG™ based switch for Local Interconnection or Wireless Trunks when the actual switch is inside the LATA of services for the assigned NPA/NXX's.

USAGE: This field is conditional.

NOTE 1: Required when the CC and UNE fields are populated and the ACTL field is not populated.

NOTE 2: Required when the ACT field is "N" or "C", the first position of the REQTYP field is "M" and the CC or WST fields, or the CC and WST fields are populated.

53. PSLI - Primary Service Location Indicator (continued)

NOTE 3: Prohibited when the ACT field is "D".

NOTE 4: Otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: |A|

54. **CKR -** Customer Circuit Reference

Identifies the circuit number or range of circuit numbers used by the customer.

NOTE 1: CKR is used by the customer as a cross reference to the provider circuit ID(s) and in many cases to identify the customer's end-to-end service.

USAGE: This field is conditional.

NOTE 1: Prohibited when EVCI field is "A", otherwise optional.

DATA CHARACTERISTICS: 53 alpha/numeric characters

EXAMPLE: L0002-0024

55. 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.

VALID ENTRIES:

B = Number of BHMC
C = Number of lines, trunks, facilities, circuits, CCS links, ring segments or unbundled elements.
P = Percent market share

NOTE 1: Percent of market share is an option for the ordering of initial Feature Group D. The percent of market share figure is specified by the customer. The provider converts this figure into the number of trunks required for service. The customer may specify this figure only when an end office is scheduled for equal access conversion.

USAGE: This field is conditional.

NOTE 1: Required when the first position of the REQTYP field is "M", the ACT field is "N", "C" or "D", the second position of the TQ field is not "N" or "X" and the EOD USE field on the EOD Form is not "A".

NOTE 2: Required when the first position of the REQTYP field is "A" or "L" and the ACT field is "N", "C" or "D".

NOTE 3: Prohibited when the second position of the TQ field is "N" or "X" or the EOD USE field on the EOD Form is "A".

55. UNIT - Unit Identification (continued)

NOTE 4: Otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: |B|

56. 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).

VALID ENTRIES:

0 to 100

LOF = Letter on File

NOTE 1: Special access must be ordered as 0 or 100.

NOTE 2: WATS access must be ordered as 0 or 100.

NOTE 3: FGC or FGD may be ordered with PIU field left blank where specified by tariff. The PIU is determined from measurements.

NOTE 4: FGA or FGB may be ordered as 0 to 100 for the line/trunk group.

NOTE 5: DNAL or switched access facilities may be ordered as 0 to 100.

NOTE 6: When the UNE field is populated the PIU must be 0 or LOF.

USAGE: This field is conditional.

56. PIU - Percentage of Interstate Usage (continued)

NOTE 1: Required for services other than FGC and FGD when the ACT field is "N" and the WST field is not populated.

NOTE 2: Required when the first position of the REQTYP field is "S", "E", "V", "X" or "W" and the ACT field is "C", "M", "T" or "R".

NOTE 3: Prohibited when the ACT field is "D".

NOTE 4: Otherwise optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLES:

1	0	0

L	O	F

57. PLU - Percentage of Local Usage

Identifies the percent of local usage associated with trunk groups carrying local traffic between a LEC and a CLEC.

VALID ENTRIES:

000 to 100
LOF = Letter on File

USAGE: This field is conditional.

NOTE 1: Required when the CC field is populated and the first position of the REQTYP field is "M" and the ACT field is "N", "C" or "R".

NOTE 2: Optional when the CC field is populated and the first position of the REQTYP field is "S" or "L" and the ACT field is "N", "C", "M", "T" or "R".

NOTE 3: Otherwise prohibited.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: | 0 | 3 | 0 |

58. WSI – Wireless Site Indicator

Identifies that the termination is at a wireless site.

VALID ENTRIES:

N = New
E = Existing

NOTE 1: A valid entry of "New" indicates that this is the customer's initial order to this wireless site.

NOTE 2: A valid entry of "Existing" indicates that the customer has previously ordered to this wireless site.

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N" and the first position of the REQTYP is "S" or "E" and the SECLOC field on the Transport or EUSA Form is a wireless site, otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: N

59. LTP - Local Transport

Identifies the switched access local transport elements affected by this request.

VALID ENTRIES:

1st Position (Elements to be ordered by this request)

A = Entrance Facility (EF)
B = Trunks, Tandem-Switched Transport and EF
C = Trunks and Tandem-Switched Transport
D = Lines/Trunks, Direct-Trunked Transport and EF to End Office
E = Lines/Trunks and Direct-Trunked Transport to End Office
F = Lines/Trunks
G = Direct-Trunked Transport and EF to End Office or Hub
H = Direct-Trunked Transport to End Office or Hub
I = Tandem-Switched Transport and EF
J = Direct-Trunked Transport to Access Tandem
K = Direct-Trunked Transport and EF to Access Tandem
L = Trunks and Direct-Trunked Transport to Access Tandem
M = Trunks, Direct-Trunked Transport and EF to Access Tandem
N = LTP not applicable
P = Links, Direct-Link Transport and EF to STP
Q = Direct-Link Transport and Links to STP
R = Links

59. LTP - Local Transport (continued)

VALID ENTRIES Continued:

2nd Position (Identifies if element uses special access facility)

A = EF rides special access facility
B = Direct-Trunked Transport rides special access facility
C = Direct-Trunked Transport and EF ride special access facility
D = Tandem-Switched Transport rides special access facility
E = Tandem-Switched Transport and EF ride special access facility
F = No special access

3rd Position (Level of EF)

0 = Voice grade capacity for the EF
1 = DS1 capacity for the EF
3 = DS3 capacity for the EF

4th Position (Level of Transport)

0 = Voice grade capacity for transport
1 = DS1 capacity for transport
3 = DS3 capacity for transport

NOTE 1: When ordering local transport to an access tandem, the direct-trunked transport valid entries should be used for flat-rated service. Tandem-switched transport valid entries should be used for usage-rated service.

NOTE 2: When the first position is "A", the fourth position is prohibited.

NOTE 3: When the first position is "C" or "E" and EF is being ordered separately, RPON is required.

