# Ethernet COMBO Ordering Process for Activity of R

Includes

Metro-E, EVPL, EPL Layer2, E-Path, EIA

ASE & OPT-E-Man

## Contents

## Purpose

This document is intended as an aid to Ziply Fiber Customers for the purpose of ordering. This Job Aid will allow for Activity of R utilizing the COMBO ordering process. This process will allow for the PNUM and VTA to be kept in sync between the UNI and EVC.

Allowable changes for ACT R

- PNUM
- VTA
- CKR

## Product Types In-Scope for ACT R COMBO Ordering

The following Ethernet Products may be ordered as an ACT R Combo.

- E-PATH
- EVPL
- Metro-E
- EPL Layer 2
- OPT-E-MAN
- ASE
- EIA

## ASR FORM

| ASR FORM ADMINISTRATIVE | | | |
|---|---|---|---|
| FIELD | ENTRY | FIELD DESCRIPTION | Required, Optional, Prohibited |
| CUSTOMER CODE | Customers CCNA | Customer Carrier Name Abbreviation | Required |
| DDD | 2 Business Days | Desired Due Date | Required |
| PROJECT | Customer generated | Identifies the project with which the request is to be associated | Optional |
| REQTYP | ED = End User | Identifies the type of service being requested | Required |
| ACT | R | Identifies the activity involved in this service request | Required |
| QSA | 01 | Identifies the total number of Service Address Location Information | Required |
| EVCI | B | Ethernet Virtual Connection Identifier | Required |
| SEI | Y | Switched Ethernet Indicator | Required |
| RTR | F - Send FOC only<br>N - No response required | Identifies the type of confirmation response requested by the customer | Required |
| PIU | 100 | Percentage of Interstate Usage | Required |
| ECCKT | This is the ECCKT of UREF 01 UNI | Identifies the provider circuit ID | Required |
| QTY | 1 | Identifies the quantity of circuits | Required |
| BAN | E or Fully Populated BAN | Identifies the billing account to which the recurring and non-recurring charges for this request will be billed | Required |
| TSP | Example: TSP12345C-E1 | Indicates the provisioning and restoration priority | Required if TSP exists on the circuit. Otherwise Prohibited |
| SPEC | Populate what currently exists on the UNI circuit | Identifies a specific product or service offering | Required |
| ASC-EC | Prohibited | Identifies the ICSC code of the Access Service Coordination - Exchange Company | Prohibited |
| ASR REMARKS | Customer Populated | Identifies a free flowing field, which can be used to expand upon and clarify other data on this form | Optional |

## ASR BILLING SECTION

| BILLING | | | |
|---|---|---|---|
| FIELD | ENTRY | FIELD DESCRIPTION | Required, Optional, Prohibited |
| BILLNM - Billing Name | Example: XYZ Corp. | Identifies the name of the person, office, or company to whom the customer has designated that the bill be sent | Optional |
| ACNA | Access Customer Name Abbreviation | Identifies the COMMON LANGUAGE IAC code for the customer who should receive the bill for the ordered service | Required |
| TE | Example:<br>A = F & S<br>B = F & C | Indicates that the customer has submitted a tax exemption form to the provider | Optional |
| FUSF | Example:<br>E = Exempt Federal Universal Service Fee | Federal Universal Service Fee<br>Indicates the service being ordered on this request should be either assessed or exempted from the Federal Universal Service Fee | Optional |
| BILL_STR | | Identifies the street of the billing address associated with the billing name | Optional |
| BILL_CITY | | Identifies the city, village, township, etc. of the billing address associated with the billing name | Optional |
| BILL_STATE | | Identifies the two character postal code for the state/province of the billing address associated with the billing name | Optional |
| BILL_ZIP | | Identifies the ZIP code or postal code of the billing address associated with the billing name | Optional |
| BILL CON | | Identifies the name of the person or office to be contacted on billing matters | Optional |
| BILL CON TEL NO | | Identifies the telephone number of the billing contact | Optional |
| VTA | Provide new VTA if re-terming or populate what exists on the circuit | Identifies the duration, identifying USOC, contract date or contract identification number of any variable term agreement that may be offered | Required |
| PNUM | Provide new PNUM or populate what exists on the circuit | Identifies the contract tariff option for a pricing promotion plan | Required |

## CONTACT SECTION

| CONTACT | | | |
|---|---|---|---|
| FIELD | ENTRY | FIELD DESCRIPTION | Required, Optional, Prohibited |
| INIT | Example: Jane Smith | Identifies the customer employee who originated the request | Required |
| INITIATOR TEL | Example: 9999999999 | Identifies the telephone number of the customer employee who initiated the request | Required |
| INIT EMAIL | Example: Jane.Smith@abc.com | Identifies the electronic mail address of the initiator | Optional |
| IMPCON | Example: Jane Smith | Identifies the customer employee or office responsible for control of installation and completion | Optional |
| IMPCON TEL | Example: Jane Smith | Identifies the telephone number of the implementation contact | Optional |

