AT&T Switched Ethernet Service[SM]
Wholesale Customer - Change Activity ASR Job Aid
August 2022

This document is intended as an aid to AT&T customers for the purpose of ordering AT&T Switched Ethernet Service. Customers should also refer to the AT&T Interstate Access Guidebook, any applicable Broadband Services Agreements and OBF industry ordering documents and information, as appropriate. This document is provided solely as a convenience to AT&T's customers. It does not modify or supplement any rates, terms, or conditions in a customer's service agreement, including any rates, terms or conditions contained in the AT&T Interstate Access Guidebook or any Broadband Services Agreement.

NOTE: This document has been approved for external distribution

Revision History:

- **March 2016** – Created AT&T Switched Ethernet Service Wholesale Customer – Change Activity Job Aid
- **April 2016** – Updated Change UNI Port CIR bandwidth (same port connection) and Change the Class of Service* /Change the MAC Address quantity to show the steps for Downgrading CIR and Class of Service on UNI Ports
- **June 2016** – Updated InterLATA EVC information and CIR Upgrade with EMUX
- **July 2016** – Added Note in reference to if PORT/EVC has Optional Features then customer must provide on change request.
- **October 2016** – Added Adding or Removing Enhanced Multicast to NNI/UNI Port and Adding or Removing Enhanced Multicast to a MultiPoint EVC; removed the SBDW field from the Adding or Removing Enhanced Multicast to NNI/UNI Port – C Activity chart.
- **April 2017** – Added (Only Needed for Adding a Port) to the ICEVL Screen of the "Adding or Removing a Port from an IntraLATA Multipoint EVC Scenario", removed the TE field from all Scenarios, removed VTA field from all EVC Scenarios, added SEI field to all disconnect scenarios.
- **May 2017** – Added NNI/UNI EPP Contract Change Scenario, updated the NNI/UNI EPP Contract Change Scenario; added Changing EVC CoS; added NOTE to Simple Changes in reference to 1 business day Interval; updated the CNO to Blank on the NNI/UNI Broadband Service Agreement (BSA) Contract Change scenario
- **June 2017 –** Updated EVC Rehome Scenario (ICEVL Screen; UREF 1) and added note in reference to Restrictions
- **October 2017 –** Moved Change from VLAN to Port based configuration or the reverse scenario to Simple Changes; updated Change from VLAN to Port based… scenario (changed CNO and removed RPON; updated Change from VLAN to Port based configuration - added EVC change scenarios; updated the ordering steps for Change from VLAN to Port based configuration or the reverse scenario
- **November 2017 -** replaced all references of EVC Migration Tool to EVC Bulk Move Tool
- **April 2018 –** moved VLAN to Port Based and vice versa to Out of Scope Section; Move Inside Move with New NTE to Complex Change from Out-of-Scope Change.
- **August 2018 –** updated EVC Scenarios (removed ICEVL. Moved VLAN to Port Based and vice versa to Simple Change (new process).
- **November 2018** – Correction to Change Port Interface Type from Electrical to Optical or vice versa and change in Port Connection Speed pg 34

- **February 2019** – Updated the Job Aid Scenarios to incorporate CAFE, moved VLAN to Port Based Configuration and Inside Move to Out of Scope; removed JS field from NNI/UNI BSA Contract Change Scenario pg 30; removed R CNO from VLAN to Port Based Scenario in Out of Scope Section; updated CNO values for Inside Move (M Activity) and adding TSP
- **March 2019** – adding Port Configuration VLAN to Port based and vice versa to Simple Change (see notes)
- **June 2019** – added NOTE to VTA field for specific Scenarios
- **July 2019** – updating Note to CoS and CIR downgrades, Simple Changes: CIR Changes and CoS Changes; added NOTE to CoS/MAC Address changes and CKR Changes
- **September 2019** – corrected NOTE on CoS/MAC changes
- **May 2021** – added note to Complex Change in reference to EVC ASRs needed after EVC Migration page 34; added Variable Term Agreement Indicator (VTAI), Implementation Contact Email (IMPCON EMAIL), and Call Before Dispatch (CBD) to all Scenarios
- **May 2022** – corrected CNO in Scenario N Change UNI CKR (ONLY) Administrative Change: ASR Activity – R.
- **August 2022** – removal of the email process for changing EVC CIR and VLAN Changes

This document shall apply to each region shown in the chart below.

ILEC Name	States
AT&T Midwest Region	AT&T Illinois
	AT&T Indiana
	AT&T Michigan
	AT&T Ohio
	AT&T Wisconsin
AT&T Southeast Region	AT&T Alabama
	AT&T Florida
	AT&T Georgia
	AT&T Kentucky
	AT&T Louisiana
	AT&T Mississippi
	AT&T North Carolina
	AT&T South Carolina
	AT&T Tennessee
AT&T West Region (NB)	AT&T Nevada
AT&T West Region (CA)	AT&T California
AT&T Southwest Region	AT&T Arkansas
	AT&T Kansas
	AT&T Missouri
	AT&T Oklahoma
	AT&T Texas

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UNI Port and EVC Change Configurations:

There are three types of change configurations - **Simple**, **Complex** and **Out-Of-Scope**.

NOTE: If your Port or EVC have any type of optional features, such as Diverse Access (DA), Alternate Access Failover (AAF), Alternate Serving Switch(ASW), or Enhance Multicast; you will need to provide the same information on the change request as well. If not, the feature will be removed from your PORT, or EVC.

- **For DA: SR = NNB and DIVCKT to show the Diverse From Circuit ID**
- **For AAF: SR = NNJ**
- **For ASW: SR = NND**
- **Enhance Multicast: PORT: BUM = A; EVC: LOS = EMCAST**

Request Type for ASE using CAFÉ.

- **Ethernet Virtual Connection – Standalone (REQTYP S):** Is an **EVC Only** request and the EVCI field will be populated with "A"

- **Switched Ethernet Services (REQTYP S):** Is an **Port Only** Request that is terminated in a Central Office, Carrier Hotel, or RBOC – SEI field will be populated with "Y"

- **Switched Ethernet Services (REQTYP E):** Is an **Port Only** Request – SEI field will be populated with "Y"

Simple Change – Requires a **single C-ASR** with a **7-business day due date**.

NOTE: the following Simple Changes now have 1 business day Intervals

- UNI/EVC CIR Changes
- UNI/EVC CoS Changes
- Adding/Removing Enhanced Multicast
- UNI MAC Changes

- **AT&T account team engagement is not required, with the exception of a Power Supply change, CIR increasing above 500M if existing CIR is less than 500M, and Inside Move**.
- The CNO ASR field must be populated with ZZZZZZZZZZZZ (12 Zs), unless difference is noted below.
    1. **NOTE: Information provided below is not all fields that are required. Please be mindful that all fields for ASE are needed. If you have questions on what fields are needed, please review this Job Aid and ASOG.**
- **All information provided on the ASRs should match information of the last ASR issued in addition to the information provided by AT&T (APOT Field, and ESP Field)**
- If CIR or COS is being **downgraded**, a change EVC ASR to show the new CIR or COS has to be issued and completed before the change ASR for the UNI"
- The simple changes are listed below:

A. *Change UNI Port CIR bandwidth (same port connection) **

NOTE: ***If existing CIR is less than 500M and is being changed to Increase above 500M, please contact Account Manger to confirm there is no EMUX in the route***
If there is an EMUX in the route, it will only support CIR of 500M or less. To upgrade CIR to a speed above 500M, then it is a Complex Change.