59. LTP - Local Transport (continued)

NOTE 4: When the first position is "N", the second, third and fourth positions are prohibited.

NOTE 5: When the first position is "B" or "C", the use of the fourth position may be prohibited based on provider tariffs/practices.

NOTE 6: Use of the third and fourth positions of this field is based on customer practices.

NOTE 7: When the first position of the REQTYP field is "L", use of "B", "C", "D" or "E" in the second position is prohibited.

USAGE: This field is conditional.

NOTE 1: Required when the first position of the REQTYP field is "M" or "A" and the ACT field is "N", "C" or "D".

NOTE 2: Required for switched access facilities when the ACT field is "N", "C" or "D".

NOTE 3: Optional when the first position of the REQTYP field is "L" and the ACT field is "N", "C" or "D".

NOTE 4: Otherwise prohibited.

DATA CHARACTERISTICS: 4 alpha/numeric characters

EXAMPLES:

D	F	1	1

N			

60. ECCKT - Exchange Company Circuit ID

Identifies the provider circuit ID or multiple circuit IDs.

NOTE 1: The provider assigning this circuit identifier determines the content of this field in accordance with COMMON LANGUAGE standards maintained by Telcordia Technologies.

NOTE 2: When a component within the format is purposely omitted, the component should still be delimited and compressed to eliminate any spaces.

NOTE 3: All components within the ECCKT should be delimited by either virgules or periods.

NOTE 4: If all positions in a component within the ECCKT are not populated, the component should be compressed to eliminate any spaces.

NOTE 5: Use of ranging is based on customer/provider negotiations. Ranges should be shown within the appropriate component of the ID by specifying the lowest value of the component, hyphen, highest value of the component, e.g., trunk numbers 3500 through 3512 would be shown as 3500-3512.

NOTE 6: When disconnecting all circuits in a given account, "ALL" should be entered in this field, the BAN field populated, and the ACT field should contain a "D".

NOTE 7: The COMMON LANGUAGE Special Service Circuit Code in this field should not reflect a value that equates to the EVC circuit identification.

NOTE 8: The format and structure of the field is defined by ANSI standards.

60. ECCKT - Exchange Company Circuit ID (continued)

VALID ENTRIES:

1. COMMON LANGUAGE Special Service Circuit Codes (CLCI S/S Codes) as defined by ANSI in ATIS-0300097: Structure for the Identification of Telecommunications Connections for the North American Telecommunications Systems or by COMMON LANGUAGE in BR-795-402-100. A brief summary of the format can be found in ASOG Practice 000, Section 2.14.3 and 2.14.4.

EXAMPLES: A2/SBFS/201/981/3500//123

A2/LBFS/032719/001/NY

2. COMMON LANGUAGE Message Trunk Circuit Codes (CLCI MSG Codes) as defined by ANSI in ATIS-0300097: Structure for the Identification of Telecommunications Connections for the North American Telecommunications System or by COMMON LANGUAGE in BR-795-400-100. A brief summary of the format can be found in ASOG Practice 000, Section 2.14.2.

EXAMPLES: 1234/AF54IECN/MDSNWI16CG0/M-
/DSNWI020IT

/DF55IE/BSTNMAAACG0/M-
/MCDNMACOCG1

3. COMMON LANGUAGE Facility Codes (CLFI Codes) as defined by ANSI ATIS-0300097: Structure for the Identification of Telecommunications Connections for the North American Telecommunications System or by COMMON LANGUAGE in BR-795-450-100. A brief summary of the format can be found in ASOG Practice 000, Section 2.14.5.

60. ECCKT - Exchange Company Circuit ID (continued)

VALID ENTRIES (continued):

NOTE 1: For identification of an unbundled multiplexer (including the collocation cross-connect), unbundled transport or a high capacity facility to a HUB location.

NOTE 2: Either Location A or Z must be 11 characters.

EXAMPLE: 101/T1/NYCMNY50/NYCMNY54W01

USAGE: This field is conditional.

NOTE 1: Prohibited when the EVCI field is "A".

NOTE 2: Required when the ACT field is "C", "D", "M" or "T" and the first position of the TQ field is not "S".

NOTE 3: Required when the ACT field is "N", the first position of the TQ field is not "S", and the CCVN field is populated.

NOTE 4: Required when the ACT field is "N" or "R", the first position of the TQ field is not "S", and an ECCKT has been previously provided to the customer.

NOTE 5: Otherwise optional.

DATA CHARACTERISTICS: 53 alpha/numeric characters

61. QTY - Quantity

Identifies the quantity of circuits, ring segments, BHMCs, or the percent of market share involved in this service request.

NOTE 1: The UNIT field entry will define this field as circuits, ring segments, BHMCs, or percent of market share.

NOTE 2: To accommodate the ordering of trunks to an Access Tandem when it is required to adjust the quantity due to an overflow occurrence, a zero would be used in this field for customers not allowed to order in trunks. The number of trunks would be specified in REMARKS and a "B" would be entered in the "UNIT" field.

NOTE 3: When a "B" or a "C" is entered in the UNIT field and a "3" (two way) is entered in the TTT field on the Trunking Form then two traffic types may be specified in the TRFTYP field on the Trunking Form.

NOTE 4: If more than one access circuit or facility is involved, the circuits must have identical transmission and switching characteristics. Furthermore, all of the request information (including the desired due date), except for the circuit IDs, must be the same for all circuits involved.

NOTE 5: If this order is a change, rearrangement or add of a leg to a multipoint circuit (no change in circuit quantity) then the customer will enter a one (1) in this field. (NSL entry will indicate the number of legs with activity.)

61. QTY - Quantity (continued)

NOTE 6: On a new request for additional QTY or on a disconnect request for reducing the existing QTY, only the amount to be added or disconnected should be entered here. On a supplement to change the QTY on a pending order, the entire new desired QTY should be entered here.

In the latter case, a description of what the customer wants done is required in the REMARKS field. For example, if a customer has 10 circuits working and wished to remove 3 of them, they should send in a disconnect request for 3 circuits (QTY=3).

