Negotiated Project Universal Spreadsheet Helpful Hints

General information

- Universal spreadsheets are located at: Universal Spreadsheet link on the Prime Access Website under ordering. Always pull a new spreadsheet from Prime Access to ensure you have the most recent version
- ***There are hidden columns and row within the Spreadsheet that contain embedded data required for project spreadsheet upload into the Project GUI. Therefore, manipulation of the Spreadsheet is limited. Columns cannot be added or deleted***.
- If a spreadsheet type is chosen and populated and then determined to be the wrong one, the information will have to be populated on the correct spreadsheet.
    a. **Each spreadsheet has specific hidden data for that particular spreadsheet for upload and validation.**
    b. **Do not change tab titles or any embedded column or cell titles on Spreadsheet**
- If the line items have different ACNA/CCNA, then the header cell should be "VAR" – you cannot list multiples on the header page – limited to 3 characters – project manager will select dominant for project code information
- USE YOUR COMPANY NAME which matches ACNA/CCNA
- To clear information in spreadsheet row – right click and choose clear contents or delete row
- Individual cell data can be deleted by highlighting the data and clicking "delete" button on keyboard or right click and clear contents
- TAB SHEETS - While the headers are locked, the customer may still sort the data …. Highlight data fields to include in the sort (starting with line 7 and column D – do not include the headers or hidden rows and columns), select custom sort. When the box opens, be sure the box next to "My data has headers" is blank. Use drop down "sort by" box and choose column you wish to sort the data by. May add several sort levels as needed.
- Date data fields should be populated in month, day, year format. The date cells have coding to auto-convert the date to YYMMDD format required for the system. If you put in the actual YYMMDD format, it will return a far future date.
- Meetpoint column – populate with Y or N to designate if Independent Company is involved on grooms
- Do not put "SPARE" in CFA field or "TBD" or "pending" in PON field or other wording that is not equal to the data being requested in a field – will cause clarification of ASR data
- Please add additional information to text of email for any clarifications on type of project
- When inputting CFA data on the spreadsheet, the slot/channel info should not be put at the end of the CFA. (Example: Correct: 112/T3Z/13/BUMTTXCDWUS/BUMTTXTEK31; Wrong: 112/T3Z/BUMTTXCDWUS/BUMTTXTEK31 T/S 13)
- For CFA using SCID Code, do not populate the leading N for the SCID on the Spreadsheet – it will cause a mismatch with the ASR CFA data
- If a sup is sent to change a CFA or other information on the ASR, the PM should be made aware so the Spreadsheet data in the GUI can be updated as well…. If mismatch, will cause clarification
- Both CFA and CCEA cannot be populated on one line item – must be one or the other. (Also same for SCFA and SCCEA). You can only populate on same line if you are changing in a groom from CFA/CCEA to new CFA/CCEA
- When the following data fields are required and populated on the Spreadsheet, it must match the ASR data submitted:
    - CCNA – LATA – ACNA – ECCKT – ACTL - APOT
    - Pri-Loc Address - Pri-Loc State - CFA / CCEA – SCFA/SCCEA
    - ICFA1, ICFA2, ICFA3, ICFA4 - SECLOC CLLI
- There are comments (red carat) for each item on header and tabs to assist with requirements.
- Additional information can be found on Prime Access Spreadsheet tab under CUSTOMER HELP

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INDIVIDUAL SPREADSHEET HINTS

NEW INSTALL SPREADSHEETS

- Please keep in mind we handle only wholesale new install projects

NEW INSTALL – REQTYPE S – DS1 through OC192 point to point services

- **Header page** must be totally completed including ASR # and quantity of circuits requested.
- Customer project code has 16 character limitations and will cause loading errors if it exceeds this number
- Do not combine service types
- Used only for SPA point to point circuits
- CIRCUIT DATA TAB only requires 1 line (line 7) with columns L, M, N or E if going to a single location. Please enter additional information in email text such as "15 DS1 to single location". IF MULTIPLE LOCATIONS, please note this information including states involved in EMAIL TEXT and EMAIL SUBJECT LINE. One request on email per AT&T REGION – do not combine regions.
- Our mechanization will complete the line item data as the ASRs arrive

NEW INSTALL – SWITCH SERVICES

- Requests are submitted per TANDEM/DEOT and cannot be combined (no multiple locations)
- All circuits including CFA/SCFA must have appropriate (/) in circuit ID or it will be rejected