If CIR or COS is being downgraded, follow the below steps:

1. **Submit Change EVC ASR to show downgraded CoS or CIR. (See B. Change EVC CIR)**
2. **Once EVC completes, submit Change UNI ASR to show the new downgraded CoS or CIR.**

Change UNI Port CIR Bandwidth (No Change to the Port Connection)	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	**Information from the last Updated ASR of the PORT**
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZ
REQTYP	S**D** or E**D Firm Order**
ACT (Activity)	C (Change Activity)
QSA **(Reqtyp "E")** (Quantity Service Address)	01
SEI (Switched Ethernet Indicator)	Y
RTR (Response Type Request)	F (Ensures a DLR will NOT be issued)
CUST (Customer)	Company who is submitting the request
PIU (Percentage Interstate Usage)	100
ECCKT	Populate with the PORT Circuit ID. (Use virgules) EX: 38/KSGN/123456//SB
QTY	0000001
BAN	**BAN circuit is Billing** (EX:123 N25-1000)
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
SPEC	See 'Code' Section
REMARKS	Changing Port CIR from 20M to 50M
ICADM Screen	**Information from the last Updated ASR of the PORT**
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**

VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract #
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All - ClickContinue
CFA Validation Tab	Click Continue
ICSES Screen	**Information from the last Updated ASR of the PORT**
NC	Reflect the new NC Code
NCI	NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only** **Information from the last Updated ASR of the PORT**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
LCON, ACTEL, and Email	Person Name, Tel # and Email

B. Change EVC CIR

Change EVC CIR	
ASR FIELD	**VALUE**
ICASR Screen	**Information from the last Updated ASR of the EVC**
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Changing EVC CIR from 20M to 50M
ICADM Screen	

BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	Pre-populated – 0001
NC (Network Channel)	VLP- point- to-point VLM- multipoint
EVCID	Provide EVC Circuit ID
NUT (Number of Terminations)	**01 for MultiPoint EVC 02 for Point to Point EVC**
UREF (UNI Reference Number)	UNI Reference Number NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator **C**
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID
RUID (Related UNI Identifier)	UNI Port Circuit ID
CEVLAN (Customer Edge Virtual Local Area Network)	If needed. VLAN ID (0002 – 4090)
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	**C**
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	New BDW ##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
REMARKS	Any additional information needed
Complete the above steps for additional UREFs	

*C. Change the Class of Service**

D. Change the MAC Address quantity

***Restriction:** No other provisioning changes may be made to the UNI Port at the same time as a Class of Service Change.
For example, the CIR may not be changed when the Class of Service is changed. This includes the change of the CKR because this change modifies the design. I.e. TIRKS Word DOC.
Billing changes, such as VTA and PNUM, may be made at the same time as the Class of Service Change.

****NOTE:** Each EVC is assigned a CIR and CoS that must be equal to or lower than the CIR and CoS for the associated UNI Port. Changes to the EVC will require an EVC ASR.

If CIR or COS is being downgraded, follow the below steps:

3. **Submit Change EVC ASR to show downgraded CoS or CIR.**
4. **Once EVC completes, submit Change UNI ASR to show the new downgraded CoS or CIR.**

Change UNI Port Class of Service and/or MAC Addresses	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	**Information from the last Updated ASR of the PORT**
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ
REQTYP	S**D** or E**D Firm Order**
ACT (Activity)	C (Change Activity)
QSA **(Reqtyp "E")** (Quantity Service Address)	01
SEI (Switched Ethernet Indicator)	Y
RTR (Response Type Request)	F (Ensures a DLR will NOT be issued)
CUST (Customer)	Company who is submitting the request
PIU (Percentage Interstate Usage)	100
ECCKT	Populate with the PORT Circuit ID. (Use virgules) EX: 38/KSGN/123456//SB
QTY	0000001
BAN	**BAN circuit is Billing** (EX:123 N25-1000)
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
SPEC	Reflect New SPEC Code
REMARKS	Changing Class of Service from OEMAT1 to OEMAR1 or Increasing MAC Addresses or Decreasing MAC Addresses
ICADM Screen	**Information from the last Updated ASR of the PORT**
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract #

IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All - Click Continue
CFA Validation Tab	Click Continue
ICSES Screen	**Information from the last Updated ASR of the PORT**
NC	NC Code – See Code Section
NCI	NCI at ACTL/POP/Cell Site/End User – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only** **Information from the last Updated ASR of the PORT**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
LCON, ACTEL, and Email	Person Name, Tel # and Email

E. Change EVC CoS

Change EVC CoS	
ASR FIELD	**VALUE**
ICASR Screen	**Information from the last Updated ASR of the EVC**
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Changing EVC CoS from OEMAN1 to OEMAT1
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue

ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	EVC Reference Number (pre-populated)
NC (Network Channel)	VLP- point- to-point VLM- multipoint
EVCID	Provide EVC Circuit ID
NUT (Number of Terminations)	**01 for MultiPoint EVC 02 for Point to Point EVC**
UREF (UNI Reference Number)	UNI Reference Number NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator **C**
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID
RUID (Related UNI Identifier)	UNI Port Circuit ID
CEVLAN (Customer Edge Virtual Local Area Network)	If needed. VLAN ID (0002 – 4090)
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	**C**
SPEC (Service and Product Enhancement Code)	New SPEC Code.
BDW (CIR Bandwidth)	BDW ##M (EX: 20M)
REMARKS	Any additional information needed
Complete the above steps for additional UREFs	

F. Change the Port Configuration from VLAN to Port Based or vice versa

Note: This process is used ONLY if there are NO EVCs associated with the NNI/UNI. If there are EVCs associated with the NNI/UNI, please follow the Out of Scope Process

Change UNI Port Configuration from VLAN to Port Based or vice versa	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	**Information from the last Updated ASR of the PORT**
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ
REQTYP	SD or ED **Firm Order**
ACT (Activity)	C (Change Activity)
QSA **(Reqtyp "E")** (Quantity Service Address)	01
SEI (Switched Ethernet Indicator)	Y
RTR (Response Type Request)	F (Ensures a DLR will NOT be issued)
CUST (Customer)	Company who is submitting the request
PIU (Percentage Interstate Usage)	100
ECCKT	Populate with the PORT Circuit ID. (Use virgules) EX: 38/KSGN/123456//SB

QTY	0000001
BAN	**BAN circuit is Billing** (EX:123 N25-1000)
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
SPEC	See 'Code' Section
REMARKS	Changing Port configuration to Port based
ICADM Screen	**Information from the last Updated ASR of the PORT**
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract #
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All – Click Continue
CFA Validation Tab	Click Continue
ICSES Screen	**Information from the last Updated ASR of the PORT**
NC	Reflect New NC Code – See Code Section
NCI	NCI at ACTL/POP/Cell Site/End User – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only** **Information from the last Updated ASR of the PORT**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
LCON, ACTEL, and Email	Person Name, Tel # and Email

G. Change the Port Interface Type from SMF to MMF, or the reverse

Change UNI Port Interface Type from SMF to MMF or vice versa	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	**Information from the last Updated ASR of the PORT**
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ
REQTYP	S**D** or E**D Firm Order**
ACT (Activity)	C (Change Activity)
QSA **(Reqtyp "E")** (Quantity Service Address)	01
SEI (Switched Ethernet Indicator)	Y
RTR (Response Type Request)	F (Ensures a DLR will NOT be issued)
CUST (Customer)	Company who is submitting the request
PIU (Percentage Interstate Usage)	100
ECCKT	Populate with the PORT Circuit ID. (Use virgules) EX: 38/KSGN/123456//SB
QTY	0000001
BAN	**BAN circuit is Billing** (EX:123 N25-1000)
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
SPEC	See 'Code' Section
REMARKS	Changing Interface from Single Mode to Multi Mode or vice versa
ICADM Screen	**Information from the last Updated ASR of the PORT**
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract #
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All – Click Continue