If, on the other hand, the customer places an order for 10 circuits and then decides they don't want 3 of them before the order is completed, they should send in a supplement to the original new request that shows the new QTY desired, i.e., 7 circuits (QTY=7).

NOTE 7: A multipoint circuit is considered to be one circuit. Only 1 multipoint circuit may be requested per Access Service Request, as interpreted herein.

NOTE 8: QTY must be equal to one (1) if NVC on the Transport or EUSA Form is greater than zero (0). (NVC entry on the service specific form will indicate the number of VC with activity).

NOTE 9: QTY must be equal to one (1) when the EVCI field is populated. (NUT field on the EVC form will indicate the number of UNI terminations with activity).

61. QTY - Quantity (continued)

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N", "C", "D", "M" or "T", the second position of the TQ field is not "N" or "X", and the EOD USE field on the EOD Form is not "A".

NOTE 2: Prohibited when the second position of the TQ field is "N" or "X".

NOTE 3: Prohibited when the EOD USE field on the EOD Form is "A".

NOTE 4: Otherwise optional.

DATA CHARACTERISTICS: 7 numeric characters

EXAMPLES:

						6

			0	0	0	6

0	0	0	0	0	0	6

62. BAN - Billing Account Number

Identifies the billing account to which the recurring and non-recurring charges for this request will be billed.

NOTE 1: The precise format will be defined by each provider in accordance with individual billing procedures and provided to the customer.

NOTE 2: The BAN entry appearing on this form must be for the provider identified in the ICSC field.

VALID ENTRIES:

Valid Billing Account Number
E = Existing
N = New Billing Account requested
NB = Multi-EC Non-billing provider

NOTE 1: If the customer wishes to have a new billing account number for this order, enter "N" in this field. The new billing account number will appear on the bill and the Confirmation Notice Form (CN).

NOTE 2: "NB" represents a non-billing provider that is involved in providing this access service, when the ASC-EC field is populated.

NOTE 3: If an existing service BAN is invalid, the provider will determine the appropriate BAN and return it on the Confirmation Notice Form (CN).

NOTE 4: Use of valid entry of "E" is based on customer/provider negotiations.

62. BAN - Billing Account Number (continued)

USAGE: This field is required.

DATA CHARACTERISTICS: 12 alpha/numeric characters

EXAMPLE: |2|0|1| |9|8|1|-|3|5|8|7|

63. ASG - Access Service Group

Identifies the access service group assigned to a particular circuit or group of circuits.

NOTE 1: This number appears on the Customer Service Record (the billing service charge details) which was forwarded to the customer when the service was installed, or, when there was a change to the bill resulting from service order activity. The ASG may also be provided on the Confirmation Notice Form (CN) by the provider.

NOTE 2: If a new ASG is being requested then the only valid entry is "N".

USAGE: This field is optional.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLE:

1	2	3			

64. BIC - Exchange Company Initiated Change

Indicates the type of provider initiated change requested.

NOTE 1: BIC entries are provided to the customer by the provider.

NOTE 2: This field is valid on an ASR Form that responds to a provider initiated change.

VALID ENTRIES:

1 = Trunk Group Service Request (TGSR)
2 = Engineering Change
3 = ICSC Record Change
4 = Facility Transfer
5 = Network Reconfiguration
6 = Maintenance Consideration
7 = Other

USAGE: This field is conditional.

NOTE 1: Prohibited when the ACT field is "M", otherwise optional.

DATA CHARACTERISTICS: 1 numeric character

EXAMPLE: 3

65. BIC TEL - BIC Telephone Number

Identifies the telephone number of the provider representative responsible for the BIC.

USAGE: This field is conditional.

NOTE 1: Required when the BIC ID field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 10 numeric characters (excluding 2 preprinted hyphens)

EXAMPLE: |2|0|1| - |9|8|1| - |3|5|8|2|

66. BIC ID - BIC Identifier

Identifies the provider contact, work group or a serial type log, etc., associated with the BIC.

USAGE: This field is conditional.

NOTE 1: Required when the BIC field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 12 alpha/numeric characters

EXAMPLE:

C	P	C	-	M		S	M	I	T	H	

67. TSC - Two Six Code

Identifies a code assigned to a trunk group or a CCS Link Set.

NOTE 1: The code set is unique to each established trunk group or CCS Link Set and is provided to the customer on the Firm Order Confirmation. The TSC entry may then be populated by the customer when ordering changes, additions or deletions to an existing trunk group or CCS Link Set.

USAGE: This field is conditional.

NOTE 1: Required when the LA field is "Y" for established trunk side service or CCS Link Set.

NOTE 2: Optional when the LA field is not populated for established trunk side service or CCS Link Set.

NOTE 3: Otherwise prohibited.

DATA CHARACTERISTICS: 8 alpha/numeric characters

EXAMPLE:

A	Q	2	3	4	5	6	7

68. ISTN - Interconnection Screening Telephone Number

Identifies the telephone number used for billing or translation purposes.

VALID ENTRIES:

Telephone number format
NPA-NXX-XXXX

NOTE 1: This telephone number would be customer owned and identified during customer/provider pre-negotiations.

USAGE: This field is conditional.

NOTE 1: Prohibited when the ACT field is "D", otherwise optional.

DATA CHARACTERISTICS: 10 numeric characters (excluding 2 preprinted hyphens)

EXAMPLE: |3|1|4| - |8|3|7| - |1|2|3|4|

69. ACTL - Access Customer Terminal Location

Identifies the CLLI Code of the customer facility terminal location. The CLLI Code will have been previously assigned.

NOTE 1: The format and structure of this field is defined by ANSI in document T1.253, Identification of Location Entities for the North American Telecommunications System. The CLLI Code consists of the following elements:

1. **Geographical Code** – Positions 1 through 4 describe the designation for a single geographical locality within a state, province, territory, country, or distinct region of the world (e.g., municipality) (4 alpha characters).

2. **Geopolitical Code** – Positions 5 and 6 describe the designation of a state or territory of the United States, a province or territory of Canada, another country having a national federal government, or a unique designation (2 alpha characters).

