

**GTE  
CUSTOMER GUIDE  
FOR  
ALEC ESTABLISHMENT OF  
LOCAL SERVICES:  
RESALE & UNBUNDLING**

GTE provided to AT&T (Salazar/Rose)  
6/19/96



6/17/96

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# INTRODUCTION

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## **INTRODUCTION**

This document is to introduce GTE's processes for the ordering, billing and servicing of local services purchased via its local resale and unbundling tariffs and applicable only with state commission authorization.

This document contains contact information for the various functions/ activities. The primary contact in GTE should be the Account Manager for the geographic area for which services are involved. The Account Manager will be able to establish other lines of communication and arrange for meetings or conference calls to address any particular issues or questions.

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# GENERAL INFORMATION

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## GENERAL INFORMATION

**DATA REQUIREMENTS:** Several pieces of information will be needed to establish GTE's relationship with alternate local exchange carriers (ALEC). These items are detailed in subsequent sections of this document, i.e., financials. The initial information includes contact information relative to repair center telephone number(s), installation contact telephone(s), and order center telephone numbers. Associated with these will be any contact names and organizational information.

**INTERVALS:** GTE will provide service, both installation and maintenance within the guidelines as stipulated by the State Public Utility authority. Intervals are based upon receipt of a complete, valid service request by GTE from the ALEC. That is, service installation intervals are assigned upon receipt of a valid request and handled in accordance with normal provisioning processes. (Ordering requirements are detailed in the Ordering Section of this document.) Repair intervals, likewise, are scheduled upon receipt in the GTE center and dispatched in accordance with the normal processes.

**DIRECTORY LISTINGS/DIRECTORY ASSISTANCE:** The ALEC will be required to provide directory information for listings and assistance directly to the directory company and DA bureau via separate data feeds. Details for these feeds are provided in later sections.

**E911:** E911 information will be provided by GTE to the local E911 Center database (PSAP) for resold services. However, for unbundled services, the ALEC will be required to provide this information directly to the E911 Center database. For processes and guidelines on E911 data feeds, the appropriate local government E911 agencies should be contacted or the E911 database administrator.

**ALEC PROFILE**

**CUSTOMER DATA**

Customer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACNA: \_\_\_\_\_      ACNA: \_\_\_\_\_      ACNA: \_\_\_\_\_  
CIC: \_\_\_\_\_      CIC: \_\_\_\_\_      CIC: \_\_\_\_\_

Certificate of Public Necessity and Convenience: \_\_\_\_\_

Interconnection Contract Number: \_\_\_\_\_  
(applicable for unbundled services in association with trunk interconnection.)

**CUSTOMER CONTACT INFORMATION**

**ALEC End user Contacts:**  
Contacts/Referral information (telephone numbers to which the ALEC wants their end users referred.)

Ordering: \_\_\_\_\_  
Billing: \_\_\_\_\_  
Repair: \_\_\_\_\_

**ALEC/GTE Contacts:**  
Contacts for GTE to handle/resolve intercompany communications; must be 800#.

Ordering: \_\_\_\_\_  
Billing: \_\_\_\_\_  
Repair: \_\_\_\_\_

**Firm Order Confirmation Data:**

E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_



**BILLING ACCOUNT DATA**

Account Structure:

State Level \_\_\_\_\_

Other \_\_\_\_\_

Specify (explain request)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quantity of accounts: \_\_\_\_\_  
(maximum of 10)

Bill Media:

Paper \_\_\_\_\_

Magnetic Tape \_\_\_\_\_

Electronic Data Interface \_\_\_\_\_

(Note: EDI may incur associated costs)

RAO codes (s)

State \_\_\_\_\_

State \_\_\_\_\_

RAO \_\_\_\_\_

RAO \_\_\_\_\_

Usage Records:

EMR \_\_\_\_\_

EMI \_\_\_\_\_

Methods of data exchange: \_\_\_\_\_  
\_\_\_\_\_

Network Data Mover Information (if applicable):

NDM contact(s):

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mailing Address (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CONTACT MATRICES

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**LOCAL SERVICES  
ACCOUNT MANAGEMENT CONTACTS**

<b>STATES/AREA</b>	<b>ACCOUNT MANAGER/ TELEPHONE</b>	<b>GENERAL MANAGER/ TELEPHONE</b>
Washington/ Oregon/ Idaho	Candy Thompson Everett, WA (206) 261-6838	Marita Roddy Irving, TX (214) 718-5325
California	Rick Schnapka Thousand Oaks, CA (805) 372-8849	Marita Roddy Irving, TX (214) 718-5325
Hawaii	Moune Romano Honolulu, HA (808) 546-4404	Marita Roddy Irving, TX (214) 718-5325
All Other States	Mike Marczyk Tampa, FL (813) 273-2989	Marita Roddy Irving, TX (214) 718-5325

**LOCAL SERVICES  
ORDERING/BILLING CENTER CONTACTS**

	<b>FIRST LEVEL SUPERVISOR/ TELEPHONE</b>	<b>SECOND LEVEL ADMINISTRATOR/ TELEPHONE</b>	<b>THIRD LEVEL MANAGER/ TELEPHONE</b>	<b>DIRECTOR LEVEL/ TELEPHONE</b>
Ordering/ Billing	Laurie Carman (919) 687-8108	Jean Gevers (919) 683-9855	Dick Richardson (919) 683- 9875	Tony Crain (919) 317- 5311
	Jackie Baskett (919) 687-8109			
	Lori Henderson (919) 687-8110			
Expedite Requests	Laura Disbro (919) 687-8103			
	Connie Newman (919) 687-8114			
Primary Contact	(800) 628-3359			
FAX	National Open Market Center (919) 683-8332			
Mail Address	National Open Market Center 725 Markham St. Durham, NC 27701			

**LOCAL SERVICES  
REPAIR/MAINTENANCE CONTACTS**

<b>LOCATION</b>	<b>CAT.</b>	<b>TELEPHONE NUMBER</b>	<b>FIRST LEVEL ESCALATION</b>	<b>SECOND LEVEL ESCALATION</b>
ALL STATES	RES. & BUS.	(800) 445-7755	Supervisor-in- Charge	Manager
CA	Spec Svcs	(800) 537-9020	Supervisor-in- Charge	Manager
NW: OR/WA/ID	Spec Svcs	(800) 433-1267	Supervisor-in- Charge	Manager
HAWAII	Spec Svcs	(800) 483-4250	Supervisor-in- Charge	Manager
ALL OTHER STATES (NORTH/ SOUTH/ CENTRAL)	Spec Svcs	(800) 222-0909	Supervisor-in- Charge	Manager

**LOCAL SERVICES  
DIRECTORY LISTINGS CONTACTS**

FUNCTIONS	CONTACT AND TELEPHONE NUMBER	CONTACT AND TELEPHONE NUMBER
<p align="center">GTE TELEPHONE OPERATIONS 600 Hidden Ridge P.O.Box 152092 Irving, TX 75015-2092</p>		
<p align="center">PRODUCT MANAGEMENT</p>	<p align="center">Allan Peters Group Product Manager-Directory Services (214) 718-5712 (214) 718-7899 (FAX)</p>	<p align="center">Rose Cordes Product Manager - Directory Services (214) 718-4680 (214) 718-7899 (FAX)</p>
<p align="center">GTE NATIONAL DIRECTORY CENTER Walnut Road Warsaw, VA 22752</p>		
<p align="center">INFORMATION PAGES</p>	<p align="center">Becky Hutson Supervision - NDC (804) 333-8104 (804) 333-0280 (FAX)</p>	<p align="center">Ron Roberts General Manger - NDC (804) 333-8001 (804) 333-0280 (FAX)</p>
<p align="center">GTE DIRECTORIES CORPORATION World Headquarters GTE Place West Airfield Drive P.O.Box 619810 MC29 DFW Airport, TX 75261-9810</p>		
<p align="center">PRODUCT MANAGEMENT - CORE</p>	<p align="center">Scott Feder Group Product Manager - Core (214) 453-7838 (214) 453-6930 (FAX)</p>	
<p align="center">PRODUCTIONS OPERATIONS</p>	<p align="center">Donna Taylor (214) 453-7080 (214) 453-6855 (FAX)</p>	
<p align="center">INFORMATION MANAGEMENT</p>	<p align="center">Rick Deleon (214) 453-7079 (214) 453-6855 (FAX)</p>	

**LOCAL SERVICES  
DIRECTORY LISTINGS CONTACTS**

<b>FUNCTION</b>	<b>CONTACT AND TELEPHONE NUMBER</b>	<b>CONTACT AND TELEPHONE NUMBER</b>
GTE DIRECTORIES DISTRIBUTION CORP. 8701 Sterling Suite Irving, TX 75063	Bill Tasker (214) 929-6008 (214) 929-6040 (FAX)	

**LOCAL SERVICES  
DIRECTORY ASSISTANCE CONTACTS**

<b>FUNCTIONS</b>	<b>CONTACT AND TELEPHONE NUMBER</b>
DATA TRANSMISSION	Lee Ramos (214) 718-7223
LISTING FORMATS & PROCEDURES	Anna Holguin (214) 718-2583
NETWORK INTERFACES & INFORMATION	Rudy Adkins (214) 718-3412



## PRE-ORDERING REQUIREMENTS

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**LETTERS OF AUTHORIZATION:** GTE requires that a letter of authorization be provided for the conversion or establishment of a customer. This authorization stipulates that the end user has authorized the ALEC to be their service provider. This requirement is based on the need to protect both the end user and the ALEC from abusive and /or mishandling of services.

GTE will consider the use of a blanket LOA process associated with the ordering of resale and unbundled local services based on a mutual agreement and upon certification of the processes. In the event of a discrepancy or dispute, a copy of the end user's signed LOA will be required.

In some instances end users may request that as ALEC reviews their current service records. GTE will require an end-user signed LOA to be provided prior to GTE's release of end users' service records. Blanket LOA agreements do not cover customer service record (CSR) requests.

When required, the LOA must contain the information as shown on the attached page.

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## LOA REQUIREMENTS

Statement of Authorization: (specifies the type and scope of the LOA, i.e., agent/agency for the procurement of service records, service provisioning, etc.)

Date of Authorization:

End User Name:

End User Service Address:

End User Mailing Address:

Telephone Number (s) Authorized:

End User Signature:

ALEC Agent Name:

ALEC Agent Address:

ALEC Agent Telephone Number:

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**CUSTOMER SERVICE RECORDS**

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# CUSTOMER SERVICE RECORD REQUEST

REQUESTOR COMPANY NAME \_\_\_\_\_ TEL NO. \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_ STREET \_\_\_\_\_ FLOOR \_\_\_\_\_ ROOM \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
FACSIMILE TEL NO. \_\_\_\_\_ EMAIL ID \_\_\_\_\_

END USER NAME \_\_\_\_\_ TEL NO. \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_ STREET \_\_\_\_\_ FLOOR \_\_\_\_\_ ROOM \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EU TEL NO. \_\_\_\_\_ SERVICES / FEATURES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GTE CONTACT NAME \_\_\_\_\_ TEL NO. \_\_\_\_\_ DT/SENT \_\_\_\_\_

A VALID LETTER OF AUTHORIZATION ( LOA ) MUST BE ATTACHED TO THIS REQUEST.

## ORDERING REQUIREMENTS

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The local service request (LSR) is the vehicle to be used to communicate service requests to GTE for the various types and components of local competitive services.

GTE utilizes the following forms for ordering services:

- LSR - Administrative            general administrative information
- LSR - Resale                    resale of local services
- LSR - SPNP                    interim number portability
- LSR - Unbundling            loop/port services
- CSR - Request                customer service record request
- LSPV

**LOCAL SERVICE REQUEST  
(ADMINISTRATIVE SECTION)**

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# LOCAL SERVICE REQUEST

**Administrative Section**

CMA (1) PON (2) LSR NO (5) VER (3) SC (4) PROJECT (10) PC (6) OF  
 DIT SENT (7) DDD (8) DFDT (9) AUTHNM (24) ACTL (25) CHC REQTYP ACT SUP EXP (11) (12) (13) (14) (15)  
 AFO (16) RTR (17) CC (18) AENG ALBR (19) (20) (21) (22) SCA AGAUTH DATED (23) NCI (30) SEC-NCI (32)  
 APOT (26) LST (27) CLS-SVC (28) SPEC (29) TSP (36) LSP AUTH (37) LSP AUTH DATE (38) LSP AUTH NAME (39)  
 RPON (33) RORD (34) NC (36) NCI (31)

## BILL SECTION

IN BAN (41) BAN (42) ACNA (43) EBD (44) TE (47) EBP (48)  
 BILL NM (45) SBLL NM (46) FLOOR (50) ROOM / MAIL STOP (51) CITY (52) STATE (53)  
 STREET (49) FLOOR (50) ROOM / MAIL STOP (51) CITY (52) STATE (53)  
 ZIP CODE (54) BILL CON (55) TEL NO (56) VIA (57)

## CONTACT SECTION

INT (58) TEL NO (59) E MAIL (60) FLOOR (63) ROOM / MAIL STOP (64)  
 FAX NO (61) STREET (62) STATE (66) ZIP CODE (67) PAGER (70)  
 CITY (65) IMPCON (68) TEL NO (69) PAGER (73) FAX NO (77)  
 ALT IMPCON (71) TEL NO (72) DRG (76) TEL NO (76) STREET (79) FLOOR (80)  
 DECON (74) ROOM / MAIL STOP (81) CITY (82) STATE (83) ZIP CODE (84)

## REMARKS (85)

REMARKS (85)

**ADMINISTRATIVE SECTION:**

**1. CCNA - Customer Carrier Name Abbreviation**

Identifies the COMMON LANGUAGE IAC code for the customer ( e.g., AC) submitting the LSR and receiving the FOC.

**Note 1:** For an occasional customer who has not and probable will not obtain a CCNA. Enter "CUS" in this field and customer name (up to 24 characters in length) in the CUST field on this form.

**Note :** CCNA is not necessarily the customer to be billed for the service. The billed party should be specified in the ACNA.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 3 alpha characters

---

**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

---

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.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

4. **SC - Service Center**

Identifies the Provider's Service Center.

**Note 1:** The first two characters identify the provider. The third and fourth characters are a unique number identifying the specific SC. The allowable Range is 00 to 99. The SC codes will be supplied and periodically updated by the providers to the Customers. The providers will also supply guidelines for choosing the appropriate SC.

**Note 2:** The list of current SC codes and guidelines to obtain new SC codes are located in Volume I (Administrative Information) of the OBF Binders.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 alpha/numeric characters

---

5. **LSR NO - Local Service Request Number**

Identifies the number that may be generated by the providers mechanized system, 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 on all supplements when the  
CCNA = CUS.

**Note 2:** Otherwise optional.

**DATA CHARACTERISTICS:** 18 alpha/numeric characters

---

6. **PG\_\_\_ OF\_\_\_**

Identifies the page number and total number of pages contained in this transactions.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 2 numeric characters

---

7. **D/ T SENT - Date and Time Sent**

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

**VALID ENTRIES:**

**U.S. STANDARD**

Two Digit Month (01-12)  
Two Digit Day (01-31)  
Two Digit Year (00-99)  
Two Digit Hour (01-12)  
Two Digit Minute (00-59)  
AM or PM

**METRIC FORMAT**

Two Digit Year (00-99)  
Two Digit Month (01-12)  
Two Digit Day (01-31)  
Two Digit Hour (01-12)  
Two Digit Minute (00-59)  
AM or PM

**Note 1:** Metric date format may be used based on negotiations.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 15 alpha/numeric characters

---

8. **DDD - Desired Due Date**

Identifies the customer's desired due date.

**Note 1:** On disconnect requests, this date represents the date billing is to stop on the involved service and can be no earlier than the date the request is received by the provider.

**Note 2:** When different due dates are required these dates are stipulated using a separate request for each desired due date.

**VALID ENTRIES:**

U.S. STANDARD

Two Digit Month (01-12)

Two Digit Day (01-31)

Two Digit Year (00-99)

METRIC FORMAT

Two Digit Year (00-99)

Two Digit Month (01-12)

Two Digit Day (01-31)

**Note 1:** Metric date format may be used based on provider/customer negotiations.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 8 numeric characters

---

9. **DFDT - Desired Frame Due Time**

Identifies the desired frame cut over time.

**VALID ENTRIES:**

Two Digit Minute (00-59)  
Two Digit Hour - (01-12)  
AM or PM

**Note 1:** Indicates the window for cut over when the CAC is not populated.

**Note 2:** When CAC is populated indicates the desired specific cut over time.

**Note 3:** The time will reflect the local time of the end user location(s).

**USAGE:** This field is conditional.

**Note 1:** Prohibited when the REQTYP is G, H, or J, otherwise optional.

**DATA CHARACTERISTICS:** 12 alpha/numeric characters

---

10. **PROJECT - Project Identification**

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

**Note 1:** Examples of the use of this field would be relating multiple 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 a Service Request.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 16 alpha/numeric characters

---

11. **CHC - Coordinated Hot Cut**

Indicates that the customer is requesting near seamless cut over activity. A Y in this field requires a single time entry in the Desired Frame Due Time field.

**VALID ENTRIES:** "Y" = Yes

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---



12. **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 Inquiry or Firm Order.
- Note 2:** The first character of REQTYP specifies the type of service.
- Note 3:** The second character of REQTYP specifies the status of the request.

**VALID ENTRIES:**

1ST CHARACTER

A = LOOP  
B = LOOP W/ INP  
C = INP  
D = RETAIL/BUNDLED  
E = RESALE  
F = PORT  
G = DIRECTORY ASSISTANCE  
H = DIRECTORY LISTINGS WHITE  
J = DIRECTORY LISTINGS YELLOW

2ND CHARACTER

A = SERVICE INQ.  
B = FIRM ORDER

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 2 alpha characters

---

13. **ACT - Activity**  
Identifies the activity involved in this service request.

**Note 1:** On a supplement to a request this field carries the original activity type.

**VALID ENTRIES:**

N = New installation  
D = Disconnection  
M = Inside move of the physical termination within a building  
T = Outside move of end user location  
C = Change or modification to an existing service.  
R = Record activity is for ordering administrative changes.  
V = Migration/ Conversion

**Note 1:** 'T' is prohibited when REQTYPE = B when the move is outside of the original Serving Wire center.

**Note 2:** 'T' is prohibited when REQTYP = C, F, G, H, J.

**Note 3:** 'M' is prohibited when REQTYP = C, F, G, H, J.

**Note 4:** When REQTYP = D, D is the only Valid Entry.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 1 alpha character

---

14. **SUP - Supplement Type**

A supplement is any new iteration of an SR. The entry in the SUP field identifies the reason for which the supplement is being issued.

**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 INQ and Firm Orders whether or not they have been through the confirmation phase.

**2 = NEW DESIRED DUE DATE** - Indicates that the pending order required only a change of desired due date.

**Note 1:** Indicates the pending order requires a change of due date. The new due date is specified in the DDD field, desired due date. If the request is to establish a due date sooner than the current due date then the EXP field must contain a "Y" when less than the standard interval.

**3 = OTHER** - Any other change to the request.

**Note 1:** This may affect the previously agreed upon due date.

**Note 2:** Partial cancellations should also be entered with a "3" in the SUP field.

**Note 3:** A request for a change in Desired Due Date in conjunction with other changes to a pending order should be submitted with a "3" in the SUP field. If the request is to establish a due date sooner than the current due date then the EXP field must contain a "Y" when less than the standard interval.

14. SUP - Supplement Type (Continued)

**Note 4:** This entry is also to be used for supplements that are a result of changes.

**Note 5:** Requires an entry in the REMARKS field to identify the changes. The remainder of the request must be identical to the original request issued.

**USAGE:** This field is conditional.

**Note 1:** Prohibited on initial requests.

**Note 2:** Prohibited when changing a service inquiry to a firm order

**Note 3:** Prohibited when changing service type which results in a change to the first character of the REQ TYP field.

**DATA CHARACTERISTICS:** 1 numeric character

---

15. 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.

**Note 2:** Otherwise optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**16. AFO - Additional Forms**

Indicates which additional forms are being submitted with this request.

**DATA CHARACTERISTICS:** GTE DOES NOT USE THIS FIELD AT THIS TIME.

---

**17. RTR - Response Type Requested**

Identifies the type of confirmation response requested by the customer.

**VALID ENTRIES:**

C = CONFIRMATION  
D = CONFIRMATION & DCR  
N = NO RESPONSE  
F = FACILITY CONFIRM

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 1 alpha character.

---

18. **CC - Company Code**

Identifies the Exchange carrier requesting service.

**VALID ENTRIES:**

- \* A four alpha character code structure for Exchange Carriers in North America maintained by Bellcore.
- \* A two alpha character code structure for Bell Exchange Carriers maintained by Bellcore.
- \* A four alpha/numeric character code structure for all Exchange Carriers in the United State and certain U.S. territories maintained by NECA.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 4 alpha/numeric characters

---

19. **AENG - Additional Engineering**

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

**VALID ENTRIES:**

Y = Estimate requested.

**USAGE:**

This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

20. **ALBR - Additional Labor**

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

**VALID ENTRIES:**

Y or BLANK

**USAGE:**

This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

21. **SCA - Special Construction**

Identifies Pre authorization for special construction.

**VALID ENTRIES:**

Note 1: Y

**USAGE:**

This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**22. AGAUTH - Agency Authorization Status**

Indicates that the customer is acting as an End User's agent and has authorization on file.

**VALID ENTRIES:**

Y = Authorization on file

**USAGE:**

This field is conditional.

**Note 1:**

Required when the customer is acting as an End User agent, otherwise optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**23. DATED - Date of Agency Authorization**

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

**VALID ENTRIES:**

U.S. STANDARD

Two Digit Month (01-12)

Two Digit Day (01-31)

Two Digit Year (00-99)

METRIC FORMAT

Two Digit Year (00-99)

Two Digit Month (01-12)

Two Digit Day (01-31)

**Note 1:**

Metric date format may be used based on provider/customer negotiations.