CFA Validation Tab	Click Continue
ICSES Screen	**Information from the last Updated ASR of the PORT**
NC	NC Code – See Code Section
NCI	Reflect the new Optical Interface
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only** **Information from the last Updated ASR of the PORT**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
LCON, ACTEL, and Email	Person Name, Tel # and Email

H. *Change Power Supply* (Requirements*:* (1) Indicate the type of power supply change (ex. Change Single AC to Dual AC) in the ASR Remarks field; (2) Account Team engagement needed and (3) Unique CNO value provided by the AT&T BUPM)

Change UNI Port Power Supply	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	**Information from the last Updated ASR of the PORT**
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	12 Digit Unique CNO
REQTYP	S**D** or E**D Firm Order**
ACT (Activity)	C (Change Activity)
QSA **(Reqtyp "E")** (Quantity Service Address)	01
SEI (Switched Ethernet Indicator)	Y
RTR (Response Type Request)	F (Ensures a DLR will NOT be issued)
CUST (Customer)	Company who is submitting the request
PIU (Percentage Interstate Usage)	100
ECCKT	Populate with the PORT Circuit ID. (Use virgules) EX: 38/KSGN/123456//SB
QTY	0000001
BAN	**BAN circuit is Billing** (EX:123 N25-1000)
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
SPEC	See 'Code' Section
REMARKS	Indicate the type of power supply change ex: Change power supply AC to DC or Change power supply DC to AC

ICADM Screen	Information from the last Updated ASR of the PORT
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract #
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All - Click Continue
CFA Validation Tab	Click Continue
ICSES Screen	**Information from the last Updated ASR of the PORT**
NC	NC Code – See Code Section
NCI	NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
ICSAP Screen	**REQTYP "E" Only** **Information from the last Updated ASR of the PORT**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

I. Add Telecommunications Service Priority System (TSP) Only:

Change UNI Port to Add TSP	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	**Information from the last Updated ASR of the PORT**
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ
REQTYP	S**D** or E**D Firm Order**
ACT (Activity)	C (Change Activity)
QSA **(Reqtyp "E")** (Quantity Service Address)	01

SEI (Switched Ethernet Indicator)	Y
RTR (Response Type Request)	F (Ensures a DLR will NOT be issued)
CUST (Customer)	Company who is submitting the request
PIU (Percentage Interstate Usage)	100
ECCKT	Populate with the PORT Circuit ID. (Use virgules) EX: 38/KSGN/123456//SB
QTY	0000001
BAN	**BAN circuit is Billing** (EX:123 N25-1000)
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
TSP	TSP123456-E0
REMARKS	Adding TSP
ICADM Screen	**Information from the last Updated ASR of the PORT**
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract #
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All - Click Continue
CFA Validation Tab	Click Continue
ICSES Screen	**Information from the last Updated ASR of the PORT**
NC	NC Code – See Code Section
NCI	NCI at ACTL/POP/Cell Site – See ‘Code’ Section
SECNCI	NCI at AT&T CO – See ‘Code’ Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
ICSAP Screen	**REQTYP “E” Only** **Information from the last Updated ASR of the PORT**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact

J. Change EVC VLAN

Change EVC VLAN	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Changing EVC VLAN from 2000 to 2001
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	Pre-populated – 0001
NC (Network Channel)	VLP- point- to-point VLM- multipoint
EVCID	Provide EVC Circuit ID
NUT (Number of Terminations)	**01 for MultiPoint EVC 02 for Point to Point EVC**
UREF (UNI Reference Number)	UNI Reference Number NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator **C**
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID
RUID (Related UNI Identifier)	UNI Port Circuit ID

CEVLAN (Customer Edge Virtual Local Area Network)	New VLAN Number
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	C
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	New BDW ##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
REMARKS	Any additional information needed

K. Disconnect EVC Circuit from one LATA and re-establish New EVC Circuit in different LATA - InterLATA EVC

If the EVC LEG (RUID) that is being removed is in the same LATA as the EVC Circuit ID you will need to issue a D& N ASR as shown below

Note: EVC Circuit ID will be in the same LATA as UNI Port circuit used for RUID 1.

EVC – DISCONNECT RUID 1 in one LATA	
ASR FIELD	**VALUE**
ICASR SCREEN	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	See ICSC Code Section – 4-digit code required Example: OB01
DDD (Desired Due Date)	Choose the Date you would like to move the EVC
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D** Firm Order
ACT	D
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
QTY	0000001
BAN	**BAN used to establish EVC**: (EX:123 N25-1000)
REMARKS	Establishing EVC in New LATA
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON

NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	Pre-populated – 0001
NC (Network Channel)	Will be pre-populated VLP- point- to-point VLM- multipoint
EVCID	EVC Circuit ID to be disconnected
NUT (Number of Terminations)	Quantity of EVC UNI terminations on the ASR Valid entries: 01 - 20
UREF (UNI Reference Number)	Will be pre-populated NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator **D**
RPON	PON of the New Connect of New RUID 1
NCI (Network Channel Interface)	Will be pre-populated 02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
RUID (Related UNI Identifier)	UNI Port Circuit ID
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090)
REMARKS	Establishing EVC in New LATA
Complete the above steps for additional UREFs	

EVC – New Connect in the New LATA	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	DDD must match Disconnect
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	N
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)

CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN for new LATA**: (EX:123 N25-1000)
REMARKS	Establishing EVC in New LATA
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	Pre-populated – 0001
NC (Network Channel)	VLP- point- to-point VLM- multipoint
NUT (Number of Terminations)	02
UREF (UNI Reference Number)	**UNI Reference Number (1)** NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
RPON	PON of the Disconnect Connect of Old RUID 1
UACT (UNI Activity Indicator)	UNI Activity Indicator N,
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID 1
RUID 1 (Related UNI Identifier)	UNI Port Circuit ID- Must be same processor as UNI Port Circuit
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090)
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	N
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
UREF (UNI Reference Number)	**UNI Reference Number (2)** NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator N,
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged

	02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID 1
RUID 2	UNI located in different LATA
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090)
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	N
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
REMARKS	Establishing EVC in New LATA

L. Change EVC CIRCUIT on existing interLATA EVC- changing one leg to a new LATA. ASR Activity = C

The EVC LEG (RUID) that is being removed must be in different LATA than the EVC Circuit ID. ASR must be issued using the ICSC code of RUID 1

EVC – Change Activity	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	**InterLata: ICSC code' that matches the 1st RUID**
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Establishing EVC in New LATA
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	Pre-populated – 0001
NC (Network Channel)	VLP- point- to-point VLM- multipoint
EVCID	Circuit ID of EVC
NUT (Number of Terminations)	02
UREF (UNI Reference Number)	UNI Reference Number **01**
UACT (UNI Activity Indicator)	UNI Activity Indicator **D**,

NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID 1
RUID 1 (Related UNI Identifier)	UNI Port Circuit ID that is being Removed
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090) If needed
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	BLANK
SPEC (Service and Product Enhancement Code)	BLANK
BDW (CIR Bandwidth)	BLANK
UREF (UNI Reference Number)	UNI Reference Number **02**
UACT (UNI Activity Indicator)	UNI Activity Indicator **N**,
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID 2 is not required
RUID 2	UNI located in different LATA
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090) If needed
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	N
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
REMARKS	Establishing EVC in New LATA

M. Adding or Removing a PORT to or from an existing MultiPoint EVC

ASR Activity = C

If InterLata EVC: ICSC Code must match the first RUID (UNI Port) that is being added or removed

Adding or Removing a Port from an IntraLATA Multipoint EVC	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	**InterLata: ICSC code' that matches the 1st RUID**
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)

EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Adding Port to EVC or Removing Port from EVC
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	Pre-populated – 0001
NC (Network Channel)	VLP- point- to-point VLM- multipoint
EVCID	Provide EVC Circuit ID
NUT (Number of Terminations)	**01**
UREF (UNI Reference Number)	UNI Reference Number NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator **N** to add Port or **D** to remove Port
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID
RUID (Related UNI Identifier)	UNI Port Circuit ID
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090) If needed
REMARKS	Adding Port to EVC or Removing Port from EVC
(Only Needed for Adding a Port)	
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	**N** to add Port
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	BDW ##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)

N. Change UNI CKR (ONLY) Administrative Change: ASR Activity - R

***NOTE:** No other **provisioning** changes may be made to the UNI at the same time of the CKR change. Example: No PNUM changes can be made when CKR is changing*

Change UNI Port to Change CKR	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	**Information from the last Updated ASR of the PORT**
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ
REQTYP	S**D** or E**D Firm Order**
ACT (Activity)	C (Change Activity)
QSA **(Reqtyp "E")** (Quantity Service Address)	01
SEI (Switched Ethernet Indicator)	Y
RTR (Response Type Request)	F (Ensures a DLR will NOT be issued)
CUST (Customer)	Company who is submitting the request
PIU (Percentage Interstate Usage)	100
CKR	New Access Carrier Circuit ID
ECCKT	Populate with the PORT Circuit ID. (Use virgules) EX: 38/KSGN/123456//SB
QTY	0000001
BAN	**BAN circuit is Billing** (EX:123 N25-1000)
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
REMARKS	Changing CKR to ……
ICADM Screen	**Information from the last Updated ASR of the PORT**
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract #
IMPCON (Implementation Contact)	Name that is responsible for service turn up

TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All - ClickContinue
ICSES Screen	**Information from the last Updated ASR of the PORT**
NC	NC Code – See Code Section
NCI	NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only** **Information from the last Updated ASR of the PORT**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact

O. Inside Move: NTE CLLI Remain the Same: ASR Activity - M

Account Team engagement needed

NOTE: For Inside Moves, you must contact your Account Manager to advise of the Inside Move. The Account Manager will inform AT&T Network to find out if your NTE CLLI will stay the same or change. This will allow you to choose the appropriate Change ASR issuance process.

- **NTE remains the Same: Simple Change**
- **NTE change: Complex Change**

Change UNI Port : Inside Move	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ
REQTYP	S**D** or E**D Firm Order**
ACT (Activity)	M (Move Activity)
QSA **(Reqtyp "E")** (Quantity Service Address)	01
SEI (Switched Ethernet Indicator)	Y
RTR (Response Type Request)	S (Will trigger the issuance of a DLR) F (Ensures a DLR will NOT be issued)
CUST (Customer)	Company who is submitting the request
PIU (Percentage Interstate Usage)	100
ECCKT	Populate with the PORT Circuit ID. (Use virgules) EX: 38/KSGN/123456//SB

QTY	0000001
BAN	**BAN circuit is Billing** (EX:123 N25-1000)
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
REMARKS	Inside Move. Moving from Suite 201 to 500
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract #
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All - ClickContinue
ICSES Screen	
NC	See ‘Code’ Section
NCI	NCI at ACTL/POP/Cell Site – See ‘Code’ Section
SECNCI	NCI at AT&T CO – See ‘Code’ Section
ESP (IPAG CLLI)	**IPAG Switched CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP “E” Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address remains the same. Reflect new Loc Information
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

P. *Adding or Removing Enhanced Multicast to NNI/UNI Port – C Activity*

Adding or Removing Enhanced MultiCast to NNI/UNI Port	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	12 Digit Unique CNO
REQTYP	S**D** or E**D Firm Order**
ACT (Activity)	C (Change Activity)
QSA **(Reqtyp "E")** (Quantity Service Address)	01
SEI (Switched Ethernet Indicator)	Y
RTR (Response Type Request)	F (Ensures a DLR will NOT be issued)
CUST (Customer)	Company who is submitting the request
PIU (Percentage Interstate Usage)	100
ECCKT	Populate with the PORT Circuit ID. (Use virgules) EX: 38/KSGN/123456//SB
QTY	0000001
BAN	**BAN circuit is Billing** (EX:123 N25-1000)
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
REMARKS	Adding Enhanced Multicast or Removing Enhanced Multiicast
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract #
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All - ClickContinue

ICSES Screen	
NC	See 'Code' Section
NCI	NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate IPAG Switched CLLI**
BUM (Broadcast, Unknown UniCast and MultiCast)	BUM = A (Add) OR BUM = D (Remove) NOTE: To complete the request for Enhanced Multicast, one of the above entries must be entered in this field when adding (BUM = A) or deleting (BUM =D) the feature.
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact

Q. Adding or Removing Enhanced Multicast to Existing MultiPoint EVC – C Activity

Enhanced Multicast Feature

The maximum capacity for broadcast/unknown unicast/multicast (BUM) traffic is 2 Mbps per EVC and is provided free of charge. Enhanced Multicast (EMC) increases the BUM traffic on multi-point EVCs (no change to a point-to-point EVC) up to 30 Mbps, per EVC. The feature is billed on the port and once the feature is ordered on a port, each multi-point EVC associated with that port may be provisioned with up to 30 Mbps of combined BUM traffic. EMC is orderable in 1 Mbps increments (ex. 3 Mbps, 29 Mbps, etc.). Multi-point EVC ASRs that ***do not*** specify an EMC range between 3 – 30 Mbps will be provisioned with the standard default of 2 Mbps for BUM.

Individual Case Bases (ICB)

To request **ICB** for EMC for greater than 30M, the LOS field must contain "**EMCASTEMnnnn-nnnnn"** (NNNN= Bandwidth, NNNNN=Approval ID) (n=numeric value).

- This must be entered in the LOS field starting after LREF 1.
- The corresponding BDW field must have a value "31M" or higher.

Adding or Removing Enhanced Multicast to Existing MultiPoint EVC	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	**InterLata: ICSC code' that matches the 1st RUID**
DDD (Desired Due Date)	Choose the date you would like for Service Turn up

PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Adding or Removing Endhanced Multicast
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	Pre-populated – 0001
NC (Network Channel)	VLP- Point to Point VLM- Multipoint
NUT (Number of Terminations)	Quantity of EVC UNI terminations on the ASR
UACT (UNI Activity Indicator)	UNI Activity Indicator (N, C or D)
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI or ICO Switch CLLI
RUID (Related UNI Identifier)	UNI Port Circuit ID or ICO Port CLS Circuit ID
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID, if applicable
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	N, C or D
SPEC (Service and Product Enhancement Code)	Must match the SPEC of the RUID. See valid Codes. (ICEVC screen)
BDW (CIR Bandwidth)	Enter CIR Speed
LREF (Level of Service Reference)	2
LACT (Level of Service Activity Indicator)	N, C or D
LOS	Enter 'EMCAST'

	ICB Enter **"EMCASTEMnnnn-nnnnn"** (After LREF1)
BDW (CIR Bandwidth)	Enter '3M' to '30M', in 1 Mbps increments. **ICB** Enter **'31M' or 'higher'**
Complete the above steps for additional UREFs	

R. NNI/UNI Broadband Service Agreement (BSA) Contract Change

NOTE : This scenario is for changing the Current BSA Contract to a new BSA Contract Only

NNI/UNI Port BSA Contract Change

ASR Type = **C-ASR**

NOTE: A customer is allowed to convert a circuit to a BSA where the language allows and also request an additional change on the same ASR.