3. **Network Site Code** – Positions 7 and 8 describe the designation of a site of an existing or proposed structure within a geographical location where there is a need to identify one or more telecommunications equipment entities, facility terminations, nodal locations, or administrative operations (2 alpha or 2 numeric characters).

4. **Network Entity Code** – Positions 9 through 11 describe the functional category of equipment or work center that is contained in a structure. Equipment categories, including central office switching and ancillary equipment or non-switching or access terminations, are associated with a building or network site for purposes of maintaining equipment inventories and for identifying facility and circuit terminations and nodal locations (3 alpha/numeric characters).

69. ACTL - Access Customer Terminal Location (continued)

NOTE 2: Valid CLLI Codes are outlined in Telcordia Technologies practice BR 795-(100-186)-100.

NOTE 3: Use of assigned CLLI Codes may be negotiated.

NOTE 4: This field will carry the CLLI Code assigned for the location. The precise usage of the field by a provider will result from negotiation between the provider and the customer.

NOTE 5: On an Access Service Request for a WAL, the customer may indicate the ACTL from which or to which the WAL traffic originates or terminates.

NOTE 6: The ACTL code is an 11 character CLLI Code designed for the identification of location entities for all services. The first 8 characters may represent a building location. The 9th, 10th and 11th characters identify a specific customer, and, in addition, may also represent a specific type of service.

NOTE 7: The APOT field is required if the ACTL does not identify the specific physical termination point of the access service.

NOTE 8: In a customer leasing arrangement, this field will be populated with the facility ACTL (e.g., 9th, 10th 11th characters are "WXX" or "HXX" of the facility owner's point of presence [POP]).

NOTE 9: Multiple customers may utilize the same ACTL. In some cases, providers maintain the same ACTL CLLI Code in this situation, and in other cases, providers may assign different CLLI Codes (9, 10 and 11th characters) for each customer. This would include access service requested between the terminals of two different customers.

69. ACTL - Access Customer Terminal Location (continued)

NOTE 10: For those companies that do not rebundle unbundled trunking and transport, the ACTL and SECLOC must represent the same physical location.

USAGE: This field is conditional.

NOTE 1: Prohibited when the EVCI field is "A".

NOTE 2: Prohibited when the first position of the REQTYP field is "E" or "X".

NOTE 3: Prohibited when the PRILOC field on the RING Form is populated.

NOTE 4: Prohibited when the PSLI field is "A".

NOTE 5: Optional when the second position of the TQ field is "N" or "X".

NOTE 6: Optional when the first position of the REQTYP field is "W" and the BAN field is not "N".

NOTE 7: Otherwise required.

DATA CHARACTERISTICS: 11 alpha/numeric characters

EXAMPLES:

M	I	L	N	T	N	M	A	W	0	1

M	I	L	N	T	N	M	A	X	M	D

70. APOT - Additional Point of Termination

Further identifies the physical ACTL Point of Termination.

NOTE 1: This field may be a CLLI Code or a narrative format to identify a termination location within an ACTL. For example, the customer may pre-assign cross-connect information for its service-to-service order coordination.

NOTE 2: When the entry in this field contains a CLLI Code, the format and structure of this field is defined by ANSI in document T1.253, Identification of Location Entities for the North American Telecommunications System. The CLLI Code consists of the following elements:

1. **Geographical Code** – Positions 1 through 4 describe the designation for a single geographical locality within a state, province, territory, country, or distinct region of the world (e.g., municipality) (4 alpha characters).

2. **Geopolitical Code** – Positions 5 and 6 describe the designation of a state or territory of the United States, a province or territory of Canada, another country having a national federal government, or a unique designation (2 alpha characters).

3. **Network Site Code** – Positions 7 and 8 describe the designation of a site of an existing or proposed structure within a geographical location where there is a need to identify one or more telecommunications equipment entities, facility terminations, nodal locations, or administrative operations (2 alpha or 2 numeric characters.

70. APOT - Additional Point of Termination (continued)

4. **Network Entity Code** – Positions 9 through 11 describe the functional category of equipment or work center that is contained in a structure. Equipment categories, including central office switching and ancillary equipment or non-switching or access terminations, are associated with a building or network site for purposes of maintaining equipment inventories and for identifying facility and circuit terminations and nodal locations (3 alpha/numeric characters).

NOTE 3: Valid CLLI Codes are outlined in Telcordia Technologies practice BR 795-(100-186)-100.

USAGE: This field is conditional.

NOTE 1: Required when the ACTL field does not identify the specific physical termination point of the access service.

NOTE 2: Prohibited when the ACT field is "D".

NOTE 3: Otherwise optional.

DATA CHARACTERISTICS: 11 alpha/numeric characters

EXAMPLES:

M	I	L	N	T	N	M	A	F	X	X

B	1	7	-	P	5	-	J	K	2	4

NOTE 1: The above example could indicate Bay 17, Panel 5 and Jack 24 as the APOT.

71. RORD - Related Order Number

Identifies a provider's related order number.

NOTE 1: This field may be used to convey a CENTREX order number obtained from the provider representative handling the CENTREX account.

USAGE: This field is conditional.

NOTE 1: Required when the provider has pre-assigned a related order number, otherwise prohibited.

DATA CHARACTERISTICS: 17 alpha/numeric characters

EXAMPLE:

C	4	5	6	8	9	5									

72. RPON - Related Purchase Order Number

Identifies the PON of a related Access Service Request.

NOTE 1: The RPON field may be used for relating both "N" and "D" Access Service Requests that change a location (different premises) of an existing service.

NOTE 2: The RPON field may be used to relate intrastate and interstate requests for a mixed group such as for Feature Group A service when ordered using separate Access Service Requests or relating requests with firm orders.

NOTE 3: When the CCVN field is populated, the RPON field for the disconnect ASR must contain the new connect ASR PON. The RPON field of the new connect ASR may contain the disconnect ASR PON.

NOTE 4: When the TQ field is "A", the RPON field will contain the PON of the ASR which has the TQ attached (Master ASR). See ATIS/OBF-ASR-019, General Section. This rule takes precedence over any other RPON value.

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "D" and the CCVN field is populated.