**USAGE:**

This field is conditional.

**Note 1:**

Required when the AGAUTH field is Y, otherwise optional.

**DATA CHARACTERISTICS:** 8 numeric characters ( including 2 preprinted hyphens)

---



24. AUTHNM - Authorization Name

Identifies the person who signed the authorization.

USAGE: This field is conditional.

Note 1: Required when the AGAUTH field is "Y", otherwise optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

---

25. ACTL - Access Customer Terminal Location

Identifies the CLLI (COMMON LANGUAGE Location Identification) code of the customer facility terminal location. The CLLI code will have been previously assigned.

Note 1: If the customer does not have CLLI code for a particular ACTL, the provider may secure a code and provide it to the customer prior to the submission of any request.

Note 2: The ACTL code is an 11 character CLLI code designed for the identification of location entities for all services.

Note 3: The APOT field is required if the ACTL does not identify the specific physical termination point of the access service.

USAGE: This field is conditional.

Note 1: Prohibited for REQTYP D,E,G,H,J, otherwise optional.

DATA CHARACTERISTICS: 11 alpha/numeric characters maximum.

---

26. APOT - Additional Point of Termination

Further identifies the physical ACTL Point of Termination.

**Note 1:** This field may be a CLLI code or any other format to identify a termination location within an ACTL. For example, the customer may preassign cross-connect information for its service-to-service order coordination.

**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 for REQ TYP D,E,G,H,J.

**Note 3:** Otherwise optional.

**DATA CHARACTERISTICS:** 11 alpha/numeric characters

---

27. LST - Local Service Termination

Identifies the end office switch from which service is being requested.

**USAGE:** This field is conditional.

**Note 1:** Required when REQ TYP is "F".

**Note 2:** Required when REQ TYP is "E" and the entry is different than the end user's local serving office, otherwise optional.

**DATA CHARACTERISTICS:** 11 alpha/numeric characters

---

**28. CLS - SVC - Class of Service**

Identifies the Class of Service for the line ordered.

**Note 1:** The Class of Service identifies the end-user account as business or residential.

**VALID ENTRIES:**

1 = Business  
2 = Residential  
3 = Government  
4 = Coin  
A = Multi line

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**29. 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.

**VALID ENTRIES:**

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

**Note 1:** Valid entries are based on provider tariffs/practices.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 5-7 alpha/numeric characters

---

30. NC - Network Channel Code

Identifies the network channel code for the circuit (s) involved. The network channel code describes the channel being requested.

- Note 1:** The first two alpha characters are the channel service code which identifies the channel service.
- Note 2:** The third alpha/numeric character identifies the type of conditioning required on the channel. If there is no conditioning required, this position is a hyphen.
- Note 3:** The fourth alpha character indicates optional features, such as bridging. If no options are required, this position is a hyphen.

**USAGE:** This field is conditional.

**Note 1:** Required if ordering engineered service, otherwise optional.

**DATA CHARACTERISTICS:** 4 alpha/numeric characters

---

31. NCI - Network Channel Interface Code

Identifies the electrical conditions on the circuit at the ACTL/Primary Location.

The field consists of up to a twelve character code where the:

1. First two numeric characters (Positions 1 and 2) are required and represent the physical conductors, which describe the number of wires that traverse the point of termination.
2. Next two alpha character (Positions 3 and 4 ) are required and identify signaling and/or transmission characteristics.
3. Next alpha/numeric character (Position 5) is required and describes the impedance with which the customer/End User will terminate the channel for the purpose of evaluating transmission performance or to indicate if the circuit is Fiber.

31. NCI - Network Channel Interface Code ( Continued )

4. Next character (Position 6) is a period (used as a delimiter).
5. Next three alpha/numeric characters (Position 7,8, and 9) are to describe the protocol options.
6. Next character (Position 10) is a period (used as a delimiter).
7. Next alpha character (Position 11) describes the transmission level to be received at the customer/ End User interface to the provider.
8. Next alpha character (Position 12) describes the transmission level to be transmitted from the customer/End User interface to the provider.

**Note 1:** Allowable transmission level indicator codes which can be in field positions 11 and/or 12 are as follows. When there are no protocol options and the field format is compressed (Field positions 6 and 7 are decimals delimiters), these transmission levels may be reflected in field positions 8 and/or 9.

A = -16.0  
B = -15.0  
C = -14.0  
D = -13.0  
E = -12.0  
F = -11.0  
G = -10.0  
H = -9.0  
J = -8.0

K = -7.0  
L = -6.0  
M = -5.0  
N = -4.0  
P = -3.0  
Q = -2.0  
R = -1.0  
S = 0.0  
T = +1.0

U = +2.0  
V = +3.0  
W = +4.0  
X = +5.0  
Y = +6.0  
Z = +7.0

0 (alpha) = No transmission in this direction.

BLANK or - = Default to recommend value per tech. pub.

31. NCI - Network Channel Interface Code ( Continued )

**Note 2:** Transmission specifications may be described in provider tariffs and/or in Technical Reference Publications.

**Note 3:** Dashes are only allowed in the transmission level portion of this code to indicate a default value.

**Note 4:** This field must also be compatible with the NC on the request. NCI codes are described in the access tariffs.

**Note 5:** Currently, two optional features are ordered through the specification of the NCI code set for the protocol options field, Sealing Current Conditioning is ordered as "S" in the protocol options positions and Selective Signaling Arrangement is ordered as "R" in protocol options positions.

**USAGE:** This field is conditional.

**Note 1:** Required if ordering engineered service, otherwise optional.

**DATA CHARACTERISTICS:** 12 alpha/numeric characters

---

32. **SECNCI - Secondary Network Channel Interface Code**

Identifies the electrical conditions on the circuit at the secondary ACTL or end user location.

The field consists of up to a twelve character code where the:

1. First two numeric characters (Positions 1 and 2) are required and represent the physical conductors, which describe the number of wires that traverse the secondary ACTL or end user location.
2. Next two alpha character (Positions 3 and 4) are required and identify the signaling and/or transmission characteristics.
3. Next alpha/numeric character (Position 5) is required and describes the impedance with which the customer/End User will terminate the channel for the purpose of evaluating transmission performance or to indicate if the circuit is Fiber.
4. Next character (Position 6) is a period (used as a delimit).
5. Next three alpha/numeric characters (Position 7, 8, and 9) describe the protocol options.
6. Next character (Position 10) is a period (used as a delimiter).
7. Next alpha character (Position 11) describes the transmission level to to be received at the customer/End User interface from the provider.
8. Next alpha character (Position 12) describes the transmission level to to be transmitted from the customer/End User interface to the provider.

**Note 1:** Allowable transmission level indicator codes which can be in field positions 11 and/or 12 are as follows. When there are no protocol options and the field format is compressed (Field positions 6 and 7 are decimal delimiters), these transmission levels may be reflected in field positions 8 and/or 9.

32. SECNCI - Secondary Network Channel Interface Code (Continued)

A = -16.0	K = -7.0	U = +2.0
B = -15.0	L = -6.0	V = +3.0
C = -14.0	M = -5.0	W = +4.0
D = -13.0	N = -4.0	X = +5.0
E = -12.0	P = -3.0	Y = +6.0
F = -11.0	Q = -2.0	Z = +7.0
G = -10.0	R = -1.0	
H = -9.0	S = 0.0	
J = -8.0	T = +1.0	

0 (alpha) = No transmission in this direction.  
BLANK or - = Default to recommend value  
per tech. pub.

**Note 2:** Transmission specifications may be described in  
provider tariffs and/or in Technical Reference  
Publications.

**Note 3:** Dashes are only allowed in the transmission level  
portion of this code to indicate a default value.



32. **SECNCI - Secondary Network Channel Interface Code (Continued)**

**Note 4:** This field must also be compatible with the NC on the request. NCI codes are described in the access tariffs.

**Note 5:** Currently, two optional features are ordered through the specification of the NCI code set for the protocol options field, Sealing Current Conditioning is ordered as "S" in the protocol options positions and Selective Signaling Arrangement is ordered as "R" in protocol options positions.

**USAGE:** This field is conditional.

**Note 1:** Required if ordering engineered service, otherwise optional.

**DATA CHARACTERISTICS:** 12 alpha/numeric characters

---

**33. RPON - Related Purchase Order Number**

Identifies the PON of a related Service Request.

**Note 1:** The RPON field may be used for relating connect and disconnect service requests, or multiple request for the same location and due date.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 16 alpha/numeric characters

---

**34. RORD - Related Order Number**

Identifies a related provider order number.

**USAGE:** This field is conditional.

**Note 1:** Required when the provider has preassigned a related order number, otherwise prohibited.

**DATA CHARACTERISTICS:** 17 alpha/numeric characters

---

**35. 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

---

**36. 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.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 30 alpha/numeric characters

---

**37. LSP AUTH - Local Service Provider Authorization**

Indicates the carrier code of the Local Service Provider that is providing existing service and has authorized the change to a new service provider.

**VALID ENTRIES:**

- A four character code structure for Exchange Carriers in North America maintained by Bellcore.
- A two alpha character code structure for Bell Exchange Carriers maintained by Bellcore.
- A four numeric character code structure for all Exchange Carriers in the United States and certain U.S. territories maintained by NECA.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 4 alpha/numeric characters

---

**38. LSP AUTH DATE - Local Service Provider Authorization Date**

Identifies the date that appears on the LSP authorization previously provided to the new service provider.

**VALID ENTRIES:**

U.S. STANDARD  
Two Digit Month (01-12)  
Two Digit Day (01-31)  
Two Digit Year (00-99)

METRIC FORMAT  
Two Digit Year (00-99)  
Two Digit Month (01-12)  
Two Digit Day (01-31)

**Note 1:** Metric date format may be used based on provider/  
customer negotiations.

**USAGE:** This field is conditional.

**Note 1:** Required when LSP AUTH field is populated,  
otherwise optional.

**DATA CHARACTERISTICS:** 8 numeric characters

---

**39. LSP AUTH NAME - Local Service Provider Authorization Name**

Identifies the name of the person who signed the authorization letter.

**USAGE:** This field is conditional.

**Note 1:** Required when LSP AUTH field is populated otherwise optional.

**DATA CHARACTERISTICS:** 15 alpha/numeric characters

---

**40. CUST - Customer Name**

Identifies the name of the customer that originates this request when that customer has not been assigned a CCNA, (Customer Carrier Name Abbreviation).

**Note 1:** The initiator of this request will be contacted to discern customer location information and technical specifications.

**USAGE:** This field is conditional.

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

**DATA CHARACTERISTICS:** 30 alpha/numeric characters

---

**BILL SECTION**

**41. BI - Billing Account Number Identifier**

Identifies the service type of the Billing Account Number.

**VALID ENTRIES**

D = DIRECTORY LISTING  
L = LOOP  
N = NUMBER PORTABILITY  
U = USAGE

**USAGE:** This field is conditional.

**Note 1:** Required when more than one BAN field is populated,  
otherwise prohibited.

**DATA CHARACTERISTICS:** 1 alpha character

---

**42. 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 their individual billing procedures  
and provided to the customers.

**Note 2:** The BAN entry appearing on this form must be for the  
Provider identified in the SC field.

**VALID ENTIRES:**

Valid Billing Account Number.  
N= New Billing Account Number Requested.  
E= Existing

**42. BAN - Billing Account Number ( Continued )**

**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.

**Note 2:** If an existing service BAN is invalid, the provider will Determine the appropriate BAN and return it on the Confirmation Notice.

**Note 3:** Use of valid entry of "E" is based on provider/customer negotiations.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 12 alpha/numeric characters

---

**43. ACNA - Access Customer Name Abbreviation**

Identifies the COMMON LANGUAGE code of the customer to which the bill is to rendered.

**Note 1:** This code is assigned and provided by Bellcore prior to the submission of a Service Request.

**Note 2:** For an occasional customer who has not and probably will not obtain and ACNA enter "CUS" in this field.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 3 alpha characters

---

**44. EBD - Effective Bill Date**

Identifies the date billing is to cease for disconnect activity whenever the billing date is different from the due date.

**VALID ENTRIES:**

U.S. STANDARD

Two Digit Month (01-12)  
Two Digit Day (01-31)  
Two Digit Year (00-99)

METRIC FORMAT

Two Digit Year (00-99)  
Two Digit Month (01-12)  
Two Digit Day (01-31)

**Note 1:** Metric date format may be used based on provider/  
customer negotiations.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 8 numeric characters (including 2 preprinted hyphens)

---

**45. 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.

**DATA CHARACTERISTICS:** 25 alpha/numeric characters

---

**46. 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

---



47. TE - Tax Exemption

Indicates that the customer has submitted a tax exemption from the provider.

VALID ENTRIES:

<u>ENTRY</u>	<u>EXEMPT FROM</u>
F	FEDERAL
S	STATE/PROVINCE
C	COUNTY OR LOCAL
M	MUNICIPAL
A	F & S
B	F & C
K	F & M
D	F & S & C
E	F & S & M
G	F & S & C & M
S	S & C
I	S & M
J	C & M
L	LETTER ON FILE
N	NON EXEMPT
P	S & C & M

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character

---

**48. 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

---

**49. STREET - Street Address**

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

---

**50. FLOOR**

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

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 3 alpha/numeric characters

---

**51. ROOM / MAILSTOP**

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

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 6 alpha/numeric characters

---

**52. CITY**

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

---

**53. STATE - State/Province**

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

---

**54. ZIP CODE**

Identifies the zip code 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:** 10 alpha/numeric characters

---

**55. BILLCON - Billing Contract**

Identifies the name of the person or office to 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

---

**56. TEL NO - Telephone Number**

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 alpha/numeric characters ( including 3 preprinted hyphens)

---

**57. 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.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 17 alpha/numeric characters

---

**CONTACT SECTION**

**58. INIT - Initiator Identification**

Identifies the customer's 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 are the responsibility of this person.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 15 alpha/numeric characters

---

**59. TEL NO - Telephone Number**

Identifies the telephone number of the initiator.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 17 numeric characters ( including 3 preprinted hyphens)

---

**60. EMAIL - Electronic Mail Address**

Identifies the electronic mail address of the initiator.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 30 alpha/numeric characters

---

**61. FAX NO - Facsimile Number**

Identifies the fax number of the initiator.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 12 numeric characters ( including 3 preprinted hyphens)

---

**62. STREET - Initiator Street Address**

Identifies the initiator's street address.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 25 alpha/numeric characters

---

**63. FLOOR**

Identifies the floor of the initiator's address.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 3 alpha/numeric characters

---

**64. ROOM / MAILSTOP**

Identifies the room or mailstop of the initiator's address.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 10 alpha/numeric characters

---

**65. CITY**

Identifies the city, village, township, etc. of the initiator's address.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 25 alpha/numeric characters

---

**66. STATE - State / Province**

Identifies the two character postal code for the state or province of the initiator's address.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 2 alpha characters

---

**67. ZIP CODE**

Identifies the zip code or postal code of the initiator's address.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 10 alpha/numeric characters

---

**68. IMPCON - Implementation Contact**

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

**Note 1:** During installation, this is the customer contact who will be informed by the provider's installer when the end-user requires activity other than that ordered by the customer (i.e., wants the circuit terminated in a room other than designated on the order).

**Note 2:** To facilitate the ordering process, the identification of the company may be included with the employee's name.

**Note 3:** This is the contact to be used for completions, acceptance testing and other such related installation activity unless otherwise specified by provider/customer negotiations.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 15 alpha/numeric characters

---

**69. TEL NO - Telephone Number**

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:** 17 alpha/numeric characters ( including 3 preprinted hyphens)

---

**70. PAGER - Pager Number**

Identifies the pager number of the implementation contact.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 25 numeric characters

---

**71. ALT IMPCON - Alternate Implementation Contact**

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

**Note 1:** During installation, this is the customer contact who will be informed by the provider installer when the end-user requires activity other than that ordered by the customer ( i.e., wants the circuit terminated in a room other than designated on the order).

**Note 2:** To facilitate the ordering process, the identification of the company may be included with the employee's name.

**Note 3:** This is the contact to be used for completions, acceptance testing and other such related installation activity unless otherwise specified by provider/customer negotiations.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 15 alpha/numeric characters

---



**72. TEL NO - Telephone Number**

Identifies the telephone number of the alternate implementation contact.

**USAGE:** This field is conditional.

**Note 1:** Required when the ALT IMPCON field is populated, otherwise prohibited.

**DATA CHARACTERISTICS:** 17 numeric characters ( including 3 preprinted hyphens)

---

**73. PAGER - Pager Number**

Identifies the pager number of the alternative implementation contact.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 25 numeric characters

---

**74. DSGCON - Design/Engineering Contact**

Identifies the employee of the customer or agent that should be contacted on design/ engineering matters.

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

**USAGE:** This field is conditional.

**Note 1:** Required for engineered services, otherwise optional.

**DATA CHARACTERISTICS:** 15 alpha/numeric characters

---

**75. DRC - Design Routing Code**

Identifies the customer location routing code for the transmission of the design layout report.

**Note 1:** The routing code represents the following information:

- Company
- Street
- Floor
- Room
- City
- State
- Zip Code

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

**Note 3:** The codes are assigned by the provider.

**USAGE:** This field is conditional.

**Note 1:** Use of this field is based on provider/customer negotiations.

**DATA CHARACTERISTICS:** 3 alpha/numeric characters

---

**76. TEL NO - Telephone Number**

Identifies the telephone number of the design/engineering contact.

**USAGE:** This field is conditional.

**Note 1:** Required when the DSGCON field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 17 numeric characters ( including 3 preprinted hyphens)

---

**77. FAX NO - Facsimile Number**

Identifies the fax number of the design/engineering contact.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 17 numeric characters ( including 3 preprinted hyphens)

---

**78. EMAIL - Electronic Mail Address**

Identifies the electronic mail address of the design/engineering contact.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 30 alpha/numeric characters

---

**79. STREET - Street Address**

Identifies the street address for the design/engineering contact.

**USAGE:** This field is conditional.

**Note 1:** Required when the DSGCON field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 25 alpha/numeric characters

---

**80. FLOOR**

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

**USAGE:** This field is conditional.

**Note 1:** Required when the DSGCON field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 3 alpha/numeric characters

---

**81. ROOM / MAILSTOP**

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

**USAGE:** This field is conditional.

**Note 1:** Required when the DSGCON field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 10 alpha/numeric characters

---

**82. CITY**

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

**USAGE:** This field is conditional.

**Note 1:** Required when the DSGCON field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 25 alpha/numeric characters

---

**83. STATE**

Identifies the two character postal code of the state of the design/engineering contact's address.

**USAGE:** This field is conditional.

**Note 1:** Required when the DSGCON field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 2 alpha characters

---

**84. ZIP**

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

**USAGE:** This field is conditional.

**Note 1:** Required when the DSGCON field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 10 alpha/numeric characters

---

**85. 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:** 96 alpha/numeric characters

---

**RESALE**

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**001237**



# RESALE SERVICE

## ADMINISTRATIVE SECTION

PON (1) \_\_\_\_\_ VER (2) \_\_\_\_\_ REOTYP (3) \_\_\_\_\_ ACT (4) \_\_\_\_\_ QTY (6) \_\_\_\_\_ PG (6) \_\_\_\_\_ OF \_\_\_\_\_

## HUNTING

HA (7) \_\_\_\_\_ HUNT SEQ (8) \_\_\_\_\_

## SERVICE DETAILS

REF NUM (9) \_\_\_\_\_ ACT TN (11) \_\_\_\_\_ CKR (12) \_\_\_\_\_  
 F PK (14) F LPC (16) TOOPT TNC TO (17) \_\_\_\_\_ TNC PER (18) \_\_\_\_\_ JK CODE (19) \_\_\_\_\_ JK NUM (20) JK POS (21) IS SGNL (23) PULSE (24)  
 (13) \_\_\_\_\_ (16) \_\_\_\_\_ (22) \_\_\_\_\_  
 CFA (26) \_\_\_\_\_

FA FEATURE (27) \_\_\_\_\_ FEATURE DETAIL (28) \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_

REF NUM \_\_\_\_\_ ACT TN \_\_\_\_\_ CKR \_\_\_\_\_  
 F PK \_\_\_\_\_ LPC \_\_\_\_\_ TOOPT TNC TO \_\_\_\_\_ TNC PER \_\_\_\_\_ JK CODE \_\_\_\_\_ JK NUM \_\_\_\_\_ JK POS \_\_\_\_\_ IS SGNL \_\_\_\_\_ PULSE \_\_\_\_\_  
 CFA \_\_\_\_\_

FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_  
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 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_

**ADMINISTRATIVE SECTION**

**1. PON - Purchase Order Number**

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

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 16 alpha/numeric characters

---

**2. 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.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**3. REQ TYP - Requisition Type and Status**

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

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 2 alpha characters

---



**4. ACT - Activity**

Identifies the activity involved in this service request.

**Note 1:** On a supplement to a request this field carries the original activity type.

**VALID ENTRIES:**

N = New installation or increase in capacity.  
D = Disconnection or decrease in capacity.  
M = Inside move or the physical termination within a building.  
T = Outside move or end user location.  
C = Change or modification to an existing service.  
R = Records activity is for ordering administrative changes.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 1 alpha character

---

**5. QTY - Quantity**

Identifies the quantity of circuits involved in this service request.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 3 numeric characters

---

**6. PG\_OF\_**

Identifies the page number and total number of pages contained in this transaction.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---

**HUNTING SECTION**

**7. HA - Hunt Group Activity**

Identifies the activity associated with the hunt group on this request.