## SES FORM

| SES FORM | | | |
|---|---|---|---|
| FIELD | ENTRY | FIELD DESCRIPTION | Required, Optional, Prohibited |
| NC | Populate what currently exists on the circuit | Network Channel | Required |
| NCI | Populate what currently exists on the circuit | Network Channel Interface | Required |
| SECNCI | Populate what currently exists on the circuit | Secondary Network Channel Interface | Required |

| SES FORM – SERVICE ADDRESS INFORMATION | | | |
|---|---|---|---|
| FIELD | ENTRY | FIELD DESCRIPTION | Required, Optional, Prohibited |
| PI | Y | Identifies that the service address location information being provided is a primary location | Required |
| EUNAME | Populate what currently exists on the circuit | Identifies the end user name associated with the termination location | Required |
| SANO | Populate what currently exists on the circuit | Identifies the number of the service address | Required |
| SASN | Populate what currently exists on the circuit | Identifies the street name of the service address | Required |
| SATH | Populate what currently exists on the circuit | Recommended abbreviations are contained in the United States Postal Service Publication 28, Postal Addressing Standards Street Suffix Abbreviations section | Optional |
| SASS | Populate what currently exists on the circuit | Identifies the street directional suffix of the service address | Optional |
| LD1 | Populate what currently exists on the circuit | Identifies additional specific information related to the service address | Optional |
| LV1 | Populate what currently exists on the circuit | Identifies the value associated with the first location designator of the service address | Required<br>When the LD1 field is populated, otherwise prohibited |
| LD2 | Populate what currently exists on the circuit | Identifies additional specific information related to the service address | Optional |

| SES FORM – SERVICE ADDRESS INFORMATION | | | |
|---|---|---|---|
| FIELD | ENTRY | FIELD DESCRIPTION | Required, Optional, Prohibited |
| LV2 | Populate what currently exists on the circuit | Identifies the value associated with the first location designator of the service address | Required<br>When the LD2 field is populated, otherwise prohibited |
| LD3 | Populate what currently exists on the circuit | Identifies additional specific information related to the service address | Optional |
| LV3 | Populate what currently exists on the circuit | Identifies the value associated with the first location designator of the service address | Required<br>When the LD3 field is populated, otherwise prohibited |
| CITY | Populate what currently exists on the circuit | Identifies the city, village, township, etc. of the service address | Required |
| STATE | Populate what currently exists on the circuit | Identifies the state/province of the service address | Required |
| ZIP | Populate what currently exists on the circuit | Identifies the ZIP code, ZIP code + extension or postal code of the service address | Required |

## EVC FORM – Ethernet Virtual Connection

| EVC FORM | | | |
|---|---|---|---|
| FIELD | ENTRY | FIELD DESCRIPTION | Required, Optional, Prohibited |
| EVCNUM | Example: 0001 | Ethernet Virtual Connection Reference Number | Required |
| NC | VLP- | Network Channel | Required |
| NUT | 02 | Number of UNI Terminations | Required |
| EVCCKR | Populate with data from original circuit | Customer Ethernet Virtual Circuit Identifier | Optional |
| | | | |
| **UREF - 01** | 01 | User Network Interface [UNI] Reference Number | Required |
| AUNT | Prohibited | Associated UNI Termination | Prohibited |
| UACT | Must always equal R | User Network Interface [UNI] Activity Indicator | Required |
| NCI | Populate with data from original circuit | Network Channel Interface | Required |
| RUID | Required (This RUID is in the ASR ECCKT field of the ASR Form) | Identifies the provider's related circuit ID for a UNI | Required |
| CE-VLAN | Populate with data from original circuit | An identifier derivable from a content of a service frame that allows the service frame to be associated with an EVC at the UNI. | Optional |
| LREF for UREF 01 | | | |
| LREF | 1 | Level of Service Reference Number | Required |
| LOSACT | R | Identifies the activity for the level of service as part of the EVC configuration | Required |
| LOS | Populate with data on original circuit. LOS field should match on both LREFs | Identifies a name for a provider-defined level of service performance associated with the Ethernet product offering | Required when SPEC is not populated |
| SPEC | Populate with data on original circuit. SPEC field should match on both LREFs | Identifies a specific product or service offering | Required when LOS is not populated |
| BDW | Populate with data from original circuit. BDW field should match on both LREFs | Bandwidth identifies the bandwidth rate defined by the Level of Service. | Required |
| | | | |
| **UREF - 02** | 02 | User Network Interface [UNI] Reference Number | Required |
| UACT | R | User Network Interface [UNI] Activity Indicator | Required |

| | | | |
|---|---|---|---|
| NCI | Populate with data from original circuit | Network Channel Interface | Required |
| RUID | Populate with data from original circuit | Identifies the provider's related circuit ID for a UNI | Required |
| CE-VLAN | Populate with data from original circuit | An identifier derivable from a content of a service frame that allows the service frame to be associated with an EVC at the UNI. | Optional |
| LREF for UREF 02 | | | |
| LREF | 1 | Level of Service Reference Number | Required |
| LOSACT | R | Identifies the activity for the level of service as part of the EVC configuration | Required |
| LOS | Populate with data on original circuit. LOS field should match on both LREFs | Identifies a name for a provider-defined level of service performance associated with the Ethernet product offering | Required |
| SPEC | Populate with data on original circuit. SPEC field should match on both LREFs | Identifies a specific product or service offering | Required when LOS is not populated |
| BDW | Populate with data from original circuit. BDW field should match on both LREFs | Bandwidth identifies the bandwidth rate defined by the Level of Service. | Required |

# Change Log

| Date | Page Number | Change |
|---|---|---|
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