NOTE 2: Required when the NOR field is populated.

NOTE 3: Required when the first position of the TQ field is "A".

72. RPON - Related Purchase Order Number (continued)

NOTE 4: Required when the ATN field on the Transport Form is "N".

NOTE 5: Required when the REL TSC field on the Trunking Form is "N".

NOTE 6: Otherwise optional.

DATA CHARACTERISTICS: 16 alpha/numeric characters

EXAMPLE:

8	2	4	Z	9											

73. LAG – Link Aggregation Group

Identifies this request is ordering Link Aggregation.

NOTE 1: More information relative to link aggregation can be found in IEEE 802.1AX. When link aggregation pertains to ENNI usage, more information can also be found in MEF 26.1.

VALID ENTRIES:

E = Existing Link Aggregation group. Activity impacting an existing Link Aggregation group (add or remove members)
N = New Link Aggregation group created on this request (The provider will assign a LAG-ID and provide it on the Confirmation Notice)
D = Disconnect of entire existing Link Aggregation group.

NOTE 1: A valid entry of "E" is applicable when the ACT field is "N", "C" or "D".

NOTE 2: A valid entry of "N" is only applicable when the ACT field is "N".

NOTE 3: A valid entry of "D" is only applicable when the ACT field is "D".

USAGE: This field is conditional.

NOTE 1: Optional when the first position of the REQTYP field is "E" or "S" and the ACT field is "N", "C" or "D", otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: |E|

74. CCVN - Coordinated Conversion

Identifies the request as being a coordinated conversion reusing a portion of an existing access service configuration for the provisioning of a new access service.

NOTE 1: Two access service requests (one new connect and one disconnect) are required.

NOTE 2: The entry allows for specification of both ACNA and CCNA as depicted in the example below.

NOTE 3: When this field is populated on an ASR with "N" activity, the ECCKT field must be populated with the circuit identification(s) of the former customer's access service.

NOTE 4: When a Coordinated Conversion is applicable, it is strongly recommended that both requests (N and D) are fully cross- referenced using CCVN, PON and RPON fields, which will allow for a more efficient transition of the services.

VALID ENTRIES:

IAC Code(s)

USAGE: This field is conditional.

NOTE 1: Optional when the ACT field is "N" or "D", otherwise prohibited.

DATA CHARACTERISTICS: 6 alpha characters

74. CCVN - Coordinated Conversion (continued)

EXAMPLES:

A	B	C			

NOTE 1: The above example indicates that the ACNA and CCNA are the same.

A	B	C	X	Y	Z

NOTE 1: The above example indicates that the ACNA and CCNA are different.

75. ASC-EC - Access Service Coordination - Exchange Company

Identifies the ICSC code of the Access Service Coordination - Exchange Company (ASC-EC) whenever an access service passes through more than one provider territory.

NOTE 1: An entry in this field indicates that a Multi-EC Form must be associated with this access service request.

USAGE: This field is conditional.

NOTE 1: Required when multiple providers are involved in providing access service and the EVCI field is not equal to "B".

NOTE 2: Required when the JPR field is populated.

NOTE 3: Otherwise prohibited.

DATA CHARACTERISTICS: 4 alpha/numeric characters

EXAMPLE: |N|J|9|0|

76. TSP - Telecommunications Service Priority

Indicates the provisioning and restoration priority as defined under the TSP Service Vendor Handbook.

NOTE 1: These codes are assigned by the TSP Program Office.

VALID ENTRIES:

Nine Character TSP Control Identifier
One Character Provisioning Priority Level (E, 0-5)
One Digit Restoration Priority Level (0-5)

NOTE 1: A TSP code ending in "00" indicates "revocation", the removal of a previously assigned TSP code.

USAGE: This field is optional.

DATA CHARACTERISTICS: 12 alpha/numeric characters (including 1 preprinted hyphen)

EXAMPLE: |T|S|P|1|2|3|4|5|C|-|E|1|

77. SAN - Subscriber Authorization Number

Identifies a number equivalent to the End User Purchase Order Number.

NOTE 1: This may, at the option of the customer, be a requirement when providing service to some governmental agencies.

NOTE 2: This field may be used in conjunction with the SBILLNM field.

USAGE: This field is optional.

DATA CHARACTERISTICS: 30 alpha/numeric characters

EXAMPLE:

A	B	1	2	3	4	5	6	7	8					

78. AFG - Agency of the Federal Government

Identifies that this service is provided to an agency of the Federal Government.

VALID ENTRIES:

Y = Yes

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: Y

79. SPEC - Service and Product Enhancement Code

Identifies a specific product or service offering.

NOTE 1: SPEC may be applicable for circuit level features and options other than those already identified by the Network Channel (NC) and Network Channel Interface (NCI) codes.

NOTE 2: Telcordia Technologies, Inc. is the intellectual property owner and administrator of SPEC. The SPEC code structure and use are outlined in Telcordia Technologies special report SR-2491.

VALID ENTRIES:

Positions 1-7 = Any alpha character except "I" or any numeric character except "0".

USAGE: This field is conditional.

NOTE 1: Prohibited when the EVCI field is "A", otherwise optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters minimum, and 7 alpha/numeric characters maximum

EXAMPLE:

F	R	D	S	3	2	2

80. REMARKS -Remarks

Identifies a free flowing field, which can be used to expand upon and clarify other data on this form.

USAGE: This field is optional.

DATA CHARACTERISTICS: 186 alpha/numeric characters

EXAMPLE:

D	I	S	C		O	F		F	I	R	S	T		C	I	R	C	U	I
T		I	N		G	R	O	U	P										

3.2 BILL SECTION

Bill Section fields are used to specify bill details. Once data in these fields are established, they are optional on subsequent order activity unless a change is applicable to that specified originally. The end user may be designated by the customer for billing purposes by populating the Bill Section of the ASR Form. Upon agreement between the provider and customer, the Bill Section may be populated with only ACNA. The provider will generate the previously agreed upon bill detail. In addition, the end user contact and end user telephone fields should also be populated for such occurrences using the various service specific order request forms.

81. BILLNM - Billing Name

Identifies the name of the person, office, or company to whom the customer has designated that the bill be sent.