**VALID ENTRIES:**

N = New  
E = Existing / no change  
C = Change to Hunt Group Seq.  
D = Remove Hunt Group Arrangement

**USAGE:** This field is conditional.

**Note 1:** Required when requesting hung group activity, otherwise optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**8. HUNT SEQ - Hunting Sequence**

Identifies the desired hunting sequence.

**USAGE:** This field is conditional.

**Note 1:** Required when requesting hunt group activity, otherwise optional.

**DATA CHARACTERISTICS:** 50 alpha/numeric characters

---

**SERVICE DETAILS**

**9. REF NUM - Reference Number**

Identifies the first Line / Trunk as a unique number and each additional Line / Trunk as a unique number.

**Note 1:** The REF NUM is customer assigned as is returned on the confirmation notice to the ordering customer.

**Note 2:** Once REF NUM is generated it cannot be changed and is retained through completion of the request.

**Note 3:** The values are to assigned consecutively, and must be unique throughout the request.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---

**10. ACT - Activity**

Identifies the activity involved at the line level.

**VALID ENTRIES:**

N = New  
C = Change  
R = Record  
D = Disconnect  
X = Telephone Number Change  
V = Migration / Conversion

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 1 alpha character

---

**11. TN - Telephone Number**

Identifies the telephone number/TER (MTCE) or range of telephone numbers for this service request.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 17 numeric characters ( including 2 preprinted hyphens)

---

**12. 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 optional.

**DATA CHARACTERISTICS:** 25 alpha/numeric characters

---

**13. F - Freeze PIC Indicator**

Indicates the customer's desired freeze option for the PIC or LPIC.

**VALID ENTRIES:**

E = Freeze Inter  
A = Freeze Intra  
B = Freeze Both Intra and Inter  
N = None

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**14. PIC - Primary Interexchange Carrier**

Indicates the interlata primary Interexchange carrier choice of the customer.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 3-4 numeric characters

---

**15. LPIC - Intralata Primary Interexchange Carrier**

Identifies the carrier the customer has selected for their Intralata traffic.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 4 alpha/numeric characters

---

**16. TC OPT - Transfer of Call Options**

Identifies the type of transfer of call options the end user has requested.

**VALID ENTRIES:**

S = Standard  
C = Customer  
N = None

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**17. TNC TO - Transfer of Calls To**

Identifies the telephone number to which calls are to be referred.

**Note 1:** If no transfer of calls is desired, then the TNC TO field is to be left blank and the standard disconnect recording will be provided.

**Note 2:** The customer may enter "TBA" ( To Be Assigned) when the RPON field on the ASR Form is populated.

**Note 3:** When "TBA" is entered, the provider will populate this field with the telephone number assigned to the new line.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 12 alpha/numeric characters ( including 2 preprinted hyphens)

---

**18. TNC PER - Transfer Of Calls Period**

Indicates the requested date that the transfer of calls, specified in the TNC TO field, is to be removed and the standard recorded announcement is to be provided.

**Note 1:** When the standard period of transfer (provided by the provider ) is acceptable, the field is to be left blank.

**VALID ENTRIES:**

U.S. STANDARD

Two Digit Month (01-12)  
Two Digit Day (01-31)  
Two Digit Year (00-99)

METRIC FORMAT

Two Digit Year (00-99)  
Two Digit Month (01-12)  
Two Digit Day (01-31)

**Note 1:** Metric date format may be used based on provider / customer negotiations.

**USAGE:** This field is conditional.

**Note 1:** Prohibited when the TNC TO field is not populated, otherwise optional.

**DATA CHARACTERISTICS:** 8 numeric characters ( including 2 preprinted hyphens)

---

**19. JK CODE - Jack Code**

Indicates the standard code for the particular registered or non-registered jack used to terminate the service.

**Note 1:** Familiarization with the FCC's registration rules is requisite for all parties involved for the determination of the proper "Jack Code" for a given registered service. Registered jacks used to terminate Category 1 and 3 services begin with the designation "RJ".

**USAGE:** This field is conditional.

**Note 1:** Required when the JS field is "E" or "N".

**Note 2:** Prohibited when the JS field is not populated.

**Note 3:** Otherwise optional.

**DATA CHARACTERISTICS:** 5 alpha/numeric characters

---

**20. JK NUM - Jack Number**

Identifies the number of the existing jack used on private end user connections.

**Note 1:** When the jack identification is unknown, enter 99 in this field.

**USAGE:** This field is conditional.

**Note 1:** Required when the JK CODE field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---



**21. JK POS - Jack Position**

Identifies the position in the jack that a particular circuit will occupy.

**Note 1:** When jack position is unknown, enter 99 in this field to specify next available position.

**USAGE:** This field is conditional.

**Note 1:** Required when the JK CODE field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 2 numeric characters

---

22. JS - Jack Status

Indicates whether the access is to terminate at a new or existing registered jack or demarc.

**VALID ENTRIES:**

N = New - constitutes an order for the registered jack.  
E = Existing registered jack.  
D = New demarc ( no registered jack or PCA termination required)

**Note 1:** If a jack that is being provided for the service is ordered from another tariff it should be identified as existing.

**Note 2:** Valid entries indicating registered jack and demarc cannot be mixed on the same request.

**Note 3:** When this field is populated with "N" constituting an order for a jack, the number of jacks to be provided is based upon the quantity of circuits / facilities ordered, the type of jack (JK CODE) and the number of positions available in a multi position jack.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 1 alpha character

---

**23. SGNL - Signaling**

Identifies the type of signaling required.

**VALID ENTRIES:**

LS = Loop Start  
GS = Ground Start  
WS = Wink Start  
DD = Delay Dial  
IM = Immediate  
E1 = E + M 1  
E2 = E + M 2  
E3 = E +EM3

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**24. PULSE - Type Of Pulsing**

Identifies the type of pulsing on the requested trunk.

**VALID ENTRIES:**

DP - Dial Pulse  
MF - Multi Frequency  
DTMF - Dual -tone multi frequency

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 4 alpha characters

---

**25. CFA - Connecting Facility Assignment**

Identifies the provider carrier system and channel to be used from a Wideband Analog or a High Capacity Facility. The Facility Identification consists of the following elements:

1. The Facility Designation which uniquely identifies a particular facility type between two terminal locations ( variable length, 1-5 characters ).  
  
**Note 1:** On initial facility order, an entry of "NEW" may be used.
2. The Facility Type which is usually identified through the use of a code set found in the Bellcore Practice BR 795-450-100 (variable length, 1-6 characters).
3. The Channel / Pair number of the Wideband or Hi-Cap Facility that is being used to provide the service shown on ;this ASR. The Channel / Pair number may be accompanied by a modifier code to further define the facility characteristics ( variable length 1-5 characters).
4. The "A" Location, which is the location of the facility termination that has the lower alpha/numeric COMMON LANGUAGE Location Identification (CLLI) code ( 8 or 9 characters).
5. The "Z" Location, which is the location of the facility termination that has the higher alpha/numeric COMMON LANGUAGE Location Identification (CLLI) code ( 8 to 11 characters).
6. Virgules (/) are used as delimiters to separate the different elements of the CFA.

**Note 1:** The range of assignments should be provided on the DLR during the provisioning of the Wideband or High Capacity Facility. The customer specifies the particular carrier system and channel or channels to be utilized.

**Note 2:** All element entries of the Connecting Facilitate assignment are left justified with no trailing spaces.

**USAGE:** This field is conditional.

**Note 1:** Required when utilizing Wideband and/or Hi-Cap facilities, otherwise optional.

**DATA CHARACTERISTICS:** 42 alpha/numeric characters

---

**26. FA - Feature Activity**

Indicates the activity type for the feature.

**VALID ENTRIES:**

A = Add / Install  
C = Charge  
D = Delete  
V = Migration / Conversion

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**27. FEATURE - Feature Codes**

Identifies the type of Feature Associated with the line.

**Note 1:** Codes for feature identification may include USOCs, FIDs, or TCIF maintained EDI codes are based on provider / customer negotiations.

**USAGE:** This field is conditional.

**Note 1:** Required when the FA field is populated.

**DATA CHARACTERISTICS:** 6 alpha/numeric characters

---

**28. FEATURE DETAIL**

Identifies additional information for the type of feature associated with the line.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 24 alpha/numeric characters

---

**END USER**

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**001253**



# END USER INFORMATION

ADMINISTRATIVE SECTION    PGN (1)    VER (2)    QTY (3)    PG (4)    OF

LOCATION and ACCESS

NAME (6)    STREET (8)    FLOOR (7)

ROOM / MAILSTOP (8)    BLDG (9)    CITY (10)    STATE (11)    LOON (12)

TEL NO (13)    EVAM ACC (16)    (14)

ACC

INSIDE WIRE    MO(16)    MBAN (17)    INCOM(18)    TEL NO (19)

BILL SECTION

LOC BAN (20)    FBI (21)    BILL NM (22)    STREET (24)    FLOOR (26)    ROOM/AL STOP (26)

SRILL NM(23)    STATE ZP CODE(29)    BILL COM(30)

CITY(27)    SS NO.(32)

TEL NO(31)

DISCONNECT INFORMATION

REF NUM(33)	DISCONNECT # (34)	TER (35)	TC OPT (36)	TNC TO (37)	TNC PER (38)
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER
REF NUM	DISCONNECT #	TER	TC OPT	TNC TO	TNC PER

REMARKS (39)

**ADMINISTRATIVE SECTION**

**1. PON - Purchase Order Number**

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

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 16 alpha/numeric characters

---

**2. 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.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**3. QTY - Quantity**

Identifies the quantity involved in this service request.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 3 numeric characters

---

**4. PG\_OF\_**

Identifies the page number and total number of pages contained in this transaction.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 2 numeric characters

---



**LOCATION AND ACCESS SECTION**

**5. NAME - End User Name**

Identifies the name of the end-user.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 25 alpha/numeric characters

---

**6. STREET - Street Address**

Identifies the street address for the end user location.

**Note 1:** Military installations may use building numbers in lieu of street names.

**USAGE:** This field is conditional.

**Note 1:** Required when REQTYP = E, otherwise optional.

**DATA CHARACTERISTICS:** 16 alpha/numeric characters

---

**7. FLOOR**

Identifies the floor of the end user location.

**Note 1:** Abbreviations are acceptable.

**Note 2:** If this field is not required to terminate the service, i.e., A one story building with no basement, enter "NR" ( Not Required).

**USAGE:** This field is conditional.

**Note 1:** Required when REQTYP = E, otherwise optional.

**DATA CHARACTERISTICS:** 16 alpha/numeric characters

---

**8. ROOM / MAILSTOP**

Identifies the room of the end user location.

- Note 1:** Designates either a room, slip, lot, unit or apartment.
- Note 2:** When entering other than room number, include "slip", "lot", "unit", "apt", "suite", etc. as part of the entry.
- Note 3:** Abbreviation are acceptable.
- Note 4:** When unknown due to building construction enter TBD ( To Be Determined).
- Note 5:** If this field is not required to terminate the service, enter "NR" ( Not Required).

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 6 alpha/numeric characters

---

**9. BLDG - Building**

Identifies the specific building at the end user location.

- Note 1:** Designates the building when there are multiple buildings at one address.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 9 alpha/numeric characters

---

10. CITY

Identifies the city, village, township, etc. of the end user location.

USAGE: This field is conditional.

Note 1: Required when REQ TYP = E, otherwise optional.

DATA CHARACTERISTICS: 25 alpha characters

---

11. STATE - State/Province

Identifies the two character postal code for the state/province of the end user location.

USAGE: This field is conditional.

Note 1: Required when REQ TYP = E, otherwise optional.

DATA CHARACTERISTICS: 2 alpha characters

---

12. LCON - Local Contact

Identifies the local contact name for access.

USAGE: This field is optional.

DATA CHARACTERISTICS: 15 alpha/numeric characters

---

13. TEL NO - Telephone Number

Identifies the telephone number of the local contact.

USAGE: This field is optional.

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

---

**14. EUMI - End User Moving Indicator**

Indicates when the end user location is changing.

**Note 1:** End user address information may be required to ensure the telephone number is eligible for portability.

**Note 2:** When this field is populated the street, city, and state fields in the LOCATION & ACCESS section are required.

**VALID ENTRIES:**

Y = End User is moving

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha characters

---

**15. ACC - Access Information**

Indicates the access instructions for the end-user location.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 115 alpha/numeric characters

---

**INSIDE WIRE SECTION**

**16. IWO - Inside Wiring Options**

Identifies the requirement for inside wire services.

**VALID ENTRIES:**

- R = Referral for inside wiring ( Provider will negotiate with the end user).
- S = Provide inside wire repair plan and bill the customer.
- T = Provide inside wiring and repair plan and bill the end user.
- U = Provide inside wiring and repair plan and bill the customer.
- V = Provide inside wiring and repair plan and bill the end user.
- W = Provide inside wiring and bill the customer.
- Y = Provide inside wiring and bill end user directly.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**17. IW BAN - Inside Wire Billing Account Number**

Identifies the billing account number for charges associated with inside wiring.

**VALID ENTRIES:**

BILLING ACCOUNT NUMBER

N = New billing account number requested

**USAGE:**

This field is conditional.

**Note 1:** Required when the IWO field is populated with a value of S, U, or W, otherwise prohibited.

**DATA CHARACTERISTICS:** 12 alpha/numeric characters

---

**18. IWCON - Inside Wire Contact**

Identifies the name of the person to be contacted for inside wire.

**USAGE:**

This field is conditional.

**Note 1:** Required when the IWO field is populated.

**Note 2:** Otherwise optional.

**DATA CHARACTERISTICS:** 24 alpha/numeric characters

---

**19. TEL NO - Inside Wire Contact Telephone Number**

Identifies the telephone number of the inside wire contact.

**USAGE:**

This field is conditional.

**Note 1:** Required when the IWCON field is populated, otherwise prohibited.

**DATA CHARACTERISTICS:** 17 numeric characters ( including 3 preprinted hyphens)

---

**BILLING SECTION**

**20. LOCBAN - Local Billing Account Number**

Identifies the end user's billing account number which may also be the end user local exchange telephone number.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 12 alpha/numeric characters

---

**21. FBI - Final Bill Information**

Indicates whether a final bill should be sent to either the existing billing address or different address.

**VALID ENTRIES:**

E = Existing  
D = Different

**Note 1:** If entry = D BILL NM, STREET, STATE, etc., must be populated.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**22. BILL NM - Bill Name**

Identifies the end user bill name.

**USAGE:** This field is conditional.

**Note 1:** Required when FI is "D", otherwise optional.

**DATA CHARACTERISTICS:** 25 alpha/numeric characters

---

**23. 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 identifies 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

---

**24. STREET - Street Address**

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

---

**25. FLOOR**

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

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 3 alpha/numeric characters

---

**26. ROOM / MAILSTOP**

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

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 6 alpha/numeric characters

---



**27. CITY**

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 characters

---

**28. STATE - State/Province**

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

---

**29. ZIP CODE**

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:** 10 alpha/numeric characters

---

**30. 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

---

**31. TEL NO - Telephone Number**

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 ( including 3 preprinted hyphens)

---

**32. SS# - Social Security Number**

Identifies the social security number of the end user Bill Name.

**USAGE:** This field is conditional.

**Note 1:** Required when REQTYP is E or F, otherwise optional.

**DATA CHARACTERISTICS:** 11 numeric characters ( including 2 preprinted hyphens)

---

**DISCONNECT INFORMATION SECTION**

**33. REF NUM - Reference Number**

Identifies the first Line/Trunk as a unique number of each additional Line/Trunk as a unique number.

**Note 1:** The REF NUM is customer assigned and is returned on the Confirmation Notice to the ordering customer.

**Note 2:** Once REF NUM is generated it cannot be changed and is retained through completion of the request.

**Note 3:** The values are to be assigned consecutively, and must be unique throughout the request.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---

**34. DISCONNECT # - Disconnect Telephone Number**

Identifies the end user telephone number to be disconnected.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 12 alpha/numeric characters ( including 2 preprinted hyphens)

---

35. TER -

USAGE: This field is

DATA CHARACTERISTICS:

---

36. TC OPT - Transfer of Call Options

Identifies the type of transfer of call option the end user has requested.

VALID ENTRIES:

S - Standard  
C - Custom  
N - None

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character

---

37. TNC TO - Transfer of Calls To

Identifies the telephone number to which calls are to be referred.

USAGE: This field is conditional.

DATA CHARACTERISTICS: 12 numeric characters ( including 2 preprinted hyphens)

---

**38. TNC PER -Transfer of Calls Period**

Indicates the requested date that the transfer of calls, specified in the TNC TO field, is to be removed and the standard recorded announcement is to be provided.

**Note 1:** When the standard period of transfer (provided by the provider) is acceptable, the field is to be left blank.

**VALID ENTRIES:**

U.S. STANDARD

Two Digit Month (01-12)  
Two Digit Day (01-31)  
Two Digit Year (00-99)

METRIC FORMAT

Two Digit Year (00-99)  
Two Digit Month (01-12)  
Two Digit Day (01-31)

**Note 1:** Metric date format may be used based on provider/customer negotiations.

**USAGE:** This field is conditional.

**Note 1:** Prohibited when the TNC TO field is not populated, otherwise optional.

**DATA CHARACTERISTICS:** 8 numeric characters ( including 2 preprinted hyphens)

---

**39. 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:** 96 alpha/numeric characters

---

**PORT SERVICE**

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**001269**



# PORT SERVICE

AMINISTRATIVE SECTION  
 POS(1) \_\_\_\_\_ VER(2) \_\_\_\_\_ QTY(3) \_\_\_\_\_ PG(4) \_\_\_\_\_ OF \_\_\_\_\_

HUNTING HA(6) HUNT SEQ(6) \_\_\_\_\_

SERVICE DETAILS  
 REF NUM(7) ACT TH(8) \_\_\_\_\_ F PC(11) F LPC(12) \_\_\_\_\_

CHK(13) \_\_\_\_\_  
 ECKXT(14) \_\_\_\_\_  
 TC OPT TNC TO(16) \_\_\_\_\_ TNC PER(17) \_\_\_\_\_ SYSTEM ID(19) \_\_\_\_\_ CABLE ID(19) \_\_\_\_\_ SLOT(21) \_\_\_\_\_ CHANPAR(22) \_\_\_\_\_  
 CFA(23) \_\_\_\_\_ SGML PULSE(26) \_\_\_\_\_  
 FA FEATURE(27) \_\_\_\_\_ FEATURE DETAIL(28) \_\_\_\_\_ FA FEATURE \_\_\_\_\_  
 [26] \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_  
 REF NUM ACT TN \_\_\_\_\_ F PC \_\_\_\_\_ F LPC \_\_\_\_\_  
 OKR \_\_\_\_\_

ECKXT \_\_\_\_\_  
 TC OPT TNC TO \_\_\_\_\_ TNC PER \_\_\_\_\_ SYSTEM ID \_\_\_\_\_ CABLE ID \_\_\_\_\_ SHELF \_\_\_\_\_ SLOT \_\_\_\_\_ CHANPAR \_\_\_\_\_  
 CFA \_\_\_\_\_ SGML PULSE \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_  
 FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_ FA FEATURE \_\_\_\_\_ FEATURE DETAIL \_\_\_\_\_

REMARKS(29) \_\_\_\_\_

**ADMINISTRATIVE SECTION**

**1. PON -Purchase Order Number**

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

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 16 alpha/numeric characters

---

**2. 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.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**3. QTY - Quantity**

Identifies the quantity of circuits involved in this service request.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 3 numeric characters

---

**4. PG\_OF\_**

Identifies the page number and total number of pages contained in this transaction.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---



**HUNTING SECTION**

**5. HUNT GROUP ID**

The designation for a hunt group.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 4 alpha/numeric characters

---

**6. HUNT SEQ -Hunting Sequence**

Identifies the hunting sequence when preferential hunting is involved.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 57 alpha/numeric characters

---

**SERVICE DETAILS SECTION**

**7. REF NUM - Reference Number**

Identifies the first circuit or segment as a unique number and each additional circuit or circuit segment as a unique number.

**Note 1:** The REF NUM is customer assigned and is returned on the confirmation notice to the ordering customer.

**Note 2:** Once REF NUM is generated it cannot be changed and is retained through completion of the request.

**Note 3:** The values are to be assigned consecutively beginning "002". The value "001" is reserved for the associated service specific form.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---

**8. ACT -Activity**

Identifies the activity involved at the line level.

**VALID ENTRIES:**

N = New  
C = Change  
R = Record  
D= Disconnect  
X = Telephone number change  
V = Migration/Conversion

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 1 alpha character

---

**9. TN -Telephone Number**

Identifies the telephone number or range of telephone numbers for this service request.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 12 numeric characters ( including 2 preprinted hyphens)

---

10. F -Freeze PIC Indicator

Indicates the customer's desired freeze option for the PIC or LPIC.

VALID ENTRIES:

E = Freeze Inter  
A = Freeze Intra  
B = Freeze both Intra and Inter  
N = None

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character

---

11. PIC - Primary Interexchange Carrier

Indicates the primary Interexchange carrier choice of the end user for presubscription.

USAGE: This field is

DATA CHARACTERISTICS: 3-4 numeric characters

---

**12. LPIC -Local Presubscription Indicator**

Identifies the End User has selected this carrier for the Intralata traffic.

**USAGE:** This field is conditional.

**Note 1:** Determine whether state jurisdiction must be included in the definition.

**DATA CHARACTERISTICS:** 4 alpha/numeric characters

---

**13. 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 optional.

**DATA CHARACTERISTICS:** 32 alpha/numeric characters

---

**14. ECCKT - Exchange Company Circuit ID**

Identifies an provider Circuit ID or multiple circuit IDs.

