March 2018

**EASE LSR Order Flow - TEST**

**Forms by REQTYP**

All forms, with the exception of Simple Port, comply with LSOG 2Q14 Industry Guidelines and are listed by REQTYP below.

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| **REQ TYP** | **Description** |  | **Forms** | | | | | |
| AB | Loop | LSR | | EU | LS |  |  | DL |
| BB | Loop w/ Number Portability | LSR | | EU | LSNP |  |  | DL |
| CB | Number Portability | LSR | | EU | NP |  |  | DL |
| EB | Resale | LSR | | EU | HGI | RS |  | DL |
| FB | Unbundled Local Switching  (ISP, only) | LSR | | EU | PS |  |  | DL |
| JB | Directory Listings & Assistance | LSR | | EU |  |  |  | DL |
| KB | Resale Private Line | LSR | | EU | RPL |  |  |  |
| MB | Loop & Unbundled Local Switching (Port) | LSR | | EU | HGI | RS | CRS | DL |
| NB | DID/DOD/PBX | LSR | | EU | HGI | DDPS |  | DL |
| PB | Centrex | LSR | | EU | HGI | CRS |  | DL |
| QB | ISDN | LSR | | EU | HGI | IBPS/IS |  | DL |

**LSOG Form Legend**

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| CRS | Centrex Resale Services |
| DDPS | DID-DOD-PBX Services |
| DL | Directory Listing |
| EU | End User Information |
| HGI | Hunt Group Information |
| IBPS/IS | ISDN BRI-PRI Services |
| LS | Loop Service |
| LSNP | Loop Service with Number Portability |
| LSR | Local Service Request |
| NP | Number Portability |
| PS | Port Service |
| RPL | Resale Private Line |
| RS | Resale Service |

**Overview**

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| Order ListPON NumberDependenciesHelp TextNew FieldsSupsError HandlingProject IDMigrationsOld Company CodeLoss NotificationTOS | All orders will begin with the Order List. The list contains common information  like Owner, Version, Status, PON, DDD, etc. which will systematically populate at  the top of each successive form. Information is only entered one time in these common fields.  The PON number is systematically pre-populated at the time of Order or  Preorder Initiation. If the PON number differs from the desired number, it can be changed on the Order Initiation form. The PON number cannot have special characters, including dash (-) and/or period (.).  Some fields are activated by information that has been entered in a previous field. Placing information in one field may require completion of another field.  All fields are equipped with Help Text containing the field definition and valid values. Click on the field for the Help Text to display on a status line at the bottom of the screen.  There may be some new fields in EASE as a requirement of LSOG 2Q14.  Values 1 through 3 are valid values.  Error handling of online customer will occur at time PON is validated or submitted.  EASE will have the ability to identify when a Project ID is required and will systematically validate the entered ID.  CLEC to CLEC and Migrations require the use of Migration Indicator.  The Old Company Code (ONSP) is required when NPI on RS is marked for a port in.  Loss Notification will follow industry guidelines. Notification will be sent by email.  All values must be entered in the TOS field, providing all four characters on the LSR form. |

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| **ACTL**  **Additional Information**  **Local Service Freeze**  **Authorization**  **Remarks**  **Conditioning** | Valid ACTL is required and will be systematically validated.  The AI field must be populated with value of “C” when EEL is requested. The value of “C” will mandate completion of the SPEC field with a value of “LOOPEEL.”  When requesting Local Service Freeze, the appropriate price plan must be entered in the Feature Field in one of the following forms: RS, DDPS, CRS or IBPS.  The AGAUTH field is used to indicate the Customer is acting as the End-User’s agent and had authorization on file. The valid value of “Y” must be entered on the Preorder form as well as on the LSR form. AGAUTH is only necessary for a CSI request.  Please ensure forms are filled out accurately and completely. With the increased level of flow-through, Remarks to Brightspeed to request action are not to be depended upon.  Conditioning Options, Conditioning Amount and Conditioning Remarks fields have been created for Brightspeed and are not part of LSOG2Q14 industry guidelines. |

Preorder

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| **Preorder**  **CAPS**  **Circuit/TN**  **Address Validation** | To increase the level of acceptance of the Firm Order, Preorder is highly recommended.  It is preferable for Preorder entry to be in ALL CAPS, including service address entries. CCNA, City and State require CAPS.  CLEC will be able to view all circuits on the Brightspeed account or individual circuits on the CLEC account bases on the Preorder entry. CLEC must provide direction as to what to do with each circuit or TN. In EASE, it will be assumed the circuit and/or TN will remain with Brightspeed if no direction is provided by the CLEC.  Address Validation can be executed within EASE via the Preorder Request or within the Local Service Request (LSR) on the End User Form. |

Loop

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| **CFA Test & Tag** | Valid CFA is required and will be systematically validated. When the value of “C” is selected in the TNT field, both CTEST and LOOPTAG are systematically placed on the order. Please place the number in Remarks on the LSR form as “CTEST NPA NXX-XXXX.” |

Resale and Combined Loop and Unbundled Local Switching (Port)

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| **Feature Detail**  **Product Arrangement**  **Additional Labor**  **Access to Telephone Number Assignment** | Feature detail is not completed on the LSR form. It is completed at the individual line level on the RS form.  Resale and LWS cannot be ordered on the same LSR.   * Valid REQTYPE is E = Resale * Valid REQTYPE is M = Combined Loop and Unbundled Local Switching (Port)   An Inside Wire Maintenance contract is required in order to populate the field.  TN assignment is accessed through Preorder. Options available are specific, random, range or sequential numbers. Reserving the TN must take place within  20 minutes. Preorder information can then be transferred to the LSR. Telephone number systematically selected is business as usual. |

Directory Listing

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| **Listing Creation** | Directory listing creation and modification process is changing with the implementation of EASE. Customers will enter the appropriate information in the EASE directory listing fields on the DL form. EASE will validate the data for the correct syntax and format and send the information to the Directory Listing database. For definitions and related field values, please refer to LSOG 2Q14 Guidelines. |

DID/DOD/PBX

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| **Stand Alone Orders**  **Conversions** | Stand alone requests for DID/DOD/PBX will be submitted as REQTYP N. Product arrangement must specify either Resale or LWS.  Converting an account with multiple services, including DID/DOD/PBX, will be submitted as REQTYP E (Resale) or M (LWS). |

Centrex

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| **Stand Alone Orders**  **Conversions** | Stand alone requests for Centrex will be submitted as a REQTYP P. Product arrangement must specify either Resale or LWS.  Converting an account with multiple services, including Centrex, will be submitted as REQTYP E (Resale) or M (LWS) |

ISDN

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| **Stand Alone Orders**  **Conversions** | Stand alone requests for ISDN activity will be submitted as REQTYP Q for Resale. Product arrangement will be Resale.  Converting an account with multiple services, including ISDN, will be submitted as REQTYP E (Resale) or M (LWS). |