USAGE: This field is conditional.

NOTE 1: Required when the BAN field is "N".

NOTE 2: Required when the CCNA field is "CUS".

NOTE 3: Required when the ACNA field is "ZZZ".

NOTE 4: Otherwise optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE:

X	Y	Z		C	O	R	P	O	R	A	T	I

O	N											

82. 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.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE:

A	C	C	O	U	N	T	S		R	E	C	E
I	V	A	B	L	E							

83. ACNA - Access Customer Name Abbreviation

Identifies the COMMON LANGUAGE IAC code for the customer who should receive the bill for the ordered service.

NOTE 1: The format and structure of this field is defined by ANSI in document ATIS-0300251 Codes for Identification of Service Providers for Information Exchange.

NOTE 2: This code is established prior to the submission of the ASR.

NOTE 3: Billing to an end user who does not have an IAC code is specified with an entry of "ZZZ". When utilizing "ZZZ", the Bill Section of the ASR Form should be completed with the end user billing information.

VALID ENTRIES:

IAC Code
ZZZ = Casual customer or end user billing

NOTE 1: Valid IAC codes are maintained by Telcordia Technologies.

USAGE: This field is required.

DATA CHARACTERISTICS: 3 alpha characters

EXAMPLE: |U|T|C|

84. TE - Tax Exemption

Indicates that the customer has submitted a tax exemption form to the provider.

VALID ENTRIES:

Entry	=	Exempt From
A	=	F & S
B	=	F & C
C	=	County or Local
D	=	F & S & C
E	=	F & S & M
F	=	Federal
G	=	F & S & C & M
H	=	S & C
I	=	S & M
J	=	C & M
K	=	F & M
L	=	Letter on File
M	=	Municipal
N	=	Non Exempt
P	=	S & C & M
S	=	State/Province

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N" and the BAN field is "N", otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: B

85. 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).

NOTE 1: Services that are ordered to provide an information service, used for internal consumption or used for administrative purposes are services that are to be assessed a FUSF.

VALID ENTRIES:

E = Exempt Federal Universal Service Fee
N = Non–Exempt (Assessed) Federal Universal Service Fee

NOTE 1: Exempt indicates the customer is both (a) reselling the Special Access as a telecommunications service and (b) contributing directly into the Federal Universal Service Fund for the service being ordered. For a valid entry of "E" both conditions must be met.

NOTE 2: Non-Exempt (Assess) indicates the customer is (a) not reselling the Special Access as a telecommunications service and/or (b) not contributing directly into the Federal Universal Service Fund for the service being ordered.

NOTE 3: An entry in this field applies to all the circuits being ordered on this service request.

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N", "C" or "T".

85. FUSF – Federal Universal Service Fee (continued)

NOTE 2: Optional when the ACT field is "R".

NOTE 3: Otherwise prohibited.

DATA CHARACTERISTICS: 1 alpha character

EXAMPLE: E

86. EBP - Extended Billing Plan

Identifies the request for establishing or removing installment billing of non-recurring charges that may be offered by a provider.

USAGE: This field is optional.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLE:

Y					

87. STREET - Street Address (BILL)

Identifies the street of the billing address associated with the billing name.

USAGE: This field is conditional.

NOTE 1: Required when the BAN field is "N", otherwise optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE:

1	2	5		E		M	A	I	N		S	T

R	E	E	T									

88. FLOOR - Floor (BILL)

Identifies the floor for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLES:

3	3	

NOTE 1: This example illustrates a numeric value but is left justified since it is treated as text.

1	M	Z

89. ROOM - Room (BILL)

Identifies the room for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLE:

1	K	1	5	1	A

90. CITY - City (BILL)

Identifies the city, village, township, etc. of the billing address associated with the billing name.

USAGE: This field is conditional.

NOTE 1: Required when the BAN field is "N", otherwise optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE:

L	I	V	I	N	G	S	T	O	N			

91. STATE - State/Province (BILL)

Identifies the two character postal code for the state/province of the billing address associated with the billing name.

USAGE: This field is conditional.

NOTE 1: Required when the BAN field is "N", otherwise optional.

DATA CHARACTERISTICS: 2 alpha characters

EXAMPLE: | N | J |

92. ZIP CODE – ZIP Code (BILL)

Identifies the ZIP code or postal code of the billing address associated with the billing name.

USAGE: This field is conditional.

NOTE 1: Required when the BAN field is "N", otherwise optional.

DATA CHARACTERISTICS: 12 alpha/numeric characters

EXAMPLES:

0	7	0	3	9						

0	8	8	5	4	-	1	2	3	4	5	6

M	5	4		1	X	7				

93. BILLCON - Billing Contact

Identifies the name of the person or office to be contacted on billing matters.

USAGE: This field is conditional.

NOTE 1: Required when the BAN field is "N", otherwise optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE:

J	A	N	E		T		D	O	E					

94. TEL NO - Telephone Number (BILL)

Identifies the telephone number of the billing contact.

USAGE: This field is conditional.

NOTE 1: Required when the BAN field is "N", otherwise optional.

DATA CHARACTERISTICS: 17 numeric characters (excluding 3 preprinted hyphens)

EXAMPLE: |2|0|1| - |5|5|5| - |3|4|0|0| - |2|2|2| | | | |

95. BILLCON EMAIL - Billing Contact Electronic Mail Address

Identifies the electronic mail address of the Billing Contact when a customer profile does not already exist.

USAGE: This field is conditional.

NOTE 1: Optional when the BILLCON field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 60 alpha/numeric characters

EXAMPLE:

Z	J	O	N	E	S	@	N	O	T	E	S	.	B	E	L	L	C	O	M
P	A	N	Y	.	C	O	M												

96. 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.

NOTE 1: When the ASC-EC field is populated, this identifies the duration, identifying USOC, contract date or contract identification number of any variable term agreement that may be offered by ASC-EC.

USAGE: This field is optional.

DATA CHARACTERISTICS: 17 alpha/numeric characters

EXAMPLES:

3	6															

NOTE 1: This example illustrates a numeric value but is left justified since it is treated as text.