- Note 1:** The format of the field is defined by the provider.
- Note 2:** All components within the ID should be delimited by either virgules or periods.
- Note 3:** The layout of the field is defined by the COMMON LANGUAGE standards.
- Note 4:** When a component of CLT and CLS is purposely omitted, the component should still be delimited and compressed to eliminate any spaces.
- Note 5:** If all positions in a component of CLT and CLS are not populated, the component should be compressed to eliminate any spaces.
- Note 6:** 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 7:** Use of ranging is based on provider/customer negotiations.

**VALID ENTRIES:**

**TELEPHONE NUMBER FORMAT:**

Prefix/Service Code and modifier /NPA/NXX/XXXX/ Terminal Number ( if applicable).

This format may be up to 30 characters in length which allows space for depicting a range of circuit numbers.

Examples: A2/SBFS/201/981/3500-3507  
//800/123/4567

14. ECCKT - Exchange Company Circuit ID (Continued)

**SERIAL NUMBER FORMAT:**

Prefix/Service Code and Modifier/Serial Number/Suffix code/AP. code/segment name ( if applicable)

This format may be up to 27 characters in length including space for depicting a range of numbers.

Example: A2/LBFS/032719/011/NY

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 32 alpha/numeric characters

---

15. TC OPT - Transfer of Call Options

Identifies the type of transfer of call option the end user has requested.

**VALID ENTRIES:**

S = Standard  
C = Custom  
N = None

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

16. TNC TO - Transfer of Calls To

Identifies the telephone number to which calls are to be referred.

- Note 1:** If no transfer of calls is desired, then the TNC TO field is to be left blank and the standard recording will be provided.
- Note 2:** The customer may enter "TBA" ( To Be Assigned ) when the RPON field on the ASR form is populated.
- Note 3:** When "TBA" is entered, the provider will populate this field with the telephone number assigned to the new line.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 12 alpha/numeric characters ( including 2 preprinted hyphens)

---

17. TNC PER -Transfer Of Calls Period

Indicates the requested date that the transfer of calls, specified in the TNC TO field, is to be removed and the standard recorded announcement is to be provided.

- Note 1:** When the standard period of transfer (provided by the provider ) is acceptable, the field is to be left blank.

**VALID ENTRIES:**

U.S. STANDARD

Two Digit Month (01-12)  
Two Digit Day (01-31)  
Two Digit Year (00-99)

METRIC FORMAT

Two Digit Year (00-99)  
Two Digit Month (-01-12)  
Two Digit Day (01-31)

- Note 1:** Metric date format may be used based on provider/customer negotiations.



17. Transfer of Calls To Cont.

USAGE: This field is conditional.

Note 1: Prohibited when the TNC TO field is not populated,  
otherwise optional.

DATA CHARACTERISTICS: 11 numeric characters ( including 2 preprinted hyphens )

---

18. SYSTEM ID - System Identification

Identifies the carrier system to be used.

USAGE: This field is optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

---

19. CABLE ID -Cable Identification

Identifies the cable to be used.

USAGE: This field is optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

---

20. SHELF

Identifies the number assigned to the shelf to be used for this service.

USAGE: This field is optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

---

**21. SLOT**

Identifies the specific connection slot to be used for this service.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 5 alpha/numeric characters

---

**22. CHAN / PAIR -Channel / Pair**

Identifies the specific channel or pair within a facility & cable to be used for connection.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 5 alpha/numeric characters

---

**23. CFA - Connecting Facility Assignment**

Identifies the provider carrier system and channel to be used from a Wideband Analog or a High Capacity Facility. The Facility Identification consists of the following elements:

1. The Facility Designation which uniquely identifies a particular facility type between two terminal locations ( variable length, 1-5 characters).

**Note 1:** On initial facility order, an entry of "NEW" may be used.

2. The Facility Type which is usually identified through the use of a code set found in the Bellcore Practice BR 795-450-100 (variable length, 1-6 characters).

**23. CFA - Connecting Facility Assignment (Continued)**

24. The Channel / Pair number of the Wideband or Hi-Cap Facility that is being used to provide the service shown on this ASR. The Channel / Pair number may be accompanied by a modifier code to further define the facility characteristics (variable length, 1-5 characters).
25. The "A" Location, which is the location of the facility termination that has the lower alpha/numeric COMMON LANGUAGE Location Identification (CLLI) code ( 8 or 11 characters ).
26. The "Z" Location, which is the location of the facility termination that has the higher alpha/numeric COMMON LANGUAGE Location Identification ( CLLI ) code or ( 8 to 11 characters ).
27. Virgules (/) are used as delimiters to separate the different elements of the CFA.

**Note 1:** The range of assignments should be provided on the DLR during the provisioning of the Wideband or High Capacity Facility. The customer specifies the particular carrier system and channel or channels to be utilized.

**Note 2:** All element entries of the Connecting Facility Assignment are left justified with no trailing spaces.

**USAGE:** This field is conditional

**Note 1:** Required when utilizing Wideband and/or Hi-Cap facilities.

**Note 2:** Otherwise optional.

**DATA CHARACTERISTICS:** 42 alpha/numeric characters

---

**24. SGNL -Signaling**

Identifies the type of signaling required.

**VALID ENTRIES:**

LS = LOOP START  
GS = GROUND START  
WS = WINK START  
DD = DELAY DIAL  
IM = IMMEDIATE  
E1 = E +M1  
E2 = E +M2  
E3 = E +M3

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**25. PULSE - Type Of Pulsing**

Identifies the type of pulsing on the requested trunk.

**VALID ENTRIES:**

DP - Dial Pulse  
MF - Multi Frequency  
DTMF - Dual -tone multi frequency

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 4 alpha characters

---

**26. FA - Feature Activity**

Indicates the activity type for the feature.

**VALID ENTRIES:**

A = Add/Install  
C = Charge  
D = Delete  
V = Migration/Conversion

**USAGE:** This field is conditional.

**Note 1:** Required when the FEATURE field is populated.

**DATA CHARACTERISTICS:** 1 alpha character

---

**27. FEATURE - Feature Codes**

Identifies the type of feature associated with the line.

**Note 1:** Codes for feature identification may include USOCs, FIDs, or TCIF maintained EDI codes are based on provider / customer negotiations.

**USAGE:** This field is conditional.

**Note 1:** Required when the FA field is populated.

**DATA CHARACTERISTICS:** 6 alpha/numeric characters

---

**28. FEATURE DETAIL**

Identifies additional information for the type of feature associated with the line.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 25 alpha/numeric characters

---

**29. 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:** 96 alpha/numeric characters

---

**LOOP SERVICE**

**Page 4.5  
5/22/96**

**AGPL 003847**

**001286**



# LOOP SERVICE

FORM(1)

VER(2) QTY(3)

PG(4) OF

## ADMINISTRATIVE SECTION

## SERVICE DETAILS

REF NUM(5) CHR(6)

REF NUM	CHR	SYSTEM ID(9)	CABLE ID(10)	SHELF(11)	SLOT(12)
CHAMPAR(13)					
		JACK CODE(14)	JK NUM JK POS JS DISCONNECT # (18)	TC OPT TNC TO(21)	TNC PER(22)
		(15)	(16)	(17)	(20)

REF NUM CHR

REF NUM	CHR	SYSTEM ID	CABLE ID	SHELF	SLOT
CHAMPAR					
		JACK CODE	JK NUM JK POS JS DISCONNECT #	TC OPT TNC TO	TNC PER

REF NUM CHR

REF NUM	CHR	SYSTEM ID	CABLE ID	SHELF	SLOT
CHAMPAR					
		JACK CODE	JK NUM JK POS JS DISCONNECT #	TC OPT TNC TO	TNC PER

REF NUM CHR

REF NUM	CHR	SYSTEM ID	CABLE ID	SHELF	SLOT
CHAMPAR					
		JACK CODE	JK NUM JK POS JS DISCONNECT #	TC OPT TNC TO	TNC PER

REMARKS (23)

AGPL 003848

001287



**ADMINISTRATIVE SECTION**

**1. PON - Purchase Order Number**

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

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 16 alpha/numeric characters

---

**2. 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.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**3. QTY - Quantity**

Identifies the quantity of Loops involved in this service request.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 3 numeric characters

---

**4. PG \_\_OF\_\_**

Identifies the page number and total number of pages contained in this transaction.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---

**Service Details Section**

**5. REF NUM - Reference Number**

Identifies the first circuit or segment as a unique number and each additional circuit or circuit segment as a unique number.

**Note 1:** The REF NUM is customer assigned and is returned on the confirmation notice to the ordering customer.

**Note 2:** Once REF NUM is generated it cannot be changed and is retained through completion of the request.

**Note 3:** The values are to be assigned consecutively beginning "002". The value "001" is reserved for the associated service specific form.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---

**6. CKR- Customer Circuit Reference**

Identifies the circuit number of 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 optional.

**DATA CHARACTERISTICS:** 32 alpha/numeric characters

---

**Service Details Section**

**7. ECCKT - Exchange Company Circuit ID**

Identifies an provider Circuit ID or multiple circuit IDS.

- Note 1:** The format of the field is defined by the provider
- Note 2:** All components within the ID should be delimited  
By either virgules or periods.
- Note 3:** The layout of the field is defined by the COMMON  
LANGUAGE standards.
- Note 4:** When a component of CLS and CLF is purposely omitted,  
the component should still be delimited and compresses to  
eliminate any spaces.
- Note 5:** If all positions in a component of CLS and CLF are not  
populated, the component should be compressed to  
eliminated any spaces.

**VALID ENTRIES:**

**SERIAL NUMBER FORMAT:**

Prefix/Service Code and Modifier/Serial Number/Suffix code/  
AP code/segment name ( if applicable )

This format may be up to 27 characters in length including  
space for depicting a range of numbers.

**Example:**

A2/LBFS/032719/001/NY

7. ECCKT - Exchange Company Circuit ID (Continued)

**FACILITY ID FORMAT**

Facility Designation / Facility Type / office A location / office Z location.

**Note 1:** Refer to the CFA field for a description of the components that comprise a facility ID.

**Example:** 101/T1/NYCMNY50/NYCMNY54W01

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 32 alpha/numeric characters

---

8. CFA - Connecting Facility Assignment

Identifies the provider carrier system and channel to be used. The Facility Identification consists of the following elements:

1. The Facility Designation which uniquely identifies a particular facility type between two terminal locations ( variable length, 1 - 5 characters).
2. The Facility Type which is usually identified through the use of a code set found in the Bellcore Practice BR 795-450-100 ( variable length, 1 -6 characters).
3. The Channel / Pair number of the Facility that is being used to provide the service. The Channel / Pair number may be accompanied by a modifier code to further define the facility characteristics ( variable length, 1 - 5 characters ).

**8. CFA - Service Details Section (Continued)**

9. The "A" Location, which is the location of the facility termination that has the lower alpha/numeric COMMON LANGUAGE Location Identification ( CLLI ) code ( 8 to 11 characters ).
10. The "Z" Location, which is the location of the facility termination that has the higher alpha/numeric COMMON LANGUAGE Location Identification ( CLLI ) code ( 8 to 11 characters ).
11. Virgules ( / ) are used as delimiters to separate the different elements of the CFA.

**Note 1:** All element entries of the Connecting Facility Assignment are left justified with no trailing spaces.

**USAGE:** This field is conditional.

**Note 1:** Required when utilizing Hi-Cap facilities.

**Note 2:** Otherwise optional

**DATA CHARACTERISTICS:** 42 alpha/numeric characters

---

**9. SYSTEM ID - System Identification**

identifies the customer's system to be used in virtual collocation.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 5 alpha/numeric characters

---

**10. CABLE ID - Cable Identification**

Identifies provider's c.o. cable to be connected to the customer's c.o. equipment.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 5 alpha/numeric characters

---

**11. SHELF**

Identifies the number assigned to the customer's shelf to be used in virtual collocation.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 5 alpha/numeric characters

---

**12. SLOT**

Identifies the customer's specific connection slot to be used in virtual collocation.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 5 alpha/numeric characters

---

**13. CHAN / PAIR - Channel / Pair**

Identifies the specific channel or pair within the provider's cable to be used for connection.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 5 alpha/numeric characters

---

**14. JK CODE - Jack Code**

Indicates the standard code for the particular registered or non-registered jack used to terminate the service.

**Note 1:** Familiarization with the FCC's registration rules is requisite for all parties involved for the determination of the proper "Jack Code" for a given registered service. Registered jacks used to terminate Category 1 and 3 services begin with the designation "RJ".

**USAGE:** This field is conditional.

**Note 1:** Required when the JS field is "E" or "N".

**Note 2:** Prohibited when the JS field is not populated.

**Note 3:** Otherwise optional

**DATA CHARACTERISTICS:** 5 alpha/numeric characters

---

**15. JK NUM - Jack Number**

Identifies the number of the existing jack used on private end user connections.

**Note 1:** When the jack identification is unknown, enter 99 in this field.

**USAGE:** This field is conditional.

**Note 1:** Required when the JK CODE field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**16. JK POS - Jack Position**

Identifies the position in the jack that a particular circuit will occupy.

**Note 1:** When jack position is unknown, enter 99 in this field to specify next available position.

**USAGE:** This field is conditional.

**Note 1:** Required when the JK CODE field is populated, otherwise prohibited.

**DATA CHARACTERISTICS:** 2 numeric characters

---

**17. JS - Jack Status**

Indicates whether the service is to terminate at a new or existing registered jack or demarc.

**VALID ENTRIES:**

**N =** New - constitutes an order for the registered jack.  
**E =** Existing registered jack.  
**D =** New demarc ( no registered jack or PCA termination required).

**Note 1:** If a jack that is being provided for the service is ordered from another tariff it should be identified as existing.

**Note 2:** Valid entries indicating registered jack and demarc cannot be mixed on the same request.



17. JS - Jack Status Cont.

**Note 3:** When this field is populated with "N" constituting an order for a jack, the number of jacks to be provided is based upon the quantity of circuits / facilities ordered, the type of jack ( JK CODE ) and the number of positions Available in a multi position jack.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 1 alpha character

---

18. DISCONNECT # - Disconnect Telephone Number

Identifies the end user telephone number to be disconnected.

**USAGE:** This field is

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

---

19. TER - WAITING FOR DOCUMENTATION FOR THIS ITEM

**USAGE:** This field is

**DATA CHARACTERISTICS:**

---

20. TC OPT - Transfer of Call Options

Identifies the type of transfer of call option the end user has requested.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:**

---

**21. TNC TO - Transfer Of Calls To**

Identifies the telephone number to which calls are to be referred.

- Note 1:** If no transfer of calls is desired, then the TNC TO field is to be left blank and the standard disconnect recording will be provided.
- Note 2:** The customer may enter "TBA" ( To Be Assigned ) when The RPON field on the ASR Form is populated.
- Note 3:** When "TBA" is entered, the provider will populate this field with the telephone number assigned to the new line.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 1 alpha/numeric characters ( including 2 preprinted hyphens).

---

**22. TNC PER -Transfer Of Calls Period**

Indicates the requested date that the transfer of calls, specified in the TNC TO field, is to be removed and the standard recorded announcement is to be provided.

- Note 1:** When the standard period of transfer (provided by the provider ) is acceptable, the field is to be left blank.

**VALID ENTRIES:**

U.S. STANDARD

Two Digit Month (01-12)  
Two Digit Day (01-31)  
Two Digit Year (00-99)

METRIC FORMAT

Two Digit Year (00-99)  
Two Digit Month (-01-12)  
Two Digit Day (01-31)

- Note 1:** Metric date format may be used based on provider/customer negotiations.



# LOOP SERVICE WITH NUMBER PORTABILITY

POK(1)

VER(2) QTY(3)

PC(4) OF

## ADMINISTRATIVE SECTION

### SERVICE DETAILS

REF NUM(5) CKR(6)

ECCKT(7)

CFA(8)

SYSTEM ID (9)

CABLE ID (10)

RELAY RACK (11)

SHELF(12)	SLOT(13)	CHAMPAR (14)	JACK CODE (15)	JK NUM JK POS JS	PORTED # (19)	SYSTEM ID (9)	CABLE ID (10)	RELAY RACK (11)
TMP(20)	CFTN (21)	INPT (22)	RTI (23)	NON RCF TRUNK(24)	TBE F LPC (27)	TC OPT TNC TO (29)		TNC PER (30)

REF NUM CKR

ECCKT

CFA

SYSTEM ID

CABLE ID

RELAY RACK

SHELF	SLOT	CHAMPAR	JACK CODE	JK NUM JK POS JS	PORTED #	SYSTEM ID	CABLE ID	RELAY RACK
TMP	CFTN	INPT	RTI	NON RCF TRUNK	TBE F LPC	TC OPT TNC TO		TNC PER

REF NUM CKR

ECCKT

CFA

SYSTEM ID

CABLE ID

RELAY RACK

SHELF	SLOT	CHAMPAR	JACK CODE	JK NUM JK POS JS	PORTED #	SYSTEM ID	CABLE ID	RELAY RACK
TMP	CFTN	INPT	RTI	NON RCF TRUNK	TBE F LPC	TC OPT TNC TO		TNC PER

REF NUM CKR

ECCKT

CFA

SYSTEM ID

CABLE ID

RELAY RACK

SHELF	SLOT	CHAMPAR	JACK CODE	JK NUM JK POS JS	PORTED #	SYSTEM ID	CABLE ID	RELAY RACK
TMP	CFTN	INPT	RTI	NON RCF TRUNK	TBE F LPC	TC OPT TNC TO		TNC PER

REMARKS(31)

AGPL 13859

001298

LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
Draft Issue, June 1996

ADMINISTRATIVE SECTION

1. PON- Purchase Order Number

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

USAGE: This field is required.

DATA CHARACTERISTICS: 16 alpha/numeric characters

---

2. 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.

USAGE: This field is optional.

DATA CHARACTERISTICS: 2 alpha/numeric characters

---

3. QTY - Quantity

Identifies the quantity of circuits involved in this service request.

USAGE: This field is conditional.

DATA CHARACTERISTICS: 3 numeric characters

---

4. PG\_ OF\_

Identifies the page number and total number of pages contained in this transaction.

USAGE: This field is required.

DATA CHARACTERISTICS: 4 numeric characters

---

LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
Draft Issue, June 1996

5. REF NUM - Reference Number

Identifies the first circuit or segment as a unique number and each additional circuit or circuit segment as a unique number.

**Note 1:** The REF NUM is customer assigned and is returned on the confirmation notice to the ordering customer.

**Note 2:** Once REF NUM is generated it cannot be changed and is retained through completion of the request.

**Note 3:** The values are to be assigned consecutively beginning "002". The value "001" is reserved for the associated service specific form.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---

6. 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 optional.

**DATA CHARACTERISTICS:** 32 alpha/numeric characters

---

7. ECCKT - Exchange Company Circuit ID

Identifies the provider Circuit ID or multiple circuit IDs.

**Note 1:** The format of the field is defined by the provider.

**Note 2:** All components within the ID should be delimited by either virgules or periods. LANGUAGE standard.

**LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
Draft Issue, June 1996**

- Note 4:** When a component of CLT, CLS, and CLF is purposely omitted, the component should still be delimited and compressed to eliminate any spaces. When a component of message format is purposely omitted, the component should be delimited. Compression is based on AP practices.
- Note 5:** If all positions in a component of CLT, CLS and CLF are not populated, the component should be compressed to eliminate any spaces. When all positions in a component of message format are not populated, the component should be delimited. Compression, except spaces embedded within the component, is based on AP practices.
- Note 6:** Ranges should be shown within the appropriate component 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 7:** Use of ranging is based on provider/customer negotiations.

**VALID ENTRIES:**

**TELEPHONE NUMBER FORMAT:**

Prefix/Service Code and modifier/NPA/NXX/XXXX/ Terminal Number ( if applicable ).

This format may be up to 30 characters in length which allows space for depicting a range of circuit numbers.

**Examples:** A2/SBFS/201/981/3500-3507  
//800/123/4567

**SERIAL NUMBER FORMAT:**

Prefix/Service Code and modifier/Serial Number/Suffix code/AP code/segment name ( if applicable ).

This format may be up to 27 characters in length including space for depicting a range of numbers.

**LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
Draft Issue, June 1996**

**Example:** A2/LBFS/032719/011/NY

This format may be up to 53 characters in length which includes space for depicting a range of numbers.

**MESSAGE FORMAT:**

Trunk Number/ Traffic Class Office Class Traffic Use Trunk-type Modifier/  
Location identification ( office A ) / Type and Direction of pulsing/Location  
identification ( office Z )

**Examples:** 1234/AFD4IECN /MDSMWI16CGO/M-  
/MDSNWI020IT/DF55IE/BSTNMAAACGO/M-/MCDNMACCG1  
/1234/PH5-ED ZZZ/MDSNWI16CGO/M-/MDSNWI020IT

**FACILITY ID FORMAT**

Facility Designation/Facility type/ office A location/office Z location

This format may be up to 32 characters in length which includes space for depicting a range of numbers.

**Note 1:** For identification of a High Capacity facility to a HUB location.

**Note 2:** Refer to the CFA field for a description of the components that comprise a facility ID.

**Example:**

101/T1/NYCMNY50/NCMNY54W01

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 32 alpha/numeric characters

---

LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
Draft Issue, June 1996

8. CFA - Connecting Facility Assignment

Identifies the provider carrier system and channel to be used from a Wideband Analog or a High Capacity Facility. The Facility Identification consists of the following elements:

1. The Facility Designation which uniquely identifies a particular facility type between two terminal locations ( variable length, 1-5 characters).

**Note 1:** On initial facility order, an entry of "NEW" may be used.

2. The Facility Type which is usually identified through the use of a code set found in the Bell core Practice BR 795-450-100 (variable length, 1-6 characters ).
7. The Channel /Pair number of the Wideband or Hi-Cap Facility that is being used to provide the service shown on this ASR. The Channel/Pair number may be accompanied by a modifier code to further define the facility characteristics (variable length, 1-5 characters ).
8. The "A" Location, which is the location of the facility termination that has the lower alpha/numeric COMMON LANGUAGE Location Identification ( CLLI ) code ( 8 to 11 characters ).
9. The "Z" Location, which is the location of the facility termination that has the higher alpha/numeric COMMON LANGUAGE Location Identification ( CLLI ) code ( 8 to 11 character ).
10. Virgules (/) are used as delimiter to separate the different elements of the CFA.