- **Header page** must be totally completed including ASR # and quantity of circuits requested. This includes TSC information listed with circuit quantities
    - Customer project code has 16 character limitations and will cause loading errors if it exceeds this number
    - Customer contact information should be who owns project from your company and will be invited to call to discuss negotiated dates
- **SWITCH TAB – the following columns are required on all spreadsheets**
    - COLUMNS **– D, L, M, N, O, T, AC/AE (CHOOSE 1), AO, AR, AO, AR, BA, BE**
    - COLUMNS **–used for augment requests – BB, BC, BD (COLUMN BD IS NOT USED FOR CELLULAR SERVICE)**
    - **COLUMN AG IS REQUIRED FOR ALL CELLULAR CUSTOMER REQUESTS AND MUST BE IN SAME LATA.**

- Each circuit requested should have single line to include quantity in Column O as 1 and Column BA as 24
- Column AO should be how you want your new T1 named and all info must match ASR/PON submitted
- All columns listed must match PON/ASR submitted to avoid clarification on PON/ASR and required updates on spreadsheets submitted
- Updated spreadsheets will be required for those that do not match – Spreadsheet/ASR-PON match
- PON NUMBER information is required and will be added to the spreadsheet after kick off call

GSST SPREADSHEET – All tabs should be completed including shaded areas. On SCOPE page under Basic Overview of project, please include ACNA/CCNA. Project manager will review information and work directly with the customer on corrections needed to ensure orders are issued correctly

GROOM SPREADSHEETS

- Please keep in mind we handle ACCESS, UNE, SWITCH, LOCAL INTERCONNECT groom projects
- You must specify in subject line and email text type of service

Negotiated Project Universal Spreadsheet Helpful Hints

DS1 GROOM SPREADSHEET

- Used for SPA, UNE, MUX ACCESS DS1 with SPA/UNE DS0 riders OR MUX Access DS1 with local interconnect trunk riders – not switch trunks or SS7 links
- All circuit IDs on any tab must have appropriate (/) in circuit including ECCKT; OLD/NEW CFA/CCEA
- Requests are submitted per TANDEM/DEOT and cannot be combined (no multiple locations)

- **Header page** must be totally completed including ASR # and quantity of circuits requested. This includes TSC information listed with circuit quantities and rider services if applicable
    - Customer project code has 16 character limitations and will cause loading errors if it exceeds this number
    - Telephone numbers should only be 10 characters -- no dashes, spaces, periods, etc. Bridge/Pin numbers go on separate line
    - Customer contact information should be who will be contacted from you company regarding scheduled date for groom
    - Maintenance window must include days of week and maintenance window range
    - Bridge number is required so it can be loaded into groom request along with pretest information and night of groom information so that contact could be made if there are issues with bridge
- **DS1 ROLL GROOM TAB – the following columns are required on all spreadsheets**
    - COLUMNS **– B, C, D, E, F, G H, J, K, and L, M (IF CHANGING)**
    - COLUMNS **- Q/R (CHOOSE 1), S/T (CHOOSE 1)**
    - COLUMNS **U through W if applicable and X through AC if groom on Z end of circuit (to end user)**
    - **OPTIONAL** - COLUMNS – AE **& AF- if both required otherwise for C orders only AF -(if not populated will not cause reject spreadsheet)**
- **DS1 GROOM RIDER TAB** – the following columns are required
    - COLUMNS - **B, C, D, E, F, G, H, I, J L, M if both required, for C order only M**
    - COLUMN C SHOULD NOT HAVE CHANNEL IN CIRCUIT ID – CHANNEL SHOULD BE IN COLUMN D
    - Only list working channels and not those with no circuits
    - **OPTIONAL** - COLUMNS **L, M if both required, for C order only M (if not populated will not cause reject spreadsheet)**
- All columns listed must match PON/ASR submitted to avoid clarification on PON/ASR and required updates on spreadsheets submitted on all tabs
- Updated spreadsheets will be required for those that do not match – Spreadsheet/ASR-PON match