V	T	P	P	P												

0	8	2	0	8	9											

NOTE 1: This example illustrates a numeric value but is left justified since it is treated as text.

C	1	2	3	4	5											

3	6	1	0	9	1	4	8	9	B	L	K	H	0	0	0	1

97. VCVTA - Virtual Connection 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 for a virtual connection.

USAGE: This field is conditional.

NOTE 1: Optional when the first position of the REQTYP field on the ASR Form is "V" or "X" and the VCVTA field on the VC Form is not populated, otherwise prohibited.

DATA CHARACTERISTICS: 17 alpha/numeric characters

EXAMPLE:

3	N	C	O	R												

98. IWBAN - Inside Wire Billing Account Number

Identifies the previously assigned Billing Account Number for charges associated with inside wire.

VALID ENTRIES:

Billing Account Number

USAGE: This field is conditional.

NOTE 1: Required when the GETO field on the service specific form is "A", "E", "S", "T", "U", "V", "W", "Y", or "Z".

NOTE 2: Prohibited when the ACT field is "D".

NOTE 3: Otherwise optional.

DATA CHARACTERISTICS: 16 alpha/numeric characters

EXAMPLE:

N	X	Y	Z	1	2	3	4	5	A	C	X	2	1	4	3

99. PNUM - Promotion Number

Identifies the contract tariff option for a pricing promotion plan.

NOTE 1: The Promotion Number will be assigned by the provider.

USAGE: This field is optional.

DATA CHARACTERISTICS: 20 alpha/numeric characters

EXAMPLES:

V	Z	A	H	1	2														

C	D	S	-	1	2	3	4	5	6	-	0	0	1	6	-	U	T		

100. PSD - Promotion Subscription Date

Identifies the date the customer requested or contracted the pricing promotion from the provider.

VALID ENTRIES:

U.S. Standard	Metric Format
Two Digit Month (01-12)	Two Digit Century (00-99)
Two Digit Day (01-31)	Two Digit Year (00-99)
Two Digit Century (00-99)	Two Digit Month (01-12)
Two Digit Year (00-99)	Two Digit Day (01-31)

USAGE: This field is conditional.

NOTE 1: Optional when the PNUM field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 10 alpha/numeric characters (including 2 hyphens)

EXAMPLES: |0|3|-|0|2|-|1|9|9|9|

|1|9|9|9|-|0|3|-|0|2|

3.3 CONTACT SECTION

101. 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, changes or waiving the Confirming Design Layout Report (CDLR) are the responsibility of this person.

USAGE: This field is required.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE:

J	O	H	N		S	M	I	T	H					

102. TEL NO - Telephone Number (INIT)

Identifies the telephone number of the customer employee who initiated this request.

USAGE: This field is required.

DATA CHARACTERISTICS: 17 numeric characters (excluding 3 preprinted hyphens)

EXAMPLE: |2|0|1| - |9|8|1| - |3|5|0|0| - |2|2|6|2|2|6|2|

103. INIT FAX NO – Initiator Facsimile Number

Identifies the fax number of the initiator.

USAGE: This field is optional.

DATA CHARACTERISTICS: 10 numeric characters (excluding 2 preprinted hyphens)

EXAMPLE: |9|0|8| - |3|3|6| - |2|9|8|0|

104. INIT EMAIL - Initiator Electronic Mail Address

Identifies the electronic mail address of the initiator.

USAGE: This field is optional.

DATA CHARACTERISTICS: 60 alpha/numeric characters

EXAMPLE:

Z	J	O	N	E	S	@	N	O	T	E	S	.	B	E	L	L	C	O	M
P	A	N	Y	.	C	O	M												

105. DSGCON - Design/Engineering Contact

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.

NOTE 1: If DSGCON represents a customer different from the CCNA, the Design Routing Code (DRC) field may be populated for proper DLR distribution.

NOTE 2: Types of routing and or translation changes that require coordination are CIC redirects, switch conversions, mutual trunking arrangement, point code changes, traffic rehome/reroutes, call through testing requests, etc.

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N", "C", "M", or "T", otherwise prohibited.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE:

J	O	H	N		S	M	I	T	H					

106. TEL NO - Telephone Number (DSGCON)

Identifies the telephone number of the design/engineering contact.

USAGE: This field is conditional.

NOTE 1: Required when the DSGCON field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 17 numeric characters (excluding 3 preprinted hyphens)

EXAMPLE: |2|0|1| - |9|8|1| - |3|5|0|0| - |3|5|8|7| | | |

107. DSG FAX NO - Design Facsimile Number

Identifies the fax number of the design contact.

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N", "C" or "T", the DRC field is not populated, the RTR field is "S" or "1-10" and the STREET (DSGCON) field is not populated, otherwise optional.

DATA CHARACTERISTICS: 10 numeric characters (excluding 2 preprinted hyphens)

EXAMPLE: |9|0|8| - |3|3|6| - |2|9|8|0|

108. DSG EMAIL - Design Electronic Mail Address

Identifies the electronic mail address of the design contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 60 alpha/numeric characters

EXAMPLE:

Z	J	O	N	E	S	@	N	O	T	E	S	.	B	E	L	L	C	O	M
P	A	N	Y	.	C	O	M												

109. STREET - Street Address (DSGCON)

Identifies the street address for the design/engineering contact.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alpha/numeric characters

EXAMPLE: |1|2|5| |E| |M|A|I|N| |S|T|

|R|E|E|T| | | | | | | | |

110. DRC - Design Routing Code

Identifies the customer location routing code for the design contact for this request.

NOTE 1: The routing code represents the following information:

Company
Street
Floor
Room
City
State/Province
ZIP Code

NOTE 2: When populated, this will be the first choice for routing the DLR.

NOTE 3: Valid DRC codes are outlined in Telcordia Technologies' practice BR-751-100-465.

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N", "C" or "T", the RTR field is "S" or "1-10", and the STREET (DSGCON) field is not populated or the DSGCON FAX NO field is not populated.

NOTE 2: Prohibited when the first position of the RTR field is "F".