**Note 1:** The range of assignments should be provided on the DLR during the provisioning of the Wideband or High Capacity Facility. The customer specifies the particular carrier system and channel or channels to be utilized.

**Note 2:** All element entries of the Connecting Facility Assignment are left justified with no trailing spaces.



LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
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8. CFA - Connecting Facility Assignment (Continued)

USAGE: This field is conditional.

Note 1: Required when utilizing Wideband and/or Hi-Cap facilities.

Note 2: Otherwise optional.

DATA CHARACTERISTICS: 32 alpha/numeric characters

---

9. SYSTEM ID - System Identification

Identifies the carrier system to be used.

USAGE: This field is optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

---

10. CABLE ID - Cable Identification

Identifies the cable to be used.

USAGE: This field is optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

---

11. RELAY RACK

USAGE: This field is

DATA CHARACTERISTICS:

---

12. SHELF

Identifies the number assigned to the shelf to be used for this service.

USAGE: This field is optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

---

LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
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13. SLOT

Identifies the specific connection slot to be used for this service.

USAGE: This field is conditional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

---

14. CHAN / PAIR - Channel / Pair

Identifies the specific channel or pair within a facility & cable to be used for connection.

USAGE: This field is optional.

DATA CHARACTERISTICS: 5 alpha/numeric characters

---

15. JK CODE - Jack Code

Indicates the standard code for the particular registered or non-registered jack used to terminate the service.

**Note 1:** Familiarization with the FCC's registration rules is requisite for all parties involved for the determination of the proper "Jack Code" for a given registered service. Registered jacks used to terminate Category 1 and 3 services begin with the designation "RJ".

USAGE: This field is conditional.

**Note 1:** Required when the JS field is "E" or "N".

**Note 2:** Prohibited when the JS field is not populated.

**Note 3:** Otherwise optional

DATA CHARACTERISTICS: 5 alpha/numeric characters

---

**16. JK NUM - Jack Number**

Identifies the number of the existing jack used on private end user connections.

**Note 1:** When the jack identification is unknown, enter 99 in this field.

**USAGE:** This field is conditional.

**Note 1:** Required when the JK CODE field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**17. JK POS - Jack Position**

Identifies the position in the jack that a particular circuit will occupy.

**Note 1:** When jack position is unknown, enter 99 in this field to specify. Next available position.

**USAGE:** This field is conditional.

**Note 1:** Required when the JK CODE field is populated, otherwise optional.

**DATA CHARACTERISTICS:** 2 numeric characters

---

LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
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18. JS - Jack Status

Indicates whether the access is to terminate at a new or existing registered jack or demarc.

VALID ENTRIES:

N = New - constitutes an order for the registered jack.  
E = Existing registered jack.  
D = New demarc ( no registered jack or PCA termination required)

**Note 1:** If a jack that is being provided for the service is ordered from another tariff it should be identified as existing.

**Note 2:** Valid entries indicating registered jack and demarc cannot be mixed on the same request.

**Note 3:** When this field is populated with "N" constituting an order for a jack, the number of jacks to be provided is based upon the quantity of circuits / facilities ordered, the type of jack (JK CODE) and the number of positions available in a multi position jack.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 1 alpha character

---

LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
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19. PORTED # - Ported Telephone Number

Identifies the telephone number to be retained.

USAGE: This field is required.

DATA CHARACTERISTICS: 12 alpha/numeric characters ( including 2 preprinted  
hyphens)

---

20. TNP - Total Number of Paths

Identifies the total number of talks paths associated with the ported number.

VALID ENTRIES:

001-999

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 numeric characters

---

21. CFN - Call Forward Number

Identifies the customer's call forwarded to number.

USAGE: This field is optional.

DATA CHARACTERISTICS: 12 numeric characters ( including 2 preprinted hyphens)

---

**LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
Draft Issue, June 1996**

**22. INPT - Interim Number Portability Type**

Identifies the requirement to utilize a Directory Number.

**VALID ENTRIES:**

A = DID  
B = RCT  
C = ROUTE INDEX

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**23. RTI - Route Index**

Indicates how routing will be indexed.

**USAGE** This field is

**DATA CHARACTERISTICS:** 3 alpha/numeric characters

---

**24. NON RCF TRUNK - Non-Remote Call Forward Trunk**

Identifies a trunk group.

**USAGE** This field is

**DATA CHARACTERISTICS:** 7 alpha/numeric characters

---

LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
Draft Issue, June 1996

25. TBE -Toll Billing Exception (Continued)

Note 1: Use of valid entries is based on provider tariffs/practices.

USAGE: This field is

DATA CHARACTERISTICS: 1 alpha character

---

26. F -Freeze PIC Indicator

Indicates the customer's desired freeze option for the PIC or LPIC.

VALID ENTRIES:

E = Freeze Inter  
A = Freeze Intra  
B = Freeze both Intra and Inter  
N = None

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character

---

27. LPIC - Local Presubscription Indicator

Identifies the End User has selected this carrier for their Intralata traffic.

USAGE: This field is conditional.

DATA CHARACTERISTICS: 4 alpha/numeric characters

---

**28. TC OPT - Transfer of Call Options**

Identifies the type of transfer of call option the end user has requested.

**VALID ENTRIES:**

S = Standard  
C = Custom  
N = None

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**29. TNC TO - Transfer of Calls To**

Identifies the telephone number to which calls are to be referred.

**Note 1:** If no transfer of calls is desired, then the TNC TO field is to be left blank and the standard recording will be provided.

**Note 2:** The customer may enter "TBA" ( To Be Assigned) when the RPON field on the ASR form is populated.

**Note 3:** When "TBA" is entered, the provider will populate this field with the telephone number assigned to the new line.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 12 alpha/numeric characters ( including 2 preprinted hyphens)

---



LOOP SERVICE WITH INTERIM NUMBER PORTABILITY  
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30. TNC PER -Transfer Of Calls Period

Indicates the requested date that the transfer of calls, specified in the TNC TO field, is to be removed and the standard recorded announcement is to be provided.

**Note 1:** When the standard period of transfer (provided by the provider ) is acceptable, the field is to be left blank.

**VALID ENTRIES:**

U.S. STANDARD

Two Digit Month (01-12)

Two Digit Day (01-31)

Two Digit Year (00-99)

METRIC FORMAT

Two Digit Year (00-99)

Two Digit Month (-01-12)

Two Digit Day (01-31)

**Note 1:** Metric date format may be used based on provider/customer negotiations.

**USAGE:** This field is conditional.

**Note 1:** Prohibited when the TNC TO field is not populated, otherwise optional.

**DATA CHARACTERISTICS:** 11 numeric characters ( including 2 preprinted hyphens )

---

31. 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:** 96 alpha/numeric characters

---

**SERVICE PROVIDER NUMBER POTABILITY**

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**AGPL 003874**

**001313**



# SERVICE PROVIDER NUMBER PORTABILITY SERVICE

AMINISTRATIVE SECTION

POK(1) VER(2) QTY(3) PG(4) OF

## SERVICE DETAILS

REF NUM (6) CKR (6) ECKKT (7)

PORTED # (8) TMP (9) CFTN (10) INPT RTI (12) NON RCF TRUNK (13) TBE F LPC (16)

TC OPT TNC TO (18) TNC PER (19) (14) (15)

(17)

REF NUM CKR ECKKT

PORTED # TMP CFTN INPT RTI NON RCF TRUNK TBE F LPC

TC OPT TNC TO TNC PER

REF NUM CKR ECKKT

PORTED # TMP CFTN INPT RTI NON RCF TRUNK TBE F LPC

TC OPT TNC TO TNC PER

REF NUM CKR ECKKT

PORTED # TMP CFTN INPT RTI NON RCF TRUNK TBE F LPC

TC OPT TNC TO TNC PER

REF NUM CKR ECKKT

PORTED # TMP CFTN INPT RTI NON RCF TRUNK TBE F LPC

TC OPT TNC TO TNC PER

REF NUM CKR ECKKT

PORTED # TMP CFTN INPT RTI NON RCF TRUNK TBE F LPC

TC OPT TNC TO TNC PER

## REMARKS (20)

ADMINISTRATIVE SECTION

1. PON - Purchase Order Number

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

USAGE: This field is required.

DATA CHARACTERISTICS: 16 alpha/numeric characters

---

2. VER - Version Identification

Identifies the customer's version number.

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

USAGE: This field is optional.

DATA CHARACTERISTICS: 2 alpha/numeric characters

---

3. QTY - Quantity

Identifies the quantity of Ported numbers involved in this service request.

USAGE: This field is conditional.

DATA CHARACTERISTICS: 3 numeric characters

---

4. PG\_OF\_

Identifies the page number and total number of pages contained in this transaction.

USAGE: This field is required.

DATA CHARACTERISTICS: 4 numeric characters

---

**5. REF NUM - Reference Number**

Identifies the first Line/Trunk as a unique number of each additional Line/Trunk as a unique number.

**Note 1:** The REF NUM is customer assigned as is returned on the confirmation notice to the ordering customer.

**Note 2:** Once REF NUM is generated it cannot be changed and is retained through completion of the request.

**Note 3:** The values are to be assigned consecutively, and must be unique throughout the request.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---

**6. 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 optional.

**DATA CHARACTERISTICS:** 32 alpha/numeric characters

---

**7. ECCKT - Exchange Company Circuit ID**

Identifies an provider Circuit ID or multiple circuit IDS.

- Note 1:** The format of the field is define by the provider.
- Note 2:** All components within the ID should be delimited by either virgules or periods
- Note 3:** The layout of the field is defined by the COMMON LANGUAGE standards.
- Note 4:** When a component of CLT, CLS, and CLF is purposely omitted, the component should still be delimited and compressed to eliminate any spaces When a component of message format is purposely omitted, the component should be delimited. Compression is based on AP practices.
- Note 5:** If all positions in a component of CLT, CLS, and CLF are not populated, the component should be compressed t eliminate spaces. When all positions in a component of message format are not populated, the component should be delimited. Compression, except spaces embedded within the component, is based on AP practices.
- Note 6:** 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 7:** Use of ranging is based on provider/customer negotiations.

**VALID ENTRIES:**

This format may be up to 32 characters in length which includes space for depicting a range of numbers.

**SERVICE PROVIDER NUMBERS PORTABILITY  
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**7. ECCKT - Exchange Company Circuit ID (Continued)**

**Note 1:** For identification of a High Capacity facility to a HUB location.

**Note 2:** Refer to the CFA field for a description of the components that comprise a facility ID.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 32 alpha/numeric characters

---

**SERVICE PROVIDER NUMBERS PORTABILITY  
Draft Issue, June 1996**

**8. PORTED # - Ported Telephone Number**

Identifies the telephone number to be retained.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 12 alpha/numeric characters ( including 2 preprinted hyphens)

---

**9. TNP - Total Number of Paths**

Identifies the total number of talks paths associated with the ported number.

**VALID ENTRIES:**

001-999

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 3 numeric characters

---

**10. CFTN - Call Forward To Number**

Identifies the telephone number to which calls will be directed.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 12 numeric characters ( including 2 preprinted hyphens)

---

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AGPL 003880

**001319**



**11. INPT - Interim Number Portability Type**

Identifies the requirement to utilize a Directory Number.

**VALID ENTRIES:**

A = DID  
B = RCT  
C = ROUTE INDEX

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**12. RTI - Route Index**

Identifies the routing index to be used by the provider's switching equipment to forward/port the provider's telephone number to the customer's NON-RCF Trunk Group.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 6 numeric characters

---

**13. NON RCF TRUNK - Non-Remote Call Forward Trunk**

Identifies a trunk group.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 8 alpha/numeric characters

---

**SERVICE PROVIDER NUMBERS PORTABILITY  
Draft Issue, June 1996**

**14. TBE - Toll Billing Exception**

Identifies a request for installation/removal of toll billing exception on a line or hunt group.

**VALID ENTRIES:**

A = Deny collect or third number  
B = Deny third number  
C = Deny collect call  
R = Remove all screening  
S = Same, no change  
N = No screening

**Note 1:** Use of valid entries is based on provider tariffs/practices.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 1 alpha character

---

**15. F - Freeze PIC Indicator**

Indicates the customer's desired freeze option for the PIC or LPIC.

**VALID ENTRIES:**

E = Freeze Inter  
A = Freeze Intra  
B = Freeze Both Intra and Inter  
N = None

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**16. LPIC - Intralata PIC**

Identifies the carrier the customer has selected for Intralata traffic.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 4 alpha/numeric characters

---

**17. TC OPT - Transfer of Call Options**

Identifies the type of transfer of call option the end user has requested.

**VALID ENTRIES:**

S = Standard  
C = Custom  
N = None

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**18. TNC TO - Transfer of Calls To**

Identified the telephone number to which calls are to be referred.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 12 numeric characters ( including 2 preprinted hyphens)

---

SERVICE PROVIDER NUMBERS PORTABILITY  
Draft Issue, June 1996

19. TNC PER -Transfer of Calls Period

Indicates the requested date that the transfer of calls, specified the TNC field, is to be removed and the standard recorded announcement is to be provided.

VALID ENTRIES:

U.S. STANDARD

Two Digit Month (01-12)  
Two Digit Day (01-31)  
Two Digit Year (00-99)

METRIC FORMAT

Two Digit Year (00-99)  
Two Digit Month (01-12)  
Two Digit Day (01-31)

**Note 1:** Metric date format may be used based on provider/customer negotiations.

**USAGE:** This field is conditional.

**Note 1:** Prohibited when the TNC TO field is not populated, otherwise optional.

**DATA CHARACTERISTICS:** 8 numeric characters ( including 2 preprinted hyphens)

---

20. 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:** 96 characters

---

**MTS RESALE**

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AGPL 003886

001325



# MTS RESALE

FORM (1)

VER (2) QTY (3)

PG(4) OF

## ADMINISTRATIVE SECTION

### SERVICE DETAILS

REF NUM (6) ACT TN (7)

(8)

F PIC (9)

F LPC (10)

CKR (11)

ECCKT (12)

REF NUM ACT TN

F PIC

F LPC

CKR

ECCKT

REF NUM ACT TN

F PIC

F LPC

CKR

ECCKT

REF NUM ACT TN

F PIC

F LPC

CKR

ECCKT

REF NUM ACT TN

F PIC

F LPC

CKR

ECCKT

AGPL

003887

001326

**ADMINISTRATIVE SECTION**

**1. PON - Purchase Order Number**

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

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 16 alpha/numeric characters

---

**2. 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.

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 2 alpha/numeric characters

---

**3. QTY - Quantity**

Identifies the quantity of Loops involved in this service request.

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 3 numeric characters

---

**4. PG \_\_OF\_\_**

Identifies the page number and total number of pages contained in this transaction.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---



**SERVICE DETAILS SECTION**

**5. REF NUM - Reference Number**

Identifies the first circuit or segment as a unique number and each additional circuit or circuit segment as a unique number.

**Note 1:** The REF NUM is customer assigned and is returned on the confirmation notice to the ordering customer.

**Note 2:** Once REF NUM is generated it cannot be changed and is retained through completion of the request.

**Note 3:** The values are to be assigned consecutively beginning "002". The value "001" is reserved for the associated service specific form.

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 4 numeric characters

---

**6. ACT -Activity**

Identifies the activity involved at the line level.

**VALID ENTRIES:**

N = New  
C = Change  
R = Record  
D = Disconnect  
X = Telephone number change  
V = Migration/Conversion

**USAGE:** This field is required.

**DATA CHARACTERISTICS:** 1 alpha character

---

**7. TN -Telephone Number**

Identifies the telephone number or range of telephone numbers for this service request.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 12 numeric characters ( including 2 preprinted hyphens)

---

**8. F -Freeze PIC Indicator**

Indicates the customer's desired freeze option for the PIC or LPIC.

**VALID ENTRIES:**

E = Freeze Inter  
A = Freeze Intra  
B = Freeze both Intra and Inter  
N = None

**USAGE:** This field is optional.

**DATA CHARACTERISTICS:** 1 alpha character

---

**9. PIC - Primary Interexchange Carrier**

Indicates the primary Interexchange carrier choice of the end user for presubscription.

**USAGE:** This field is

**DATA CHARACTERISTICS:** 3-4 numeric characters

---

10. LPIC - Local Presubscription Indicator

Identifies the End User has selected this carrier for their Intralata traffic.

USAGE: This field is conditional.

DATA CHARACTERISTICS: 4 alpha/numeric characters

---

11. CKR- Customer Circuit Reference

Identifies the circuit number of 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 optional.

DATA CHARACTERISTICS: 32 alpha/numeric characters

---

**12. ECCKT - Exchange Company Circuit ID**

Identifies an provider Circuit ID or multiple circuit IDS.

- Note 1:** The format of the field is defined by the provider
- Note 2:** All components within the ID should be delimited  
By either virgules or periods.
- Note 3:** The layout of the field is defined by the COMMON  
LANGUAGE standards.
- Note 4:** When a component of CLS and CLF is purposely omitted,  
the component should still be delimited and compresses to  
eliminate any spaces.
- Note 5:** If all positions in a component of CLS and CLF are not  
populated, the component should be compressed to  
eliminated any spaces.

**VALID ENTRIES:**

**SERIAL NUMBER FORMAT:**

Prefix/Service Code and Modifier/Serial Number/Suffix code/  
AP code/segment name ( if applicable )

This format may be up to 27 characters in length including  
space for depicting a range of numbers.

**Example:**

A2/LBFS/032719/001/NY

12. ECCKT - Exchange Company Circuit ID (Continued)

**FACILITY ID FORMAT**

Facility Designation / Facility Type / office A location / office  
Z location.

**Note 1:** Refer to the CFA field for a description of the components  
that comprise a facility ID.

**Example:** 101/T1/NYCMNY50/NYCMNY54W01

**USAGE:** This field is conditional.

**DATA CHARACTERISTICS:** 32 alpha/numeric characters

---

**ORDERING MATRICES**

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**AGPL 003894**

**001333**

**ORDERING REQUIREMENTS - RESALE**

LEGEND: R - Required  
 C - Conditional  
 O - Optional  
 N/A - Not Applicable

FIELD	NEW SVC INSTALL	ACCOUNT CHANGE	CHANGE OF SERVICES	DISCONNECT
(ADMIN SECTION)				
CCNA	R	R	R	R
PON	R	R	R	R
VER	C	C	C	C
LSR NO	R	R	R	R
D/T/SENT	R	R	R	R
DDD	R	R	R	R
SVC CTR	R	R	R	R
FDT	O	N/A	O	O
PROJECT	O	O	O	O
CCVN	O	O	O	O
REQTYP	R	R	R	R
CLS - SVC	C	C	O	N/A
ACT	R	R	R	R
SUP	C	C	C	C
EXP	C	N/A	C	C
PROVIDER NAME	R	R	R	R
AFO	C	C	C	C
AGAUTH	R	R	N/A	N/A
DATED	C	C	N/A	N/A
RPON	C	C	C	C
RORD	C	C	C	C
TSP	O	O	O	O
SAN	O	O	O	O

**ORDERING REQUIREMENTS - RESALE**

LEGEND:

- R - Required
- C - Conditional
- O - Optional
- N/A - Not Applicable

FIELD	NEW SVC INSTALL	ACCOUNT CHANGE	CHANGE OF SERVICES	DISCONNECT
REMARKS	O	O	O	O
BAN	C	C	C	N/A
QTY	R	R	R	R
ALBR	O	O	O	N/A
SCA	O	O	O	N/A
(CONTACT SECTION)				
INIT	R	R	R	R
TEL NO	R	R	R	R
FAX NO	R	R	R	R
STREET	R	R	R	R
FLOOR	O	O	O	O
ROOM	O	O	O	O
CITY	R	R	R	R
STATE	R	R	R	R
ZIP CODE	R	R	R	R
DSGCON	C	C	C	N/A
TEL NO	C	C	C	N/A
STREET	C	C	C	N/A
DRC	C	C	C	N/A
FLOOR	O	O	O	N/A
ROOM	O	O	O	N/A
CITY	C	C	C	N/A
STATE	C	C	C	N/A
ZIP CODE	C	C	C	N/A



**ORDERING REQUIREMENTS - RESALE**

LEGEND:

- R - Required
- C - Conditional
- O - Optional
- N/A - Not Applicable

FIELD	NEW SVC INSTALL	ACCOUNT CHANGE	CHANGE OF SERVICES	DISCONNECT
(END USER INFORMATIO N SECTION)				
IMPCON	R	R	R	N/A
TEL NO	R	R	R	N/A
EU BAN	R	R	R	R
SECLOC	R	R	R	R
EUSTREET	R	R	R	R
EUFLOOR	O	O	O	O
EUROOM	O	O	O	O
EUCITY	R	R	R	R
EUSTATE	R	R	R	R
EU ZIP CODE	R	R	R	R
ACC	O	O	O	O
LCON	R	N/A	R	N/A
ACTEL	R	N/A	R	N/A
GETO	O	O	O	N/A
GBTN	C	C	C	N/A
IWCON	C	C	C	N/A
IWCON TEL	C	C	C	N/A

**ORDERING REQUIREMENTS - RESALE**

LEGEND:

- R - Required
- C - Conditional
- O - Optional
- N/A - Not Applicable

FIELD	NEW SVC INSTALL	ACCOU T CHANGE	CHANGE OF SERVICE	DISCONNECT
(BILL SECTION)				
ACNA	R	R	R	R
BILLNM	R	R	R	R
SBILLNM	O	O	O	O
TE	C	C	C	N/A
STREET	R	R	R	R
FLOOR	O	O	O	O
ROOM	O	O	O	O
CITY	R	R	R	R
STATE	R	R	R	R
ZIP CODE	R	R	R	R
BILLCON	R	R	O	O
TEL NO	R	R	O	O
EUBILL NM	O	O	O	N/A
EUSTREET	O	O	O	N/A
EUFLOOR	O	O	O	N/A
EUROOM	O	O	O	N/A
EUCITY	O	O	O	N/A
EUSTATE	O	O	O	N/A
EUZIP CODE	O	O	O	N/A
EUBILLCON	O	O	O	N/A
EUTELNO	O	O	O	N/A

**ORDERING REQUIREMENTS - RESALE**

LEGEND:

- R - Required
- C - Conditional
- O - Optional
- N/A - Not Applicable

FIELD	NEW SVC INSTALL	ACCOUNT CHANGE	CHANGE OF SERVICES	DISCONNECT
(SERVICE DETAIL SECTION)				
JACK CODE	R	N/A	C	N/A
JK NUM	R	N/A	C	N/A
JK POS	R	N/A	C	N/A
JS	R	N/A	C	N/A
TNC TO	N/A	N/A	C	O
EU CUR TEL NO	R	R	R	R
PIC	R	R	O	N/A
LPIC	R	R	O	N/A
HTG	O	O	O	N/A
HNTYP	C	C	C	N/A
HNT SEQ	C	C	C	N/A
AUTH: THIRD NO	R	R	O	N/A
AUTH: COLLECT	R	R	O	N/A
CFN	N/A	N/A	N/A	N/A
CFNNA	N/A	N/A	N/A	N/A
CFNB	N/A	N/A	N/A	N/A
VSA	C	C	C	N/A
VS	C	C	C	N/A
LSO	R	O	O	O
NC	C	C	C	N/A
NCI	C	C	C	N/A
SECNCI	C	C	C	N/A

**ORDERING REQUIREMENTS - RESALE**

LEGEND:

- R - Required
- C - Conditional
- O - Optional
- N/A - Not Applicable

FIELD	NEW SVC INSTALL	ACCOUNT CHANGE	CHANGE OF SERVICES	DISCONNECT
SPEC	C	C	C	N/A
CFA	C	C	C	N/A
REMARKS	O	O	O	O

**NC/NCI/SECNCI/SPEC CODES**

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NC/NCI / SECNCI / SPEC CODES

CATEGORY	GSEC	DESCRIPTION	NC	NCI	SECNCI	SPEC
LOOP	ALEC2WALP	2 Wire Analog Loop	LX-(non Eng) Ly-(Eng)	02QB200	02N02	
	ALEC4WALP	4 Wire Analog Loop	LX-(non Eng) Ly-(Eng)	04QB200	04N02	
	ALEC2WDLP	2 Wire Digital Loop	LX-(non Eng) Ly-(Eng)	02QB200	02DS2N0	
	ALEC4WDLP	4 Wire Digital Loop	LX-(non Eng) Ly-(Eng)	04QB200	04DS2N0	
PORT	ALECPBXGS	DS1 Loop	HC-(Eng)	04QB911	04DS915	
	ALECBUS	Business Port	LC1-(non Eng)	02QC200	NA	BP
	ALECPBXGS	PBX Ground Start Port	LD1-(non Eng)	02QC200 B	NA	PBX
	ALECCOPTS	Customer Owned Pay Telephone	LC1-(non Eng)	02QC200 T	NA	RP
	ALECCOIN	Coin Port	LC1-(non Eng)	02QC200 T	NA	

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NCI/NCI / SECNCI / SPEC CODES

CATEGORY	GSEC	DESCRIPTION	NC	NCI	SECNCI	SPEC
PORT	ALECISDNB RI	ISDN-BRI Port	UB-(non Eng)	02QC200S	NA	

**VERTICAL SERVICES**

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SOSC FEATURE CODES  
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SF CODE	FZ CODE	FD CODE	DESCRIPTION
3WC*			3-WAY CLG
AAC			ACCOUNT AND ACCESS CODES
	20		ACCOUNT CODES - PER LINE
	22		ACCOUNT CODE - PER SYSTEM
	24		AUTHORIZATION CODES - PER LINE
	26		AUTHORIZATION CODES - PER SYSTEM
ACJ*			ANONYMOUS CALL REJECTION
ACR			AUTOMATIC CALL RETURN
	40		AUTOMATIC CALL BACK
	42		AUTOMATIC RECALL
	44		LAST CALL REDIAL
	46		CONTINUOUS REDIAL
	48		AUTOMATIC RECALL - LAST CALL RETURN
	50		AUTOMATIC RECALL - PER NUMBER
ARS			AUTOMATIC ROUTE SELECTION

SOSC FEATURE CODES  
FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	80		CHANGE OF SCHEDULE
	82		CHANGES / REARRANGEMENT
	84		COMMON EQUIPMENT
	86		EXPENSIVE ROUTE WARNING TONE
	88		FACILITY RESTRICTION LEVEL
	90		TIME OF DAY CONTROL
	92		TIME OF DAY ROUTING
CCG			CONFERENCE CALLING
	120		6 WAY
	122		MEET ME
	124		PRESET
CFW			CALL FORWARD
	140		BUSY DON'T ANSWER
	142		BUSY LINE

SOSC FEATURE CODES  
FEBRUARY 26, 1996

SF CODE	FZ CODE	IFD CODE	DESCRIPTION
	144	Y	BUSY LINE - ALL CALLS
	146	Y	BUSY LINE - CUST ACTVN, DACTVN & CHANGE CPBLTY; PROGRAMMABLE
	148	Y	BUSY LINE - DATE
	150	Y	BUSY LINE - DON'T ANS
	152	Y	BUSY LINE - DON'T ANS - STA ACTVN, DACTVN & CHG CPBLTY
	154	Y	BUSY LINE - DON'T ANS - UNRESTRICTED SOURCE
	156	Y	BUSY LINE - INCOMING CALLS
	158	Y	BUSY LINE - INCOMING ONLY - DATA
	160	Y	BUSY LINE - INHIBIT LINE BUSY
CFW			CALL FORWARD (CONT)
	162	Y	BUSY LINE - INHIBIT MAKE BUSY
	164	Y	BUSY OVERFLOW
	166	Y	BY CALLING NUMBER - DAY OF YEAR ROUTING

SOSC FEATURE CODES  
FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	168	Y	BY CALLING NUMBER - TIME OF DAY/DAY OF WEEK ROUTING
	170	Y	CALL WAITING CALLS
	172	Y	CALLING NUMBER
	174	Y	CUSTOMER PROGRAMMABLE CALL FORWARD BUSY
	176	Y	CUSTOMER PROGRAMMABLE CALL FORWARD DON'T ANSWER
	178	Y	DON'T ANSWER ALL CALLS
	180	Y	DON'T ANSWER CALL FRWD BUSY - PER LINE
	182	Y	DON'T ANSWER CALL FRWD BUSY - PER SYSTEM
	184	Y	DON'T ANSWER - CUST. ACTVN, DACTVN & CHANGE CPBLTY; PROGRAMMABLE
	186	Y	DON'T ANSWER- INCOMING CALLS
	188	Y	DON'T ANSWER - INCOMING CALLS-DATA
	190	Y	DON'T ANSWER - INTRA OFFICE
	192	Y	DON'T ANSWER - UNRESTRICTED SOURCE

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SOSC FEATURE CODES  
 FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	194	Y	OVER PRIVATE FACILITIES
	196	Y	OVER PRIVATE FACILITIES-PER LINE
	198	Y	OVER PRIVATE FACILITIES-PER SYSTEM
	200	Y	OVER PRIVATE FACILITIES-REMINER RING OPTION
	202	Y	OVER PRIVATE FACILITIES-REMINER RING OPTION INHIBITED
	204	Y	PER KEY PER SET
	206	Y	REMOTE ACTIVATION, DEACTIVATION & CHG CPBITY
	208	Y	RING CYCLE
	210	Y	TIME OF DAY/DAY OF WEEK
	212	Y	VARIABLE
	214	Y	VARIABLE-DON'T ANSWER
	216	Y	VARIABLE-DON'T ANSWER-INTERCOM LINE ONLY
	218	Y	VARIABLE-PER CONSOLE: ATTENDANT PROGRAMMING
	220	Y	VARIABLE-REMINER RING OPTION INHIBITED

SOSC FEATURE CODES  
FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	222	Y	CALL HANDLING & DISTRIBUTION
CHD			800 SVC: ALTERNATE CALL ROUTING
	240		800 SVC: EMERGENCY UPDATES ACTIVATE OR DEACTIVATE
	242		CALL HOLD
CHD			CALLER IDENTIFICATION (ID)
CID			CALL WAITING DISPLAY
	260		CALLING NAME DISPLAY
	262		CALLING NAME DISPLAY - BLOCKING
	264		CALLING NAME DISPLAY - SELECTIVE BLOCKING
	266		CALLING NAME & NUMBER DELIVERY
	268		CALLING NAME & NUMBER DELIVERY - ANONYMOUS
	270		CALLING NAME & NUMBER DELIVERY - ANONYMOUS CALLER REJECTION
	272		CALLING NAME & NUMBER DELIVERY - BLOCKING

SOSC FEATURE CODES  
 FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	274		CALLING NAME & NUMBER DELIVERY - CALLER IDENTIFICATION
	276		CALLING NAME & NUMBER DELIVERY- SELECTIVE BLOCKING
	278		CALLING NUMBE DELIVERY
	280		CALLING NUMBER DELIVERY-BLOCKING
	282		CALLING NUMBER DELIVERY 0 CALLER ID# ONLY
	284		CALLING NUMBER DELIVERY - SELECTIVE BLOCKING
	286		DIALABLE CALLING NAME & NUMBER DELIVERY
	288		DIALABLE CALLING NUMBER DELIVERY
	290		DISPLAY APPL
	292		MGT INFO SYS PKG-PER DISPLAY APPL
	294		SOFTWARE FEATURE - CUST ROLL OVER FRM DISPLAY APPL TO SWITCH APPL
	296		SOFTWARE FEATURE- INTERFACE ADDNL 800 SVC NOS-PER NO ARRANGED

SOSC FEATURE CODES  
 FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	298		SWITCH APPL
CMS			CENTRON/CENTREX MANAGEMENT SYSTEM
	320		BULK CHANGE
	322		CUSTOMER REPORTS
	324		INITIAL INSTALLATION
	326		NETWORK MANIPULATION
	328		PACKET CONTROL CAPABILITY
	330		PRIORITY SERVICE
	332		SUBSEQUENT INSTALLATION
	334		SYSTEM PARTITIONING
CPK			CALL PARK
CPU			CALL PICKUP
	360		BASIC
	362		CALL HOLD



SOSC FEATURE CODES  
 FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	364		PICKUP GROUP
	366		DIRECTED CALL PICKUP BARGE-IN
	368		DIRECTED CALL PICKUP NON-BARGE-IN
CSC			SELECTIVE CALL
	380		ACCEPTANCE
	382		DISTINCTIVE ALERT
	384		FORWARDING
	386		REJECTION
CTX			CALL TRANSFER
CWG			CALL WAITING
	400		CANCEL CALL WAITING; NO DOUBLE CONNECT
	402		DIAL
	404		DIAL ORIGINATING
	406		INDICATION

SOSC FEATURE CODES  
FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	408		ORIGINATED
	410		ORIGINATED
	412		TERMINATING CALLS
	414		TERMINATING INCOMING CALLS
	416		CAMP-ON & CALL WAITING - ORIGINATING MUSIC OPTION
	418		CAMP-ON & CALL WAITING - ORIGINATING RECORDED ANCMT OPTION
	420		CAMP-ON & CALL WAITING - ORIGINATING SILENCE OPTION
DCP		Y	DATA CALL PROTECTION (DM-100)
DIA		Y	DIRECT INWARD ACCESS CODE
DRG			DISTINCTIVE RINGING
	440		DISTINCTIVE RINGING & CALL WTG TONE - CLASS B TONE
	442		DISTINCTIVE RINGING & CALL WTG TONE - CLASS C TONE
	444		DISTINCTIVE RINGING & CALL WTG TONE - CLASS C TONE
DRG			DISTINCTIVE RINGING (CONT)

SOSC FEATURE CODES  
 FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	446		DISTINCTIVE RINGING/DISTINCTIVE CALL WTG; PRIORITY CALL PER LINE
	448		DISTINCTIVE RINGING - CENTRON 1 CALL WTG TONE
EBO			EXECUTIVE BUSY OVERRIDE
EAS		Y	EXTENDED AREA SERVICE UNLIMITED CALLING
ESI		Y	ELECTRONIC SET INTERFACE-PER LINE
FEX		Y	FOREIGN EXCHANGE
HTY			HUNTING
	460		CIRCULAR
	462		SEQUENCE - NON-MULTI LINE GROUP
	464	Y	HUNTING GROUPS
	466	Y	MULTI LINE HUNTING
	468	Y	MULTIPLE POSITION HUNT PER GROUP
	470	Y	MULTIPLE POSITION PER LINE
	472	Y	MULTIPLE POSITION QUEUING PER GROUP

SOSC FEATURE CODES  
FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	474		NON-HUNTING NUMBER
ICM		Y	INTERCOM FEATURE
KBA*			KEY/BUTTON PROGRAMMING ASSIGNMENT
LSP			LOUDSPEAKER PAGING
	500		PER ATTENDANT ACCESS PER CONSOLE
	502		PER TRUNK GROUP
MYB			MAKE BUSY
	520		ARRANGEMENT
	522		ARRANGEMENT KEY CONTROLLER
MOH		Y	MUSIC ON HOLD
MWG			MESSAGE WAITING
	540		AUDIBLE MESSAGE WAITING
	542		MESSAGE CENTER
	544		MESSAGE WAITING INDICATION

SOSC FEATURE CODES  
 FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	546		MESSAGE WAITING VISUAL
	548		EXECUTIVE MESSAGE WAITING
NSA		Y	NIGHT SERVICE ARRANGEMENT
RCF		Y	REMOTE CALL FORWARDING
	580	Y	CALL FORWARDING NUMBER
	582	Y	RING CYCLE
SBL*			STATION BUSY LAMP
SCG			SPEED CALLING
	600		1 DIGIT CONTROLLER
	602		1 DIGIT USER
	604		1 # LIST INDIVIDUAL
	608		1000 CODE (EH3)
	610		2 DIGIT CONTROLLER
	612		2 DIGIT USER

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SOSC FEATURE CODES  
FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	614		2 # LIST INDIVIDUAL
	616		30 CODE - CUST CHANGEABLE
	618		30 NUMBERS
	620		50 CODE - CUST CHANGEABLE
	622		6 CODE
	624		9 CODE - CUST CHANGEABLE
	626		70 CODE - CUST CHANGEABLE
	628		8 CODE - CUST CHANGEABLE
	630		CHANGE IN REPERTORIES
	632		CHANGE SPEED CALLING GROUP LIST
	634		NETWORK SPEED CALL
	636		PAUSE INSERTION - PER SYSTEM
	638		SHARE SPEED CALL LIST ONE
	640		SHARE SPEED CALL LIST TWO

SOSC FEATURE CODES  
 FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	642		UP TO 10 CODE CAPACITY
SCO			STATION CAMP ON
	660		PER LINE
	662		SERVICE ESTABLISHMENT
SMD			STATION MESSAGE DETAIL RECORDING
	680		CALL DETAIL
	682		PER LINE
TDR			TIME OF DAY ROUTING
	700		PER LINE
	702		UPDATE
TTN*			TOUCH TONE
UCD			UNIFORM CALL DISTRIBUTION
	740		DELAY ANNOUNCEMENT
	742	Y	HUNT GROUP

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SOSC FEATURE CODES  
 FEBRUARY 26, 1996

SF CODE	FZ CODE	FD CODE	DESCRIPTION
	744		MUSIC AFTER DELAY
	746		SILENCE AFTER DELAY ANNOUNCEMENT TRUNK
VAD*			VOICE ACTIVATED DIALING (DIAL DICTATION)
VMS			VOICE MESSAGE SERVICE
	780		CALL ANSWERING SERVICE
	782		CALL ROUTING SERVICE
	784	Y	CALL ROUTING TO NUMBER
	786		CONTRIBUTOR MAILBOX
	788		EXTENSION MAILBOX
	790		LISTEN ONLY MAILBOX
	792		MESSAGE NOTIFICATION
	794		MESSAGE SEND
	796		SCHEDULED GREETINGS
	TMX 800		TRANSFER MAILBOX (TFM)



SOSC FEATURE CODES  
 FEBRUARY 26, 1996

ST CODE	FD CODE	DESCRIPTION
802		VOICE MAIL
804	Y	VOICE MAILBOX - WITH CALL FORWARDING -BUSY LINE
806	Y	VOICE MAILBOX - WITH CA FWDG-BUSY LN-DON'T ANS,MSG WTG AUD VISUAL INDR
808		VOICE MAILBOX

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**LOCAL SERVICE PROVIDER VERIFICATION**

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**001361**



# LOCAL SERVICE PROVIDER VERIFICATION

REQUESTING COMPANY NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TEL NO \_\_\_\_\_

STREET \_\_\_\_\_ FLOOR \_\_\_\_\_ ROOM \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FACSIMILE TEL NO \_\_\_\_\_ E-MAIL Id \_\_\_\_\_