DS3 GROOM SPREADSHEET

- Used for SPA, UNE, MUX ACCESS DS3 with SPA/UNE DS0 riders OR MUX Access DS1 with local interconnect trunk riders/switch riders with trunks
- All circuit IDs on any tab must have appropriate (/) in circuit including ECCKT; OLD/NEW CFA/CCEA
- Requests are submitted per TANDEM/DEOT and cannot be combined (no multiple locations)
- **Header page** must be totally completed including ASR # and quantity of circuits requested. This includes TSC information listed with circuit quantities and rider services if applicable
    - Customer project code has 16 character limitations and will cause loading errors if it exceeds this number
    - Telephone numbers should only be 10 characters -- no dashes, spaces, periods, etc. Bridge/Pin numbers go on separate line
    - Customer contact information should be who will be contacted from you company regarding scheduled date for groom
    - Maintenance window must include days of week and maintenance window range
    - Bridge number is required so it can be loaded into groom request along with pretest information and night of groom information so that contact could be made if there are issues with bridge

Negotiated Project Universal Spreadsheet Helpful Hints

- **DS3 ROLL GROOM TAB – the following columns are required on all spreadsheets**
  - COLUMNS **– B, C, D, E, F, G H, J, L, M**
  - COLUMNS **- Q/R (CHOOSE 1), S/T (CHOOSE 1)**
  - COLUMNS **U through W if applicable and X through AC if groom on Z end of circuit (to end user)**
  - **OPTIONAL** - COLUMNS – AD **& AE if both required otherwise for C orders only AE -(if not populated will not cause reject spreadsheet)**
- **DS3 GROOM RIDER TAB** – the following columns are required
  - COLUMNS - **B, C, D, E, F, G, H, I, J,**
  - COLUMNS - **L, M, N** if there are trunk riders
  - COLUMN C SHOULD NOT HAVE CHANNEL IN CIRCUIT ID – CHANNEL SHOULD BE IN COLUMN D
  - Only list working channels and not those with no circuits
  - **OPTIONAL** - COLUMNS – O & P **if both required otherwise for C orders only P -(if not populated will not cause reject spreadsheet)**
- All columns listed must match PON/ASR submitted to avoid clarification on PON/ASR and required updates on spreadsheets submitted
- Updated spreadsheets will be required for those that do not match – Spreadsheet/ASR-PON match

OCN GROOM SPREADSHEET

- Each tab will follow the same information required for RIDERS and LOWER LEVEL RIDES.

GROOM – SWITCH SERVICES

- Used for Switch and Local Interconnect Trunks with Local T1 service
- All circuit IDs on any tab must have appropriate (/) in circuit including ECCKT; OLD/NEW CFA/CCEA
- Requests are submitted per TANDEM/DEOT and cannot be combined (no multiple locations)

- **Header page** must be totally completed including ASR # and quantity of circuits requested. This includes TSC information listed with circuit quantities and rider services if applicable
  - Customer project code has 16 character limitations and will cause loading errors if it exceeds this number
  - Telephone numbers should only be 10 characters -- no dashes, spaces, periods, etc. Bridge/Pin numbers go on separate line
  - Customer contact information should be who will be contacted from you company regarding scheduled date for groom
  - Maintenance window must include days of week and maintenance window range
  - Bridge number is required so it can be loaded into groom request along with pretest information and night of groom information so that contact could be made if there are issues with bridge
- **SWITCH ROLL GROOM TAB – the following columns are required on all spreadsheets**
  - COLUMNS **– B, C, D, E, F, G H, J, K**
  - COLUMNS **- L, M – IF CHANGING**
  - COLUMNS **- N/O (CHOOSE 1), P/Q (CHOOSE 1)**
  - COLUMNS **U through W – optional but needed if applicable**
  - COLUMNS **X through AE for trunk rider information**
  - COLUMNS **R/S – FOR CELLULAR (WIRELESS) SERVICES**
  - **OPTIONAL** - COLUMNS – **AF & AG if both required otherwise for C orders only AG -(if not populated will not cause reject spreadsheet)**
- All columns listed must match PON/ASR submitted to avoid clarification on PON/ASR and required updates on spreadsheets submitted
- Updated spreadsheets will be required for those that do not match – Spreadsheet/ASR-PON match

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GROOM - GSST SPREADSHEET – All tabs should be completed including shaded areas. On SCOPE page under Basic Overview of project, please include ACNA/CCNA. Project manager will review information and work directly with the customer on corrections needed to ensure orders are issued correctly

If you have questions regarding projects, you may contact the Area Manager responsible for the project team:

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