Example: Customer request a different CIR speed or new VTA. Separate ASRs are not needed

ASR Field/Form	ASR Field Entry Value
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Blank Note: If there is an additional change along with the new BSA populate the CNO with ZZZZZZZZZZZ
REQTYP	S**D** or E**D**
ACT	C
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
ECCKT	Provide existing Circuit ID Example: 28/KQGN/000033//SW
QTY	0000001
BAN	**BAN ASE was established: (EX:123 N25-1000)**
ACTL	ACTL CLLI assigned to customer POP/Cell Site NOTE: Field should only be populated if the ReqType is SD
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
SPEC	See 'Code' Section
REMARKS	Changing Contract from PC_X###### to PC_X######
ICADM Screen	**Information from the last Updated ASR of the PORT**
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)

VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # and suffix if applicable **NOTE: Without the provided suffix if applicable is not provided the ASR cannot be processed**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All - Continue
ICSES Screen	**Information from the last Updated ASR of the PORT**
NC	Pre-populated from Validation Screen See 'Code' Section
NCI	Pre-populated from Validation Screen NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	Pre-populated from Validation Screen NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only** **Information from the last Updated ASR of the PORT**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	Pre-populated from Address Validation
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact

S. NNI/UNI Port Broadband Service Agreement (BSA) Contract Extension:

If the BSA has an EXTEND option to renew, the Customer may request the EXTEND (renewal) via an ASR

NNI/UNI Port EPP Renewal ASR Type = **R-ASR** Billing Change Only ; No other changes can be combined with this request *NOTE: No other attributes on the UNI port can be changed on a renewal request.* *NOTE: Any attribute change will require a new ASR.* *NOTE: Sales/TSC engagement not required.*	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT	'Extend'

CNO (Case Number)	BLANK
REQTYP	SD or ED
ACT	R (Record)
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU Percentage Interstate Usage)	100
ECCKT	Provide existing Circuit ID Example: 28/KQGN/000033//SW
QTY	0000001
BAN	**BAN ASE was established: (EX:123 N25-1000)**
ACTL	ACTL CLLI assigned to customer POP/Cell Site NOTE: Field should only be populated if the ReqType is SD
APOT (NTE CLLI)	**Populate with the 11 Character NTE CLLI**
SPEC	See 'Code' Section
REMARKS	Extending current Contract
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # **Basic CNUM only**. Suffixes **should not** be included
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate - Continue
ICSES Screen	**Information from the last Updated ASR of the PORT**
NC	Pre-populated from Validation Screen See 'Code' Section
Address Validation Tab	Click Address does not validate Box - Continue
ICSAP Screen	**REQTYP "E" Only** **Information from the last Updated ASR of the PORT**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name

SANO, SASN, etc.	Pre-populated from Address Validation
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact

Complex Changes – Requires the coordination with your AT&T Account Team and the submission of **two UNI port ASRs, one for a disconnect and another for an add,** with a **10-business day due date**.
The ASRs will be related using the **RPON** field. In addition, the **ASR CNO field on both ASRs will reflect the same unique 12-digit number that begins with the letter "R"**. This unique number will be **provided by Account Manager**.

EVC ASRs are not required for this type of change to move the EVC to the New Circuit ID. The AT&T EVC Bulk Move Tool will move EVCs "as is" from the existing UNI port to the new UNI port. The tool will be used on the follow complex scenarios.

NOTE: If your EVC CIR needs to be upgraded or downgraded, an EVC ASR will be needed after the Complex Change has been completed.

This will eliminate AT&T and Customer Record mismatches

A. Change port connection speed from 100 Mbps (100 baseT Electrical) to 1Gbps (1000 baseT Electrical)

B. Change port connection speed from 100 Mbps or 1Gbps Electrical or Optical to 10 Gbps Optical

Change Port Connection Type (Speed) *Upgrade or Downgrade* : NNI/UNI Port Disconnect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID beginning with "R"
REQTYP	S**D** or E**D**
ACT	D (Disconnect)
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
ECCKT	Provide existing Circuit ID Example: 28/KQGN/000033//SW
QTY	0000001
BAN	**BAN circuit is Billed**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of New Connect ASR
REMARKS	Upgrading Port from 100M to 1G or Downgrading Port from 1G to 100M
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON

NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	NC Code of the Port
Change Port Connection Type (Speed) *Upgrade or Downgrade* : UNI Port New Connect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID beginning with "R"
REQTYP	S**D** or E**D**
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN - The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**
SPEC	See 'Code' Section
REMARKS	Upgrading Port from 100M to 1G or Downgrading Port from 1G to 100M
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes

PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI, SECNCI and ICSC - click Validate All - Continue
ICSES Screen	
NC	New NC Code (See 'Code' Section)
NCI	New NCI Code (See 'Code' Section)
SECNCI	NCI at AT&T CO – See 'Code' Section
GETO	"F" Entrance Facility Construction Offer (if applicable)
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

C. ***Change interface type from Electrical to Optical or vice versa and no change in port connection speed***

- **1Gbps (1000 baseT – Electrical) to 1310mm SMF Optical**
- **1Gbps (1000 baseT – Electrical) to 850mm 50 micron MMF Optical**

D. ***Change interface type from Electrical to Optical or vice versa and change port connection speed*** **from 100 Mbps to 1Gbps**

- **100 Mbps (100 baseT - Electrical) to 1Gbps 1310nm SMF Optical**
- **100 Mbps (100 baseT - Electrical) to 1Gbps 850nm 50 micron MMF Optical (or other 1Gbps optical interface type)**

Change Port Interface Type from Electrical to Optical or vice versa and no change in Port Connection Speed : NNI/UNI Port Disconnect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID beginning with "R"
REQTYP	SD or ED
ACT	D (Disconnect)

SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
ECCKT	Provide existing Circuit ID Example: 28/KQGN/000033//SW
QTY	0000001
BAN	**BAN circuit is Billed**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of New Connect ASR
REMARKS	Changing Interface from Electrical to Optical or Optical to Electrical
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	NC Code of the Port

Change Port Interface Type from Electrical to Optical or vice versa and no change in Port Connection Speed : UNI Port New Connect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID beginning with “R”
REQTYP	SD or ED
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN - The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**

SPEC	See 'Code' Section
REMARKS	Changing Interface from Electrical to Optical or Optical to Electrical
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	NC Code (See 'Code' Section)
NCI	New NCI Code (See 'Code' Section)
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

Change Port Interface Type from Electrical to Optical or vice versa and change in Port Connection Speed : NNI/UNI Port Disconnect

ASR Field/Form	ASR Field Entry Value
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project