EU NAME \_\_\_\_\_ EU TEL No \_\_\_\_\_  
GTE RESPONSE: LSP YES \_\_\_ NO \_\_\_ IF NO, DATE CHGD \_\_\_\_\_

EU NAME \_\_\_\_\_ EU TEL No \_\_\_\_\_  
GTE RESPONSE: LSP YES \_\_\_ NO \_\_\_ IF NO, DATE CHGD \_\_\_\_\_

EU NAME \_\_\_\_\_ EU TEL No \_\_\_\_\_  
GTE RESPONSE: LSP YES \_\_\_ NO \_\_\_ IF NO, DATE CHGD \_\_\_\_\_

EU NAME \_\_\_\_\_ EU TEL No \_\_\_\_\_  
GTE RESPONSE: LSP YES \_\_\_ NO \_\_\_ IF NO, DATE CHGD \_\_\_\_\_

EU NAME \_\_\_\_\_ EU TEL No \_\_\_\_\_  
GTE RESPONSE: LSP YES \_\_\_ NO \_\_\_ IF NO, DATE CHGD \_\_\_\_\_

EU NAME \_\_\_\_\_ EU TEL No \_\_\_\_\_  
GTE RESPONSE: LSP YES \_\_\_ NO \_\_\_ IF NO, DATE CHGD \_\_\_\_\_

EU NAME \_\_\_\_\_ EU TEL No \_\_\_\_\_  
GTE RESPONSE: LSP YES \_\_\_ NO \_\_\_ IF NO, DATE CHGD \_\_\_\_\_

EU NAME \_\_\_\_\_ EU TEL No \_\_\_\_\_  
GTE RESPONSE: LSP YES \_\_\_ NO \_\_\_ IF NO, DATE CHGD \_\_\_\_\_

GTE CONTACT NAME \_\_\_\_\_ TEL NO \_\_\_\_\_

D/T SENT \_\_\_\_\_

**TEMPORARY DISCONNECT/RECONNECT REQUESTS**

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**001363**

ALEC TEMPORARY DISCONNECT / RECONNECT FORM  
FAX TO GTE AT ( ) \_\_\_\_\_ - \_\_\_\_\_

DATE \_\_\_\_\_

ALEC NAME \_\_\_\_\_

STATE \_\_\_\_\_

NAME	FAISLINE#	ACTION	
		TDO	RCO

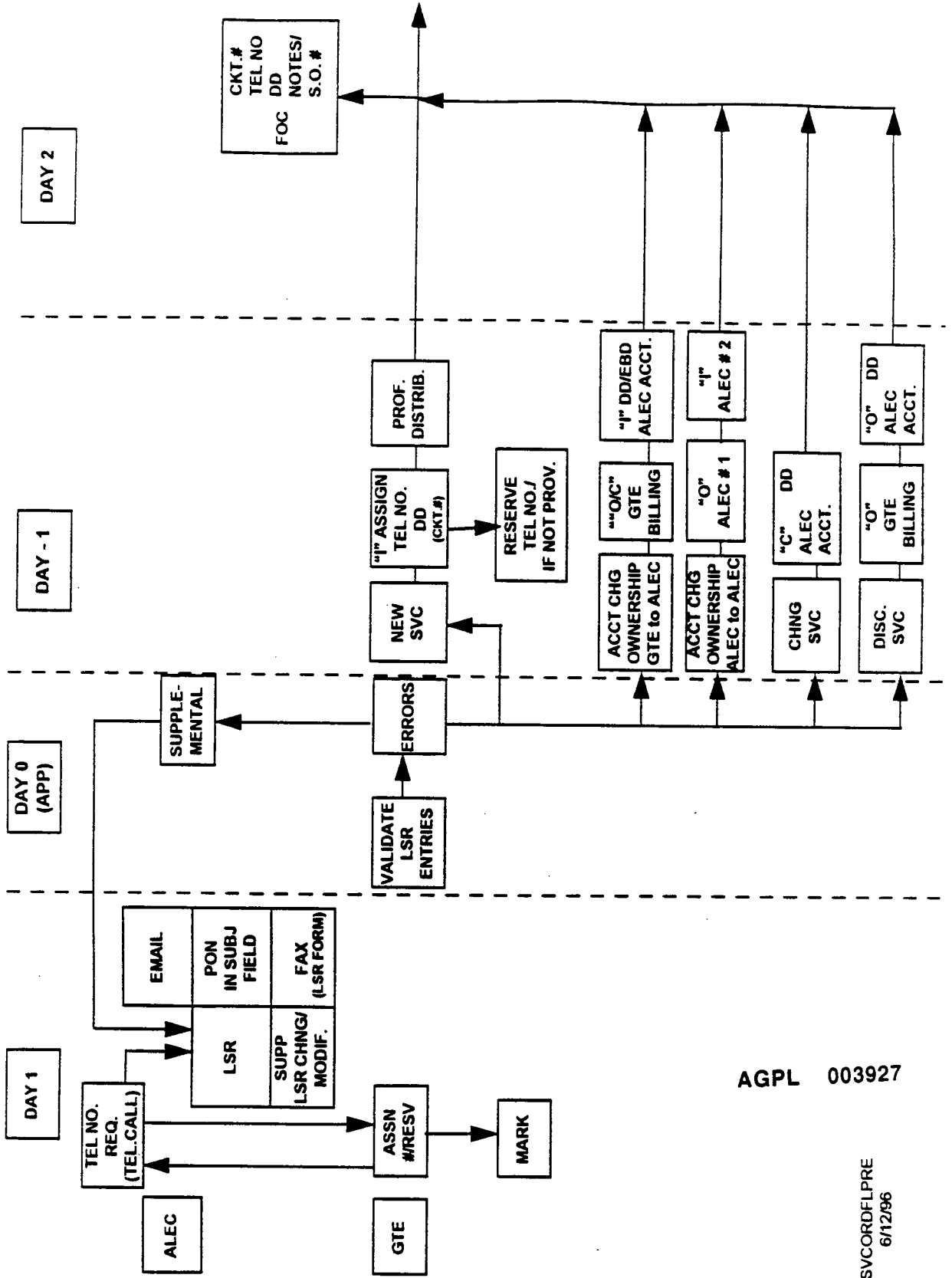
**PROCESS FLOWS**

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**001365**

ALEC/GTE INTERACTION RESALE SERVICE ORDER FLOW

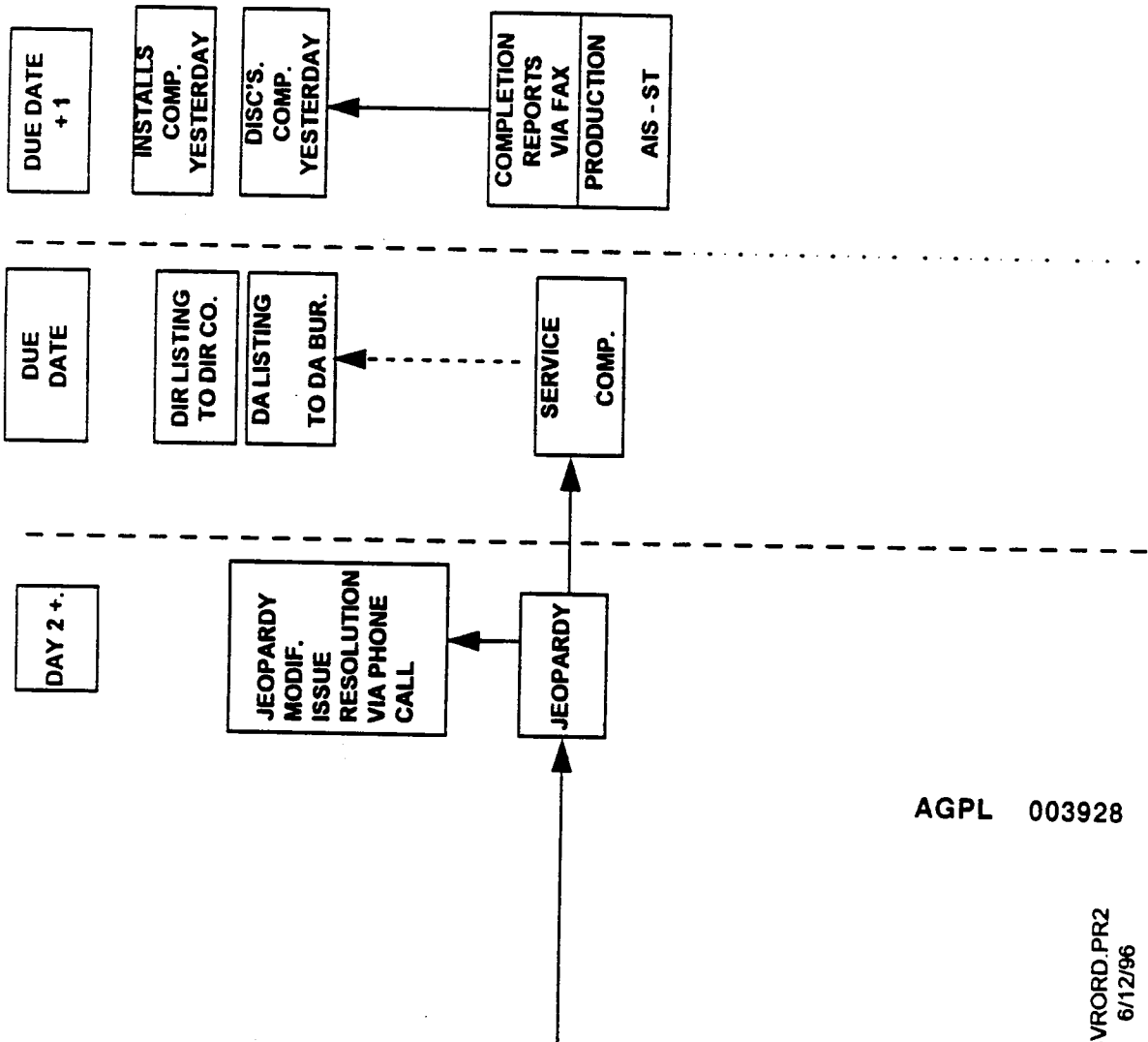


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RESALE SERVICE ORDER FLOW CONTINUED



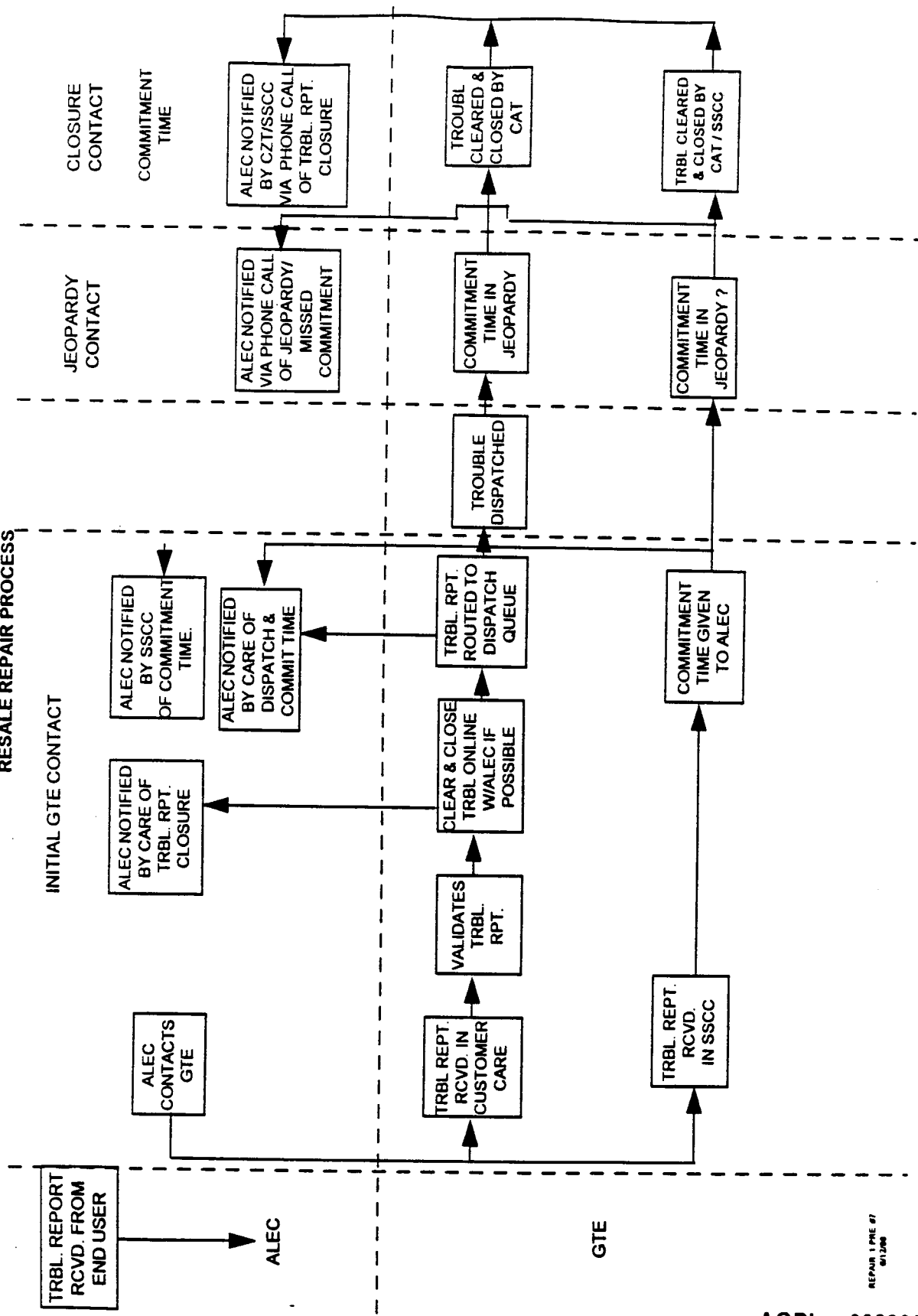
AGPL 003928

SVRORD.PR2  
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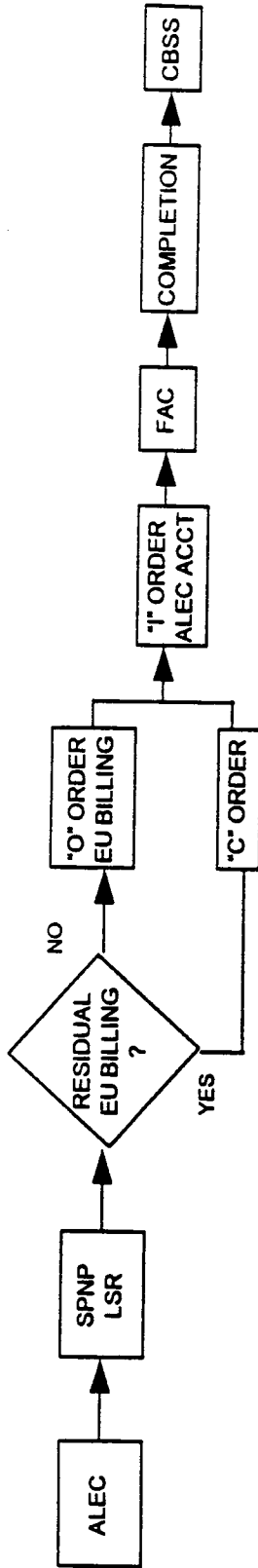
001367



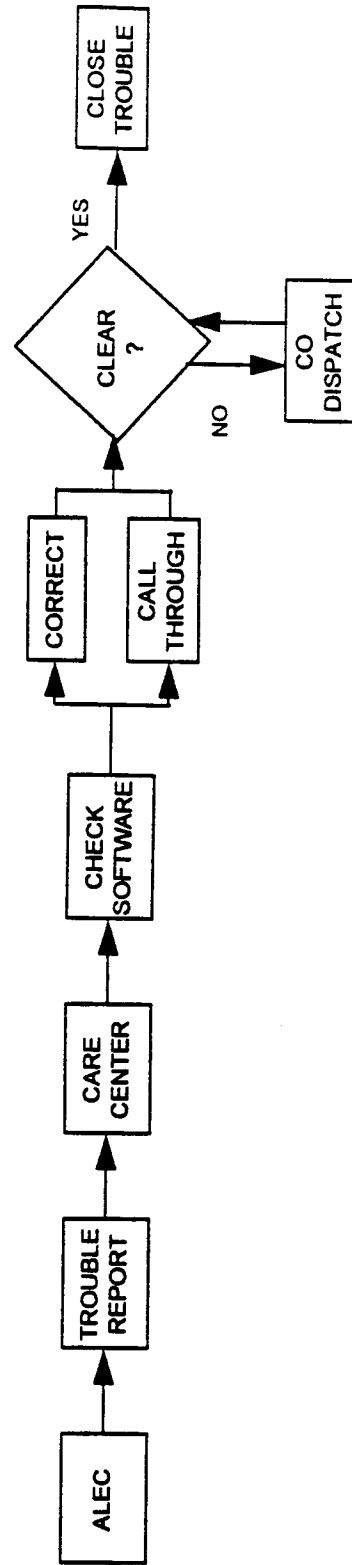
ALEC/GTE INTERACTION  
RESALE REPAIR PROCESS



Ordering and Billing - SPNP  
( Interim Number Portability )



Repair - SPNP



**BILL FORMATS/OPTIONS**

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**001370**

**BILL FORMATS/OPTIONS:**

GTE will provide billing for local services (resale and unbundling) through its CBSS System (Customer Billing Services System). CBSS will provide billing information for the subordinate accounts (individual end user accounts) and a summary bill for all subordinate accounts. Summary bills may be provided at either a state-level or sub-state level as negotiated. The sub-state level can include up to 10 summary bill accounts. This sub-state summary bill assignment can be utilized by the co-carrier for distribution of accounts as deemed necessary. For example, summary bill accounts could be established for cyclical billing purposes or geographic alignment.

Bills may be delivered in one of three mediums: paper, magnetic tape, or electronic data interface (EDI).

The media for bill distribution, other than paper, should be coordinated through the GTE Account Manager.

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**FINANCIALS**

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**001372**

**FINANCIALS:**

Two documents are required by GTE prior to establishing services under the local services tariffs: 1) a copy of the ALEC's certificate of public convenience and necessity and 2) a financial profile.

Attached is a copy of a credit history report which may be requested or the ALEC may provide their own financial statement at GTE's discretion.

The CPCN must be on file with GTE before any service requests can be processed.

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CREDIT HISTORY

RETURN TO: (ACCOUNT MANAGER)

DATE: \_\_\_\_\_ ACNA: \_\_\_\_\_ CIC: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

OTHER NAMES USED FOR OPERATION: \_\_\_\_\_

NAME OF PARENT CO. IF SUBSIDIARY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

SHIPPING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

TELEPHONE \_\_\_\_\_

TAX ID OR SOCIAL SECURITY (SS#): \_\_\_\_\_

BUSINESS OWNERSHIP:      SOLE PROPRIETORSHIP \_\_\_\_\_  
                                 PARTNERSHIP \_\_\_\_\_  
                                 CORPORATION \_\_\_\_\_

STATE INCORPORATED: \_\_\_\_\_ YEAR ESTABLISHED \_\_\_\_\_

STATES WHICH YOU OPERATE OR INTEND TO OPERATE: \_\_\_\_\_

PREVIOUS ADDRESS (IF AT PRESENT LOCATION FOR LESS THAN 5 YEARS):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

ANNUAL SALES: \_\_\_\_\_ # OF EMPLOYEES \_\_\_\_\_

NAME, TITLE, HOME ADDRESS, SOCIAL SECURITY NUMBER OF OFFICERS AND/OR PRINCIPALS:

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**DIRECTORY LISTINGS**

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**DIRECTORY LISTINGS:**

The following pages provide the detail specifications to interface with GTE and GTE Directories for directory listings. For questions and/or additional information, please refer to the Contact Section.

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## LMS SERVICE ORDER FILE

### Record Type

The file will consist of three record types:

1. Header - contains file owner, sequence information, and date and time of file creation.
2. Transaction - service order transactions
3. Trailer - number of transactions transmitted

### File Sort Sequence

The file will be in the following sequence:

1. Transaction date
2. Transaction time
3. Service Order Type
4. Service Order Number
5. Category Identifier
6. Listing Line Sequence Number
7. Listing Line Transaction Code

### Record and Field Definitions

Note: Required fields are marked with an asterisk (\*). Fields required for particular types of service order activity state the conditions requiring the data. All Header and Trailer fields are required.

**Header Record** - will be used to track the input files for proper sequence.

1. Operating group code \*\* - Code which defines the owning telephone company. 2 position alphanumeric. Value assigned by GTE Directories Corporation. Value is unique per service order field received.
2. File sequence number \*\* - Sequential number used to track daily transmission file for proper sequence. 9 position numeric. Number must be assigned by system generating the service order file, and should begin with number 1.
3. Transmission date \*\* - Date the transmission file was created. Should equal date the service orders were issued. This date is used to mark the Effective Date of the order in LMS. 6 position numeric (MMDDYY).
4. Transmission time \*\* - Time the transmission file was created. 6 position numeric (HHMMSS).

**Transaction Record** - service order transactions. These records consist of a fixed portion and a variable portion.

### Fixed Portion:

\*1. Transaction date - Date the order was issued. 6 position numeric (MMDDYY).

Transaction Date and Time are used to process multi activity against the customer/listing, in the proper sequence.

\*2. Transaction time - Time the order was issued. 6 position numeric (HHMMSS).

\*\*Additional date elements required for Directories Distribution Systems.

- \*3. Telephone company code. 3 position numeric. Defines telephone company provide the Service value assigned by GTE/DC.
- \*4. Directory number - 6 digit Universal Directory Number. There are 5 occurrences of this field. 30 position alphanumeric. This number is unique per directory title. It is assigned By YPPA.
- \*5. Main telephone number\*\* - 7 digits. Contains the customer's Main Billing Telephone Number (for Telco billing).
- \*6. Location code - 4 digit Central Office code where the customers service ordinates. This field, in conjunction with the NPA, is used to determine the customer's Local directory (to appear in).
- \*7. Caption control number - 7 digit number assigned to each caption structure. This field is required for caption listings only. This number is assigned by system (or procedurally), and is used to group listings into a caption structure. All lines of a caption must have the same control number. Default is zeroes for Straight Line listings.  
Note: A caption must have a minimum of two listings.
- \*8. Service order listing type -2 characters. Values are:  
CP - caption listing - caption structures are used when a customer has more than one Telephone number, and they are to print together in the directory.  
e.g. Doe John MD  
Office 1234 N. Main.....555-1234  
Res 5678 S. 1st St.....555-5678
- CR - business cross reference listing - a listing that references another listing.  
e.g. IBM.....See International Business Machines
- SL - straight (single) line listing - appears as a single listing in the directory.  
e.g. Doe John 5678 S 1st St.....555-5678
- 9. Service order request - 1 character. Values are:  
Blank - normal order (default)  
A - advanced order - an order is Advanced to directory company when telephone service is not active until after Final Service Order date, and the customer wishes to appear in the upcoming directory.
- \*10. Service order type - 1 character. Values are:  
C - indicates physical changes in service or equipment (i.e. Telephone number change)  
F - 'from' portion of an address change; used in conjunction with a 'to' order  
I - new install  
O - used for record changes other than service or equipment  
i.e. add ALST's, JU's change SRL, change of address if physical location is not affected, add multi-listings, and to change caption set-ups.  
T - 'to' portion of an address change; used in conjunction with a 'from' order  
NOTE: 'F' and 'T' orders can also change the telephone number, along with the address, but should not be used for a telephone number only change. A 'C' order is used for telephone number change.
- \*11. Service order number - 6 to 8 digit number assigned to each service order. 8 position alphanumeric. Numbers with less than 8 digits should be left-justified and padded with spaces. This number is assigned by the service order system. It is unique per service order system. It is unique per service order issued.

\*\* Additional data elements required for Directories Distribution System

\*12.NPA - 3 digit Number Planning Area (Area Code). This is the NPA associated with the Location Code.

\*13.Category identifier - 1 character. Values are:

B - Basic category. Contains Service name and Address, and Related Service Order information.

L - Listing category. Contains listing text for directory appearance.

R -remarks category. Contains directory related remark about the order.

G - Billing category. Contains billing address info. Used by GTE Directories Distribution Company (GTE/DDC) for distribution of directories. When Billing category is not provided, Service Address (from Basic category) is used for distribution.

NOTE: every service order will consist of a minimum of 1 Basic and 1 Listing category record.

\*14.Listing line sequence number - 5 digits. Sequence number keyed on each listing. Use primarily for sequencing listings in a Caption structure. This number must be assigned by the service order system (or procedurally), and is required for captions, it is a sequential number, normally assigned starting with 0100 (on the caption header line), and incrementing by 100. This method provides a range of unused numbers to be used when inserting a new listing between existing listings. i.e. To insert a listing between line 00100 and 00200, assign number 00150 to the new listing.

\*15. Listing line transaction code - 1 character. Values are:

B - no change on line. Only applies to captions. Indicates this listing, in the caption, has no activity against it. Note: When a caption listing is added, changed, and/or deleted, GTE/DC requires the entire caption structure to be passed to LMS.

D - delete line/listing

I - insert line/listing

Variable portion. All fields in the variable part of the record are identified in a mnemonic followed by a equal sign and the field value or text as applicable. The field mnemonic is indicated in parentheses. Maximum length of the variable portion is 256. Any number of fields may appear in an order, as long as the field lengths mnemonics and text for all fields combined) do not exceed the 256 character limit. All fields must be followed by a semi-colon.

Basic Category fields - used for distribution of directories and to build a valid customer mailing address.

- \*1. Service name (SN=). The name of the subscribing customer. Required for directory distribution only.
- \*2. Service address. Designates the specific location of terminating telephone equipment. Consists of the following fields.
  - a. Service address (SA=) - house number, directional, and street name.
  - b. Sub-location (SLOC=) - suite number, apartment number, etc.
  - c. Community (COM=) - community name
  - d. State (ST=) - state code
  - e. Zip code (ZIP=) - 5 digit zip code
3. Reference service order number \*\*(RO=) - Is used only to relate an 'F' (from) order to its associated 'T' (to) order. Required on F and T orders.
4. Reference telephone number\*\*(RO-TN=) - Is used only to relate an 'F' (from) order, by telephone number, to its associated 'T' (to) order.
5. Effective date (EFF=) - Telco billing effective date. This is the date that a service order's billable non-toll activity is to commence or cease.