NOTE 3: Otherwise optional.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE:

A	N	3

111. FDRC - Facility Design Routing Code

Identifies the customer location routing code for the design contact for the facility in a combined ASR situation.

NOTE 1: The routing code represents the following information:

Company
Street
Floor
Room
City
State/Province
ZIP Code

NOTE 2: When populated, this will be the first choice for routing the facility DLR.

NOTE 3: The codes are assigned by the provider.

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N", "C" or "T", the RTR field is "S" or "1-10", and the STREET (DSGCON) field is not populated or the DSGCON FAX NO field is not populated and the FDRC is different from the DRC, otherwise prohibited.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLE: |A|N|3|

112. FLOOR - Floor (DSGCON)

Identifies the floor of the design/engineering contact's address.

USAGE: This field is conditional.

NOTE 1: Optional when the STREET (DSGCON) field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 3 alpha/numeric characters

EXAMPLES:

3	3	

NOTE 1: This example illustrates a numeric value but is left justified since it is treated as text.

1	M	Z

113. ROOM - Room (DSGCON)

Identifies the room of the design/engineering contact's address.

USAGE: This field is conditional.

NOTE 1: Optional when the STREET (DSGCON) field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 6 alpha/numeric characters

EXAMPLE:

K	-	1	5	1	A

114. CITY - City (DSGCON)

Identifies the city, village, township, etc. of the design/engineering contact's address.

USAGE: This field is conditional.

NOTE 1: Required when the STREET (DSGCON) field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 25 alpha characters

EXAMPLE:

P	I	S	C	A	T	A	W	A	Y			

115. STATE - State/Province (DSGCON)

Identifies the two character postal code for the state/province of the design/engineering contact's location.

USAGE: This field is conditional.

NOTE 1: Required when the STREET (DSGCON) field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 2 alpha characters

EXAMPLE: | N | J |

116. ZIP CODE - ZIP Code (DSGCON)

Identifies the ZIP code or postal code of the design/engineering contact's address.

USAGE: This field is conditional.

NOTE1: Required when the STREET (DSGCON) field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 12 alpha/numeric characters

EXAMPLES:

0	7	0	3	9						

0	8	8	5	4	-	1	2	3	4	5	6

M	6	G		3	Y	7					

117. CB TEL NO - Conference Bridge Telephone Number

Identifies the Conference Bridge Telephone number to be used at the time of implementation or cut over.

NOTE 1: The time allocated for the implementation/cut over activity will be specified in the Frame Due Time (FDT) field on the ASR.

USAGE: This field is conditional.

NOTE 1: Prohibited when the first position of the REQTYP field is "A", "R", or "W", otherwise optional.

DATA CHARACTERISTICS: 10 numeric characters (excluding 2 preprinted hyphens)

EXAMPLE: |8|7|7| - |9|8|1| - |3|5|0|0|

118. CBPC - Conference Bridge Passcode Number

Identifies the passcode associated with the conference bridge telephone number.

USAGE: This field is conditional.

NOTE 1: Optional when the CB TEL NO field is populated, otherwise prohibited

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLES:

1	2	3	4	5	6	7	8	9	1	2	3	4	5	6

*	2	3	4	5	6	7	7	*						

119. MTCE - Maintenance Contact

Identifies the customer employee or office responsible for maintenance subsequent to the installation of the access service.

USAGE: This field is conditional.

NOTE 1: Prohibited when the Implementation Contact and the Maintenance Contact are the same, otherwise optional.

DATA CHARACTERISTICS: 11 alpha/numeric characters

EXAMPLE:

M	T	C	E		O	F	F	I	C	E

120. TEL NO - Telephone Number (MTCE)

Identifies the telephone number of the maintenance contact.

USAGE: This field is conditional.

NOTE 1: Required when the MTCE field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 10 numeric characters (excluding 2 preprinted hyphens)

EXAMPLE: |2|0|1| - |9|6|8| - |7|4|6|3|

121. **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.

USAGE: This field is optional.

DATA CHARACTERISTICS: 60 alpha/numeric characters

EXAMPLE:

Z	J	O	N	E	S	@	N	O	T	E	S	.	B	E	L	L	C	O	M
P	A	N	Y	.	C	O	M												

122. IMPCON - Implementation Contact

Identifies the customer employee or office responsible for control of installation and completion.

NOTE 1: During installation, the provider will notify this person when the end user requests activity in addition to the activity specified on the ASR.

NOTE 2: This is the contact to be used for completions, acceptance testing and other such related installation activity.

USAGE: This field is conditional.

NOTE 1: Required when the ACT field is "N", "C", "M", "D", or "T".

NOTE 2: Required when the ACT field is "R" and the TQ field is populated.

NOTE 3: Otherwise optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

EXAMPLE:

J	O	H	N		S	M	I	T	H					

123. TEL NO - Telephone Number (IMPCON)

Identifies the telephone number of the implementation contact.

USAGE: This field is conditional.

NOTE 1: Required when the IMPCON field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 14 numeric characters (excluding 3 preprinted hyphens)

EXAMPLE: |2|0|1| - |9|8|1| - |3|5|0|0| - |3|5|8|7|

124. D/TREC - Date and Time Received

Identifies the date and time that the provider received the Access Service Request.

NOTE 1: This field will be generated automatically by the provider upon receipt of requests from the customer utilizing mechanized order entry.

VALID ENTRIES:

U.S. Standard	Metric Format
Two Digit Month (01-12)	Two Digit Century (00-99)
Two Digit Day (01-31)	Two Digit Year (00-99)
Two Digit Century (00-99)	Two Digit Month (01-12)
Two Digit Year (00-99)	Two Digit Day (01-31)
Two Digit Hour (01-12)	Two Digit Hour (01-12)
Two Digit Minute (00-59)	Two Digit Minute (00-59)
AM or PM	AM or PM

USAGE: This field is optional.

DATA CHARACTERISTICS: 17 alpha/numeric characters (including 3 hyphens)

EXAMPLES: |0|3|-|2|2|-|1|9|8|5|-|1|1|1|5|A|M|

|1|9|8|5|-|0|3|-|2|2|-|1|1|1|5|A|M|