CNO (Case Number)	Unique 12 Digit ASRItemID beginning with “R”
REQTYP	SD or ED
ACT	D (Disconnect)
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
ECCKT	Provide existing Circuit ID Example: 28/KQGN/000033//SW
QTY	0000001
BAN	**BAN circuit is Billed**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of New Connect ASR
REMARKS	Changing from 100M Electrical to 1G Optical Interface
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	NC Code of the Port

Change Port Interface Type from Electrical to Optical or vice versa and change in Port Connection Speed : UNI Port New Connect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID beginning with “R”
REQTYP	SD or ED
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN - The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site

	ED REQTYP – Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**
SPEC	See 'Code' Section
REMARKS	Changing from 100M Electrical to 1G Optical Interface
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	New NC Code (See 'Code' Section)
NCI	New NCI Code (See 'Code' Section)
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

E. Outside move (UNI port address change)

Outside Move : UNI Port Disconnect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	

PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID beginning with "R"
REQTYP	SD or ED
ACT	D (Disconnect)
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
ECCKT	Provide existing Circuit ID Example: 28/KQGN/000033//SW
QTY	0000001
BAN	**BAN circuit is Billed**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of New Connect ASR
REMARKS	Outside Move
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	NC Code of the Port

Outside Move: UNI Port New Connect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID beginning with "R"
REQTYP	SD or ED
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100

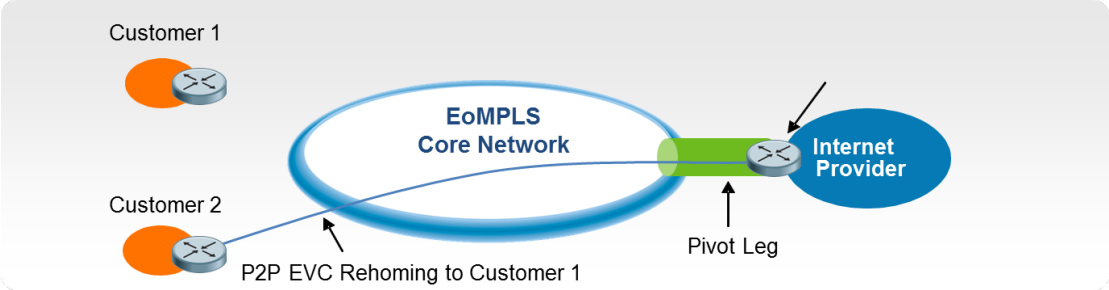
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN - The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**
SPEC	See 'Code' Section
REMARKS	Outside Move
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	See 'Code' Section
NCI	NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**IPAG Switched CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	New EndUser Address
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

F. *EVC Rehome* is a change/move of one end of a point-to-point or multipoint EVC to another existing port at a Cell site or POP

NOTE:

- The EVC leg that is not part of the move is called the pivot leg.
- The pivot leg is not part of the EVC Re-home ASR.
- If there are changes to the pivot leg (e.g., CIR changing), then it should come in as a separate change EVC ASR.
- **Restrictions:** PPCoS, AAF, and DA – 2 EVC ASRs Needed (Disconnect EVC and New Connect EVC ASRs, RPON'd together)

EVC Rehome Diagram



1. ***EVC Rehome: Moving of one end of a point-to-point or multipoint EVC to another existing port at a Cell site or POP***

EVC Rehome	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	**InterLata: ICSC code' that matches the 1st RUID**
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Rehoming EVC
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	EVC Reference Number (Provided by customer)
NC (Network Channel)	VLP- point- to-point VLM- multipoint
EVCID	Circuit ID of EVC
NUT (Number of Terminations)	02
UREF (UNI Reference Number)	UNI Reference Number **01**
UACT (UNI Activity Indicator)	UNI Activity Indicator **D**,
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**

RUID 1 (Related UNI Identifier)	UNI Port Circuit ID that is being Removed
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090) If needed
LREF (Level of Service Reference)	Blank
LACT (Level of Service Activity Indicator)	Blank
SPEC (Service and Product Enhancement Code)	Blank
BDW (CIR Bandwidth)	Blank
UREF (UNI Reference Number)	UNI Reference Number **02**
UACT (UNI Activity Indicator)	UNI Activity Indicator **N**,
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID 2
RUID 2	UNI Port Circuit ID that is being rehome to
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090) If needed
UREF (UNI Reference Number)	UNI Reference Number **02**
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	N
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
REMARKS	Rehoming EVC

2. **EVC Rehome: Moving UNI from one Multipoint EVC to a different Multipoint EVC**

   NOTE: 2 Change Activity ASRs required and RPON'd together

1st EVC ASR: Disconnect from Existing Multipoint EVC	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	**InterLata: ICSC code' that matches the 1st RUID**
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ

	NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Rehoming UNI to new MultiPoint EVC
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	EVC Reference Number (Provided by customer)
NC (Network Channel)	VLM- multipoint
EVCID	Circuit ID of EVC
NUT (Number of Terminations)	01
UREF (UNI Reference Number)	UNI Reference Number **01**
UACT (UNI Activity Indicator)	UNI Activity Indicator **D**,
RPON	PON Number of Adding UNI to New EVC
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
RUID 1 (Related UNI Identifier)	UNI Port Circuit ID that is being Rehomed
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090) If needed
LREF (Level of Service Reference)	Blank
LACT (Level of Service Activity Indicator)	Blank
SPEC (Service and Product Enhancement Code)	Blank
BDW (CIR Bandwidth)	Blank
REMARKS	Rehoming UNI to new MultiPoint EVC
2nd EVC ASR: Adding to New Multipoint EVC	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters

ICSC (Interexchange Customer Service Center)	**InterLata: ICSC code' that matches the 1st RUID**
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Rehoming UNI to new MultiPoint EVC
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	EVC Reference Number (Provided by customer)
NC (Network Channel)	VLM- multipoint
EVCID	Circuit ID of EVC
NUT (Number of Terminations)	01
UREF (UNI Reference Number)	UNI Reference Number **01**
UACT (UNI Activity Indicator)	UNI Activity Indicator **N**,
RPON	PON Number of Disconnect UNI from existing EVC
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID 2 is not required
RUID	UNI Port Circuit ID that is being Rehomed
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090) If needed
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	N

SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
REMARKS	Rehoming UNI to new Multipoint EVC

G. ***Change UNI Port CIR bandwidth above 500M with EMUX in Route (same port connection)**** NOTE: If existing CIR is less than 500M and is being changed to Increase above 500M, **please contact Account Manger** to confirm there is no EMUX in the route

Change UNI Port CIR bandwidth above 500M with EMUX in Route: NNI/UNI Port Disconnect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID beginning with "R"
REQTYP	SD or ED
ACT	D (Disconnect)
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
ECCKT	Provide existing Circuit ID Example: 28/KQGN/000033//SW
QTY	0000001
BAN	**BAN circuit is Billed**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of New Connect ASR
REMARKS	Increasing CIR from 500M to 1G
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	NC Code of the Port

Change UNI Port CIR bandwidth above 500M with EMUX in Route: UNI Port New Connect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID beginning with "R"
REQTYP	SD or ED
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN - The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**
SPEC	See 'Code' Section
REMARKS	Increasing CIR from 500M to 1G
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######

IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC , NCI SECNCI and ICSC - click Validate All - Continue
ICSES Screen	
NC	New NC Code (See 'Code' Section)
NCI	NCI Code (See 'Code' Section)
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate with the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

Out-Of-Scope Changes – AT&T Account Team engagement is required. These types of changes requires a disconnect and add on the UNI port and associated EVCs. Depending on the type of EVC (VLP- or VLM-) will determine which process you will use below The following is a list of these types of changes.
Once Add ASR has been FOC'd, New EVC ASR can be issued.