\*\*Additional data elements required for Directories Distribution Systems

- 6. Due date (DD=) - service order due date. Required on Advanced orders. This is the day on which a customer's service request is scheduled for completion.
- 7. Completion date \*\* (CD=) - Service order completion date. Required on all orders except Advanced and Record orders. This is the day a request for service is fulfilled.
- \*8. Class of Service \*\* (CS=) - Defines class of service. Values are R (Residential), B (Business), T (Telco), G (Government). Required by GTE/DDC only. Classifies a service arrangement according to its use. (And Grade of Service: 1, PBX, CBX, etc)
- \*9. Number of directories (NOD=) - Number of directories customer has requested. Required by GTE/DDC only.

Listing Category Fields - used for directory processing and appearance.

NOTE: Listing descriptors not passed in the order will be assigned the default value. For example, if a Non-published listing is not identified as such, it will default to Published status.

- \*1. Service order listing indicator - Indicates type of listing. Values are:
  - 'PL=' - Primary listing (default)
  - 'Al=' - Additional listing. This is an alphabetical listing in addition to, and having the same telephone number as, its associated primary listing.
  - 'AC=' - Alternate Call listing. This listing type refers callers to another service of the same customer or to the service of another customer.
  - 'JU=' - Joint User listing. This listing type is provided to a business customer who shares a primary service with another business customer.
  - 'CR=' - Cross Reference
  - 'CP=' - Caption listing indicator

NOTE: In a caption sentence, the PL, AL, CR, and JU may appear without the equal sign.

- 2. Publish indicator\*\* - Indicates appearance in the directory and/or in directory assistance. Values are:
  - PB - Published listing (default). Listing will appear in the directory and in directory assistance.
  - NP - Non-published listing. Listing will not appear in the directory and will appearing directory assistance as a Non-pub number.
  - NL - Non-listed listing. Listing will not appear in the directory, but will appear in directory assistance.
- 3. Caption control number (CN) - Number assigned to this entire caption arrangement. 7 digits maximum. Same value as caption control number in fixed portion of record.
- 4. Indent level (IN) - 1 digit field which indicates the number of positions to indent caption sublines. Values are:
  - 0 -only valid on caption headers
  - 1-6-only valid on caption sublines
- 5. Selection control (SC) - 1 digit code which defines what type of product the listing can appear in. Values are:
  - 0 - listing will appear in all products it is Scoped to (default)
  - 1 - listing will appear in the Local directory only
  - 2 - listing will appear in Local Traffic records only; will not print in a directory
  - 5 - listing will appear in Neighborhood directories only; will not print in a Local directory.
  - 7 - listing will appear in the Local directory, and in Local and NPA Traffic records.

\*\* Additional data elements required Directories Distribution Systems

- \*6. Account type (AT) - 1 digit code which defines the type of listing. Values are:
    - 1 - Residential listing (default)
    - 2 - Business listing
    - 3 - Professional listing
    - 4 - Government listing
  - 7. Foreign listing indicator (FL) - Indicates the listing is foreign to the Exchange in which it is to appear. When a listing is appearing in a directory other than his Local directory, the FL code, followed by a 4 digit Location Code of the directory in which it is appearing, must be keyed. [ i.e. FL1234]
  - \*8. Names field are defined as follows:
    - a. Last Name or Finding Word of Business Name (LN=)
    - b. First Name or rest of Business Name (FN=)
    - c. Title/degree (TD=)
    - d. Business signation (DE=)
    - e. Nickname (NN=)
    - f. File-as (FA=) - required with numeric Finding Word [i.e. LN=3; FN=M; FA=Three,M.]. Is used to sequence listings when normal sequencing rules will not file the listing as required.
    - g. Letter sequence indicator (LS) - indicates that the listings is to be sorted as letters instead of a word.
  - 9. Address field are defined as follows:
    - a. House number (HN=)
    - b. Street direction (DR=)
    - c. Street name (ST=)
    - d. Sub location (SL=)
    - e. Community (CM=)
    - f. Zip code (ZP=)
- NOTE: If customer request his address to be omitted from the directory, the address fields are not passed on the service order.
- \*10. Telephone number (TN=) - This usually contains the 7 digit telephone number, unless the area code is required to print in the directory. In this case, it will appear as TN=xxx/xx-xxxx.
  - 11. Line of information (LI=) - Extra line of information (text) which is to appear between the name and address fields in the directory.
  - 12. Caption information (CI=) - Is used to describe Caption information such as subcaption header or term like "Ofc: and "Res". This field is used to describe all descriptive or informational words and terms in caption arrangements that are not classified as part of the name or address fields, telephone number, dialing instructions, alternate calls, line of information, right justified text, or centered information text.
  - 13. Alternate Call (AC=) - Alternate call text used in caption sublines. i.e. After Hours Call .....555-1212
  - 14. Dialing instructions (DL=) - Left-justified dialing instructions (text) which precedes the telephone number. Use of this field causes text to break and indent under the listing name.
  - 15. Right justified text (RJ=) - Right-justified dialing instructions (text) which precedes the telephone number. i.e. Doe John.....Metro Number 555-1212.

\*\* Additional data elements required for Directories Distribution Systems

16. Centered information (CE=) - Text which prints on the line following the telephone number, centered in the column, i.e. Doe John.....Metro Number 555-1212  
 No Charge to Calling Party

17. Class Heading (CLH=) - Required for New Install Business listings, unless class heading is NONE. Is used in a classified directory or in the Yellow Pages to group business listings by products wold or services preformed.

18. Retained Remark (RMKR=) - This formatted remark will identify the customer is switching service to an Alternate Local Exchange Carrier (ALEC). Format is 'RMKR= ALECxxxx'.  
 Note:xxxx is the ALEC identifier, if known.

Remarks Category

1. Remarks \*\*(RMK=) - Contains free-form text/special instructions regarding the directory listing.

Billing Category (\*\*for items 1-4 if different than service address)

1. Directory delivery address designator (DDA=) - Indicates whether to use the Billing or Service address for directory delivery. Values are:

BA - use billing address

SA - use service address

2. Customer billing address (BA=)

3. Bill name identification (BN1=)

4. Bill name identification phrase (BN2=, if applicable)

Trailer record - will contain the transaction count of the transmission file.

1. Transaction count \*\* - 9 position numeric. This count includes the Header and Trailer records.

Records Layouts

HEADER RECORD

Field Name	Size	Format
Record length	2	binary
Filler	2	low-values
Operating group code	2	alphanumeric
File sequence number	9	numeric
Transmission date	6	numeric
Transmission time	6	numeric

LISTING RECORD

Field Name	Size	Format
Record length	2	binary
Filler	2	low-values
Transaction date	6	numeric
Transaction time	6	numeric
Telco Code	3	numeric

\*\*Additional data elements required for Directories Distribution Systems



<u>Field Name</u>	<u>Size</u>	<u>Format</u>
Directory number(s)	30	alphanumeric padded with spaces
Filler	6	spaces
Main telephone number	7	numeric
Filler	1	spaces
Location code	4	numeric
Caption control number	7	numeric
Service order listing type	2	alpha
Service order request	1	alphanumeric
Service order type	1	alpha
NPA	3	numeric
Category identifier	1	alpha
Listing line seq num.	5	numeric
Listing line trans code	1	alpha
Variable text	256	alphanumeric

**TRAILER RECORD**

<u>Field Name</u>	<u>Size</u>	<u>Format</u>
Record length	2	binary
Filler	2	low-values
Trailer Id	8	alphanumeric - value 'TRAILER='
Transaction count	9	numeric

**File Characteristics**

The LMS Service Order file is in a variable, blocked format. The record length is 352, and the block size is 23,476. File can be in EBCDIC or ASCII format.

Field should be received daily via electronic transmission. Preferred communication methods include TCP/FTP and Direct Connect.

**\*\* Additional data elements required for Directories Distribution Systems**

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**DIRECTORY ASSISTANCE**

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**001385**

## **DIRECTORY ASSISTANCE**

The following pages provide the detail specifications to interface with GTE and GTE for directory assistance listings. For questions and/or additional information, please refer to the Contact Section.

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**001386**

**CALIFORNIA DIRECTORY ASSISTANCE UPDATE FORMAT**

• The following COBOL listing provides the format used to update GTEC's California Directory Assistance database.

Records are:

- Variable in length record format.
- Maximum record length is 764.
- Block size is 19069.
- California contact for input format, intervals, etc. is Bryan Paslay (805-372-5542).
- Data is transmitted in tape format (cartridge), to DPI (Directory Press International in California, Jim McMurry, (213-265-6780).

**INPUT FORMAT**

POBROWSE CALLMOD.PANLIA.ACTIVE (CD26000TP)-----LINE 0001639 COL 001 080  
COMMAND - - ->

			SCROLL ==>>CSR
01639	01 7074-DIR-LISTING-REC-C88332		
01640	03 C88332 - 6 NUMERIC-WORDS		
01641	05 C88332 - NPA	PIC 999	
01642	05 C88332 - PREFIX	PIC 999	
01643	05 C88332 - LINE NO	PIC 9999	
01644	05 C88332 - PUB - CODE		PIC 9
01645	05 C88332 - REC-LENGTH	PIC 999	
01646	05 C88332 - CUST-CODE		PIC 999
01647	05 C88332 - HDU	PIC 9	
01648	05 C88332 - REC - NO		PIC 99
01649	05 C88332 - BOLD TELF		PIC 9
01650	05 C88332 - XLL - IND		PIC 9
01651	05 C88332 - DESIGN STYLE	PIC 99	
01652	05 C88332 - AUDR - STYLE	PIC 99	
01653	05 C88332 - ORIG - RAD		PIC 999
01654	05 C88332 - EXIR - ID	PIC 9	
01655	05 C88332 - STG - SVC		PIC 9
01656	05 C88332 - SKIP	PIC 99	
01657	05 C88332 - PRINT - TEL		PIC 9
01658	05 C88332 - POST1	PIC 0	
01659	05 C88332 - ALF	PIC 9	CL67
01660	05 C88332 - BUS - RES	PIC 9	
01661	05 C88332 - TYPE-LISTING	PIC 9	
01662	05 C88332 - CP -CODE	PIC 9	
01663	05 C88332 - CUMM-ADD-LTH	PIC 9	
01664	05 C88332 - ALF-TEL-AUD-LTH	PIC 99	
01665	05 C88332 - REF-LST-ADD-LTH	PIC 99	
01666	05 C88332 - DESIG ADD-LTH	PIC 99	
01667	05 C88332 - PUB-ADDR-ADD-LTH	PIC 99	
01668	05 C88332 - NAME-ADD-LTH	PIC 99	
01669	05 C88332 - FILLER	PIC 9	
01670	05 SUPPL - RULE STACK		CL101
01671	10 C88332 - RULE	PIC 99	CL101
01672	10 C88332 - STACK - INDIC	PIC 9 CL101	

01673	06 CAPTION - RULE-STACK REDEFINES SUPPL-RULE STACK		CL101
01674	10 CAPT - RULE	PIC 9	CL101
01675	10 CAPT - STACK	PIC 99	CL101
01676	05 C88332 - ALT TEL-STYLE	PIC 99	
01677	05 C88332 - REF-LSTG - STYLE	PIC 99	
01678	06 C88332 - NAME-STYLE	PIC 99	
01679	03 C88332 - ALPHA - WORDS		
01680	05 C88332 - UNIV - DIR - CODE	PIC X(5)	
01681	06 C88332 - LSTG - TYPE - SEQ	PIC X	
01682	04 C88332 - NAME- AND - TITLE	PIC X (38)	
01683	05 C88332 - NAME - SEQ	PIC X	
01684	05 C88332 - DESIG - KEY	PIC X	
01685	05 C88332 - MERGE - SEQ	PIC X	
01686	05 C88332 - STREET KEY	PIC X (5)	
01687	05 C88332 - SUB CODE	PIC XX	CL90
01688	05 C88332 - SPLIT	PIC X	
01689	05 C88332 - FILLER	PIC X	
01690	05 C88332 - INDENT - CD	PIC X	
01691	05 C88332 - ADDENDAS		
01692	07 C88332 - WORD PIC X(5) OCCURS 129 TIMES		
01693			
01694	05 C88332 - ADDENDA -BYTES REDEFINES C88332 -ADDENDA		CL138
01695	07 C88332 - ADDENDA-BYTES PIC X(01) OCCURS 645 TIMES		CL138

**SCREENING FUNCTIONALITY**

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**001389**

GTE SCREENING  
NOTIFICATION FORM

DATE: \_\_\_\_\_ AREA: \_\_\_\_\_

FROM: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

Telephone Number # (A/C Tel)	Info. Code	Action Add/ Del	Effective Date

- 2. Collect, Special Called.
- 2. Hotel / Motel Time & Charges.
- 3. Inmate Calling - collect, Special Card.
- 4. Inmate Calling - Station Collect, Station Special Called.
- 5. Inmate Calling - Paid, Collect, Special Called.
- 6. Inmate Calling - Collect, Special Called, Toll Only.
- 7. Inmate Calling - Collect, Special Called, Zero minus (0-) Only Capability.
- 8. Customer Owned Coin Telephone - Collect, 3rd Number Billed, Calling Card, Special Called, Auto Collect.
- 9. Collect, Special Called.
- 10. Collect, Calling Card, Special Called, auto Collect.
- 11. Handicapped Customer, Paid, Collect, 3rd Number Billed, Calling Card, Special Called, Auto Collect. (Dial for customer and apply direct dial rate.)
- 12. Calling Card Billing Only.
- 13. Special Billing Number Only.
- 14. Sent Paid, Calling Card and Special Billing Number.
- 15. Sent Paid, Collect and Special Called.
- 16. Paid, Collect, Calling Card, Special Billing, Spec Called, Auto Collect.
- 17. Local Only
- 18. Cellular - collect, 3rd Number Billed, Calling Card, Special Called, Auto Collect.
- 19. Non-Coin - Collect, 3rd Number Billed, Calling Card, Special Called, Auto Collect.
- 20. Coinless Public- Collect, 3rd Number Billed, Calling Card, Special Called, Auto Collect.
- 21. Customer Owned Coin Telephone - collect, 3rd Number billed, Calling card, Special Billing, Auto Collect: Apply Surcharge.
- 22. IMTS - Improved Mobile Telephone Service Paid, Collect, 3rd Number Billed, Calling Card, Special Called, Auto Collect.
- 23. CONDO 1 - Collect, 3rd Number Billed, Calling Card Special Called, Auto Collect.
- 24. CONDO 2 - Collect, 3rd Number Billed, Calling Card, Special Called, Auto Collect, No Local Directory Assistance.
- 25. Coin Telephone - No Incoming Calls Allowed.
- 26. UCLA - No Sent Paid on 0-
- 27. Camarillo State Hospital (Contractual ) - Coin Paid, Collect, 3rd Number billed, One Call Limit, No Local Credit, Coin Refunds Only.
- 28. Inmate Calling - NW State Facility Originated Call.
- 29. Inmate Calling - No Credit or Reconnect.
- 30. University of Idaho
- 31. Department of Energy
- 32. Washington State University
- 33. Postpay
- 34. Inmate Calling - PAL
- 35. Green Acre.

Proprietary Information

May not be duplicated, distributed or resold in any form without the written permission from GTE.

1. Collect 3rd Number. Special Billing Number, Calling Card, Auto

ORIGINATING LINE NUMBER SCREENING - GTE PROPRIETARY  
GTE CALL SCREENING CODE DEFINITIONS

GSEC	Allowable billing functions by O.S.	Blocked billing functions by O.S.
SCCS1	Collect, 3rd Number billed, calling card, auto collect, special called.	Sent paid, DA Call Completion
SCCS2	Hotel / Motel time and charges	Sent paid
XXXXX	Hotel / Motel time and charges	Sent paid, DA Call completion
SCCS3	Inmate Calling - collect only, No on line credit or reconnect.	Sent paid, auto collect, 3rd number billed, calling card, special called, DA, DA call completion.
SCCS4	Inmate Calling - Station Collect: No on line credit or reconnect.	Sent paid, auto collect, 3rd number billed calling card, special called, DA, DA call completion
SCCS5	Inmate Calling - paid collect	auto collect, 3rd number billed, calling card, special called, DA, DA call completion
SCCS6	Inmate Calling - Collect, Toll only: no on line credit or reconnect	no local dialing, sent paid, 3rd number billed, calling card, special called, DA, DA call completion.
SCCS7	Inmate Calling - collect, zero minus (0- only capability) No on line credit or reconnect.	Sent paid, auto collect, 3rd number billed, calling card, special called, DA, DA call completion.

NOTE: Codes with no definition are reserve for future screen codes.



ORIGINATING LINE NUMBER SCREENING - GTE PROPRIETARY  
GTE CALL SCREENING CODE DEFINITIONS

GTE CALL SCREENING CODE DEFINITIONS		
GSEC	Allowable billing functions by O.S.	Blocked billing functions by O.S.
SCCS8	Customer owned coin telephone - collect, 3rd number, calling card, special called, auto collect	Sent paid, DA call completion
SCCS9	Collect, special calling	3rd number billed, sent paid, calling card, auto collect, DA call completion
SCCS10	collect, calling card, special called, auto collect	3rd number billed, sent paid, DA call completion
SCCS11	Handicapped - customer - paid, collect, 3rd number, calling card, special called, auto collect, and DA, DA call completion (Dial for customer and apply dial rate and not operator surcharge)	no restrictions
SCCSX	Handicapped - customer- paid, collect 3rd number, calling card, special called, auto collect, and DA (Dial for customer and apply dial rate and not operator surcharge)	DA call completion
SCCS12	Calling Card Only	collect, 3rd number, auto collect, special called, DA call completion

NOTE: Codes with no definition are reserve for future screen codes.

ORIGINATING LINE NUMBER SCREENING - GTE PROPRIETARY  
GTE CALL SCREENING CODE DEFINITIONS

GTE CALL SCREENING CODE DEFINITIONS		
GSEC	Allowable billing functions by O.S.	Blocked billing functions by O.S.
SCCS13		
SCCS14	Sent paid, calling card, allows DA call completion	Collect, 3rd number billed, special called, auto collect
SCCS15	Sent paid, collect, special called, allows DA call completion	3rd number billed, auto collect
SCCS16	Sent paid, collect, special called, allow DA call completion	3rd number billed
SCCS17	Local Only	collect, sent paid, calling card, auto collect, special called, 3rd number billed, DA call completion
SCCS18	Cellular - collect, 3rd number billed, calling card, special called auto collect	Sent paid, DA call completion

**NOTE: Codes with no definition are reserve for future screen codes.**

ORIGINATING LINE NUMBER SCREENING - GTE PROPRIETARY  
GTE CALL SCREENING CODE DEFINITIONS

GTE CALL SCREENING CODE DEFINITIONS		
GSEC	Allowable billing functions by O.S.	Blocked billing functions by O.S.
SCCS19	Collect, 3rd number billed, calling card, special called, auto collect, verify 3rd number billed	Sent paid, DA call completion
SCCS20	Coinless Public - collect, 3rd number billed, calling card, special called auto collect	Sent paid, DA call completion
SCCS21	Customer owned coin telephone - collect 3rd number billed, calling card, special called, auto collect, apply surcharge	Sent paid, DA call completion
SCCS22	IMTS - improved mobile telephone service, sent paid, collect, 3rd number billed, calling card, special called, auto collect	DA call completion
SCCS23	CONDO 1 (Hawaii only) Collect 3rd number billed, calling card, special called, auto collect, no local DA	Sent paid
SCCS24	CONDO 2 ( Hawaii only) Collect 3rd number billed, calling card special called, auto collect, no local DA	Sent paid, DA, Da call completion
SCCS25	Coin telephone - no incoming calls	

NOTE: Codes with no definition are reserve for future screen codes.

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ORIGINATING LINE NUMBER SCREENING - GTE PROPRIETARY  
GTE CALL SCREENING CODE DEFINITIONS

GTE CALL SCREENING CODE DEFINITIONS		
GSEC	Allowable billing functions by O.S.	Blocked billing functions by O.S.
SCCS26	UCLA (California Only) - No sent paid on zero minus (-0)	DA, DA call completion
SCCS27	Camarillo State Hospital (California Only - contractual) collect, coin paid, 3rd number billed, call limit, no local credit, coin refunds only	Sent paid, DA call completion
SCCS28	Inmate Calling - WA state facilities (Washington State only) collect only. Announcement must include that the facility may monitor and/or record conversation: no on line credit or reconnect.	Sent paid, 3rd number billed, special called, DA, DA call completion
SCCS29		
SCCS30	University of Idaho (Idaho only) 3rd number billed, auto collect special called, no 3rd number billed to 206/885-XXXX	Sent paid, DA call completion, collect
SCCS31	Toll BLK (Pennsylvania only) Collect, calling card, special called, auto collect (paid emergency only)	Sent paid, DA call completion, 3rd number billed
SCCS32	Washington State University collect calling card	Sent paid, DA call completion, 3rd number billed, special called, auto collect

NOTE: Codes with no definition are reserve for future screen codes.

ORIGINATING LINE NUMBER SCREENING - GTE PROPRIETARY  
GTE CALL SCREENING CODE DEFINITIONS

GTE CALL SCREENING CODE DEFINITIONS	
GSEC	Blocked billing functions by O.S.
SCCS33	Allowable billing functions by O.S. Post pay DA call completion
SCCS34	Inmate calling (Northeast only) collect only, no on line credit or reconnect Sent paid, auto collect, 3rd number billed, special called
SCCS35	
SCCS36	Directory connect plus blocked DA call completion

**NOTE: Codes with no definitions are reserve for future screen codes.**