Process Steps for the Issuance of the ASRs with VLP- (P2P) EVC is as follows:

1st - Disconnect EVC ASR with 12 Zs in the CNO field (See page 30 EVC Disconnect)
2nd - Disconnect UNI Port ASR with 12 Zs in the CNO field and RPON'd to the New UNI Port ASR (See page 28 NNI/UNI Port Disconnect)
3rd - New UNI Port ASR with the ASR Item ID in the CNO field and RPON'd to the Disconnect UNI Port ASR
After the New UNI Port ASR is FOC'd
4th - Customer issues the New EVC ASR with 12 Zs in the CNO field.

Process Steps for the Issuance of the ASRs with VLM- (MultiPoint) EVC is as follows:

1st – Change Activity ASR for EVC with 12 Zs in the CNO field to remove Disconnect PORT (See page 44; I. Adding or Removing a PORT to or from an existing MultiPoint EVC)
2nd - Disconnect UNI Port ASR with 12 Zs in the CNO field and RPON'd to the New UNI Port ASR
3rd - New UNI Port ASR with the ASR Item ID in the CNO field and RPON'd to the Disconnect UNI Port ASR
After the New UNI Port ASR is FOC'd
4th - Change Activity ASR for EVC with 12 Zs in the CNO field to add New PORT. (See page 44; I. Adding or Removing a PORT to or from an existing MultiPoint EVC)

1st ASR: Point to Point (VLP-) EVC Disconnect

EVC – DISCONNECT	
ASR FIELD	**VALUE**
ICASR SCREEN	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	SD
ACT	D
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
QTY	0000001
BAN	**BAN used to establish EVC**: (EX:123 N25-1000)
REMARKS	Out of Scope Change
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	Pre-populated – 0001
NC (Network Channel)	Will be pre-populated VLP- point- to-point
EVCID	EVC Circuit ID to be disconnected
NUT (Number of Terminations)	Quantity of EVC UNI terminations on the ASR Valid entries: 01 - 20
UREF (UNI Reference Number)	Will be pre-populated NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator **D**
NCI (Network Channel Interface)	Will be pre-populated 02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
RUID (Related UNI Identifier)	UNI Port Circuit ID

CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090)
REMARKS	Add additional information as needed
Complete the above steps for additional UREFs	

1st ASR: Multipoint (VLM-) EVC Change Activity to remove UNI

If InterLata EVC: ICSC Code must match the RUID (UNI Port)

Removing a Port from an Multipoint EVC	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	**InterLata: ICSC code' that matches the 1st RUID**
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Out of Scope Change Removing Port from EVC
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	Pre-populated – 0001
NC (Network Channel)	VLM- multipoint
EVCID	Provide EVC Circuit ID
NUT (Number of Terminations)	**01**
UREF (UNI Reference Number)	UNI Reference Number NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator **D** to remove Port
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged

	02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID
RUID (Related UNI Identifier)	UNI Port Circuit ID
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090) If needed
REMARKS	Out of Scope Change Removing Port from EVC
LREF (Level of Service Reference)	BLANK
LACT (Level of Service Activity Indicator)	BLANK
SPEC (Service and Product Enhancement Code)	BLANK
BDW (CIR Bandwidth)	BLANK

2nd ASR: Disconnect of the UNI Port

NNI/UNI Port Disconnect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ
REQTYP	S**D** or E**D**
ACT	D (Disconnect)
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
ECCKT	Provide existing Circuit ID Example: 28/KQGN/000033//SW
QTY	0000001
BAN	**BAN circuit is Billed**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of New Connect ASR
REMARKS	Out of Scope Change (See Change Scenarios below)
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	NC Code of the Port

3rd ASR: New Connect ASR – See below for the different scenarios

A. Change from VLAN to Port based configuration or the reverse

Note: This process is used if there are EVCs associated with the NNI/UNI. If there is are no EVCs associated with the NNI/UNI, please follow the Simple Change Process

Change UNI Port Configuration from VLAN to Port Based or vice versa	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID
REQTYP	SD or ED
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN - The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**
SPEC	See 'Code' Section
REMARKS	Change Port from Port Based to VLAN Based or Changing Port from VLAN Based to Port Based
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates

	C = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC, NCI SECNCI and ICSC - click Validate All - Continue
ICSES Screen	
NC	New NC Code (3rd Character will reflect the change (See 'Code' Section)
NCI	NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

B. Inside Move with New NTE

Inside Move with New NTE CLLI : UNI Port New Connect	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID
REQTYP	SD or ED
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN

	- The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**
SPEC	See 'Code' Section
REMARKS	Inside Move
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	NC Code (See 'Code' Section)
NCI	NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate the 11 Character ESP CLLI**
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	Address remains the same. Reflect new Loc Information
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

C. Change PPCoS to SCoS or the reverse

New NNI/ UNI Port : Changing PPCoS to SCoS or vice versa	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID
REQTYP	SD or ED
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN - The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**
SPEC	Reflect PPCoS or COS SPEC Code changing to
REMARKS	Out of Scope Change Changing from PPCoS to SCoS or Changing from SCoS to PPCoS
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60) **NOTE: Unless you are changing the term, please populate with the Initial Term in order to avoid triggering a new term which may cause Termination Liability Charges and Contract Credits issues**
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates

	C = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	NC See 'Code' Section
NCI	NCI Code – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate the 11 Character ESP CLLI**
ES (Egress Scheduler) **Used for PPCos Only**	**VALID ENTRIES:** S = All connections associated with this port have a single shared Egress Profile M = All connections associated with this port have independent Egress Profiles NOTE: Identifies the type of frame prioritization required on the UNI port.
PROFE (**Used for PPCos Only**)	Profile Name or ID allowed Profile Name example: 20%RT, 20/20/20/20/20 Profile ID example: 105
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

D. Change PPCoS Single Scheduler to Multiple Scheduler or the reverse

New NNI/ UNI Port : Changing PPCos Single Scheduler to Multiple Scheduler or vice versa	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project

CNO (Case Number)	Unique 12 Digit ASRItemID
REQTYP	SD or ED
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN - The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**
SPEC	PPCoS SPEC Code
REMARKS	Out of Scope Change Changing PPCoS Scheduler from Single to Multiple or Changing PPCoS Scheduler from Multiple to Single
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates **C** = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	See 'Code' Section
NCI	NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate the 11 Character ESP CLLI**

ES (Egress Scheduler)	**VALID ENTRIES:** S = All connections associated with this port have a single shared Egress Profile M = All connections associated with this port have independent Egress Profiles NOTE: Identifies the type of frame prioritization required on the UNI port.
PROFE	Profile Name or ID allowed Profile Name example: 20%RT, 20/20/20/20/20 Profile ID example: 105
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

E. Remove or add the Diverse Access Feature

F. Remove or add the Advanced Access Failover Feature

New NNI/ UNI Port : Adding or Removing Diverse Access or Advanced Access Failover	
ASR Field/Form	**ASR Field Entry Value**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
CBD (Call before Dispatch)	1 – 99 or A1 – A99
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	Unique 12 Digit ASRItemID
REQTYP	S**D** or E**D**
ACT (Activity)	N (New request)
QSA (Quantity Service Address)	**ED REQTYP** – 01
SEI (Switched Ethernet Indicator)	Y (Will be pre-populated)
RTR (Response Type request)	S (Will trigger the issuance of a FOC and DLR) F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	- **N**: New BAN Request - **E**: Existing BAN - The **BAN you want to Bill**: (EX:123 N25-1000)
RPON (Related Purchase Order Number)	PON Number of Disconnect ASR
ACTL	**SD REQTYP -** ACTL CLLI assigned to customer POP/Cell Site **ED REQTYP –** Leave Field Blank
APOT (NTE CLLI)	**Customer CLLI Code**
SPEC	PPCoS SPEC Code
REMARKS	Adding Diverse Access/or Advanced Access Failover or Removing Diverse Access /or Advanced Access Failover
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
Billing Address	Populate the Billing Address in the appropriate fields
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
TE (Tax Exemption)	Tax Exemption Code (If requesting for new BAN)
VTA (ASR – Bill Section) (Variable Term Agreement)	**Format = NN** NN = contract term in months (12, 24, 36, 48, 60)
VTAI (Variable Term Agreement Indicator)	**A** = New Variable Term Agreement **B** = Re-Term existing Variable Term Agreement with new start dates

	C = Retain existing Variable Term Agreement with NO changes
PNUM (Promotional Number)	Broadband (BSA) Contract # Southeast = PCBX###### Southwest = PCSX###### West = PCWX###### Midwest = PCMX######
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated NC and ICSC - click Validate All - Continue
ICSES Screen	
NC	See 'Code' Section
NCI	NCI at ACTL/POP/Cell Site – See 'Code' Section
SECNCI	NCI at AT&T CO – See 'Code' Section
ESP (IPAG CLLI)	**Populate the 11 Character ESP CLLI**
SR	SR: Add or Remove • **NNB (Diverse Access Feature)** NOTE: The DIVPON OR DIVCKT field must also be populated or removed. OR • **NNJ (Advanced Access Failover Feature)**
DIVPON **(Diverse Access Only)**	Populate this field with the PON for the diverse circuit when both circuits are ordered at the same time.
DIVCKT **(Diverse Access Only)**	Populate this field with the diverse circuit ID when one of the diverse circuits already exists.
Address Validation Tab	Populated Street Number, Street Name, T/F, City, State, and ZIP - Validate - Continue
ICSAP Screen	**REQTYP "E" Only**
PI (Primary Location Indicator)	Y
EU Name	End User Customer Name
SANO, SASN, etc.	End User Address
JS Jack Status	D (DEMARC)
LCON, ACTEL, and Email	Person Name, Tel # and Email to contact for Site Visit

G. ***Change from Point to Point EVC to MultiPoint EVC Configuration*** **and vice versa:**
Note: Refer 1st ASR: Point to Point (VLP-) EVC Disconnect. This will be the 2nd ASR issued

Change EVC Configuration from Point to Point to Multi Point or vice versa	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	4 Character Code
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ

	NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D**
ACT	N
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN used on PORT ASR**: (EX:123 N25-1000)
REMARKS	Changing EVC from P2P to MultiPoint or MultiPoint to P2P
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	EVC Reference Number (Provided by customer)
NC (Network Channel)	New NC Code: VLP- point- to-point VLM- multipoint
RPON	PON number of Disconnect EVC
NUT (Number of Terminations)	**Valid Entries 02 to 20**
UREF (UNI Reference Number)	UNI Reference Number NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator **N**
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID
RUID (Related UNI Identifier)	UNI Port Circuit ID
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN Number (0002 – 4090)
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	N
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	BDW ##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
REMARKS	Changing EVC from P2P to MultiPoint or MultiPoint to P2P
Complete the above steps for additional UREFs	

4th ASR: Point to Point (VLP-) EVC New Connect – Once confirmation is received from the 3rd ASR of the Port New Connect

If InterLata EVC: ICSC Code must match the RUID (UNI Port)

EVC New Connect	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	**InterLata: ICSC code' that matches the 1st RUID**
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D**
ACT	N
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN used on PORT ASR**: (EX:123 N25-1000)
REMARKS	Out of Scope Change
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue
ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	EVC Reference Number
NC (Network Channel)	VLP- point- to-point
NUT (Number of Terminations)	Quantity of EVC UNI terminations on the ASR Valid entries: 01 - 20
UREF (UNI Reference Number)	UNI Reference Number NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator N
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID
RUID (Related UNI Identifier)	UNI Port Circuit ID

CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090)
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	N
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
REMARKS	Any additional information
Complete the above steps for additional UREFs	

4th ASR: Multipoint (VLM-) EVC Change Activity to add UNI – Once confirmation is received from the 3rd ASR of the Port New Connect

If InterLata EVC: ICSC Code must match the RUID (UNI Port)

Adding a Port to an Multipoint EVC	
ASR FIELD	**VALUE**
ICASR Screen	
PON (Purchase Order Number)	Create PON – up to 16 alpha/numeric characters
ICSC (Interexchange Customer Service Center)	**InterLata: ICSC code' that matches the 1st RUID**
DDD (Desired Due Date)	Choose the date you would like for Service Turn up
PROJECT *optional*	Optional unless AT&T Managed project
CNO (Case Number)	ZZZZZZZZZZZZ NOTE: All EVC ASRs will reflect 12 Z's in the CNO field on the ASR with the exception of an ICO NNI EVC ASR.
REQTYP	S**D Firm Order**
ACT	C (Change Activity)
EVCI (Ethernet Virtual Connection Indicator)	**A** (Will be pre-populated)
RTR (Response Type request)	F (FOC Only)
CUST (Customer)	Company who is issuing the request
PIU (Percentage Interstate Usage)	100
QTY	0000001
BAN	**BAN EVC was established**: (EX:123 N25-1000)
REMARKS	Out of Scope Change adding Port to EVC
ICADM Screen	
BillNM (Bill Name)	Name of Company to receive the Bill
ACNA	
FUSF (Federal Universal Service Fee)	**E = Exempt** **N = Non-Exempt**
IMPCON (Implementation Contact)	Name that is responsible for service turn up
TEL	Telephone number of IMPCON
NC Validation Tab	Populated EVC NC, NCI of UREF 1, and ICSC - click Validate All - Continue

ICEVC Screen	
EVCNUM (Ethernet Virtual Connection Reference Number)	EVC Reference Number
NC (Network Channel)	VLM- multipoint
EVCID	Provide EVC Circuit ID
NUT (Number of Terminations)	**01**
UREF (UNI Reference Number)	UNI Reference Number NOTE: The total number of UREFs must equal the value specified in the Number of UNI Terminations (NUT)
UACT (UNI Activity Indicator)	UNI Activity Indicator **N** to add Port
NCI (Network Channel Interface)	02VLN.A2 – Port combination tagged and untagged 02VLN.V – VLAN **(CE-VLAN field must be populated)**
EVSCP (Ethernet Virtual Connection Switch Point)	IPAG Switch CLLI of the RUID
RUID (Related UNI Identifier)	UNI Port Circuit ID
CEVLAN (Customer Edge Virtual Local Area Network)	VLAN ID (0002 – 4090) If needed
LREF (Level of Service Reference)	1 (default)
LACT (Level of Service Activity Indicator)	**N** to add Port
SPEC (Service and Product Enhancement Code)	Must match SPEC of the RUID. See Valid codes (ICEVC Screen)
BDW (CIR Bandwidth)	##M (EX: 20M) (Total EVC CIR bandwidth cannot exceed the UNI CIR value)
REMARKS	Adding Port to EVC