

Business Requirements, Continued

Rules, cont.

Standard	Business Rule												
Taxes	If taxes are not applicable to local or traditional access charges, a Tax Exempt Certificate must be provided.												
Timely & Accurate Billing	<p>AT&T will provide timely and accurate billing. "Timely" is defined by the following:</p> <ul style="list-style-type: none"> • Bills will be distributed to ensure receipt by the ILEC, CLEC, or IXC is no later than 10 calendar days from the Bill Date and 20 days prior to the Payment Due Date. • If the bill is received after 10 days from the Bill Date, the Payment Due Date will be extended by the number of days the bill is late. • The Payment Due Date is provided on the bill and will be due 31 calendar days after the Bill Date or by the next Bill Date, whichever is shorter. • The Payment Due Date will be a business day or reflect the following: <table border="1" data-bbox="735 1081 1458 1325"> <thead> <tr> <th data-bbox="735 1081 1101 1151">If the Original Payment Due Date is ...</th> <th data-bbox="1101 1081 1458 1151">Then change Payment Due Date to...</th> </tr> </thead> <tbody> <tr> <td data-bbox="735 1151 1101 1187">Saturday</td> <td data-bbox="1101 1151 1458 1187">Preceding Business Day</td> </tr> <tr> <td data-bbox="735 1187 1101 1223">Sunday</td> <td data-bbox="1101 1187 1458 1223">Following Business Day</td> </tr> <tr> <td data-bbox="735 1223 1101 1259">Bank Holiday on Monday</td> <td data-bbox="1101 1223 1458 1259">Following Business Day</td> </tr> <tr> <td data-bbox="735 1259 1101 1295">Bank Holiday on Tuesday</td> <td data-bbox="1101 1259 1458 1295">Following Business Day</td> </tr> <tr> <td data-bbox="735 1295 1101 1325">Wednesday, Thursday or Friday</td> <td data-bbox="1101 1295 1458 1325">Preceding Business Day</td> </tr> </tbody> </table>	If the Original Payment Due Date is ...	Then change Payment Due Date to...	Saturday	Preceding Business Day	Sunday	Following Business Day	Bank Holiday on Monday	Following Business Day	Bank Holiday on Tuesday	Following Business Day	Wednesday, Thursday or Friday	Preceding Business Day
If the Original Payment Due Date is ...	Then change Payment Due Date to...												
Saturday	Preceding Business Day												
Sunday	Following Business Day												
Bank Holiday on Monday	Following Business Day												
Bank Holiday on Tuesday	Following Business Day												
Wednesday, Thursday or Friday	Preceding Business Day												

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Billing Requirements Continued

Purpose

The following requirements apply to both local and traditional access charges. The information required to support these requirements must be provided on the Billing Standard Request Form.

Rules

Standard	Billing Rule		
BANs	Billing Account Numbers (BANs) will contain up to 13 alpha-numeric characters. The BAN, once established, will remain the same each month. The following methodology will be used:		
	Field	Alpha/Numeric	Contents
	1-3	Alpha	Company Abbreviation
	4-5	Alpha	State Abbreviation
	6-7	Numeric	Bill Cycle
	8-11	Numeric	AT&T's CIC (0288)
	12-13	Alpha	Bill Type
New or Deleted BANs	If new or deleted mechanized bill activity is required, the name and address of the contact is to be provided to AT&T. Notification will be provided thirty calendar days prior to the effective date of the BAN changes.		

Continued on next page

Billing Requirements, Continued**Rules, cont.**

Standard	Billing Rule
Bill Date	<p>The bill date will always be present on a bill and will be the same month after month with a valid calendar date.</p> <p>There will be two bill dates for each company:</p> <ul style="list-style-type: none"> • one for Facility billing which will be the first of each month. • the other for Switched Access billing. <p>Each ILEC, CLEC and IXC will be assigned to a specific bill cycle date.</p>
Billing Name & Address (BNA)	Charges for Billing Name & Address (BNA) will be billed on a Switched Access Bill.
Factors	Factors are to be provided to AT&T as specified in the applicable tariffs. If not provided, AT&T will apply the tariff default.
Media	The media to be used, unless otherwise specifically agreed by AT&T, is mechanized, via CONNECT:Direct using BOS (Billing Outputs Specifications) format and CABS format or Bill Data Tape.
Jurisdiction	Jurisdictions will be identified throughout the access bills as interstate, intrastate and local.
Meet Point Billing	Billing for Meet Point situations, access service provided by two or more LECs, or by one LEC in two or more states within a single LATA, will be multiple billed.
Monthly Facility Charges	Monthly facility charges will be billed in advance of the bill date (i.e., for a 6/1/96 bill date, the monthly facility charges on the bill will normally be for the period 6/1/96 through 6/30/96).

Continued on next page

Billing Requirements, Continued**Rules, cont.**

Mutual Compensation	Should Mutual Compensation be applicable, it will be billed in arrears and will appear on a "Switched-like" access bill. The jurisdiction will be indicated as local and the charges will be identified separately in the usage section of the bill.
PIC Charges	If charges or credits for Primary Interexchange Carrier (PIC) are to be billed separately from the access bill, the name and address of the person or group to receive these charges must be provided.
State Identification	Charges will be billed for the state in which they were incurred. One bill per state will be issued.
Switched MOU	Switched minutes of use (MOU) will be billed in arrears of the Bill Date (i.e., for a 6/1/96 Bill Date, usage of 5/1/96 through 5/31/96 will be billed).

Request Form

Purpose

Following is the information needed from each ILEC, CLEC and IXC. Please take a few minutes and provide all requested documentation to the Contact listed below.

Contact

AT&T
c/o Jan Jentzen
FLOC: B1826
500 North Point Parkway
Alpharetta, GA 30202
(770)750-3848 (voice)
(770)750-7079 (facsimile)
e-mail !rondo!pobolero!jentzen
internet !pobolero!jentzen@rondo.att.com

Company Code

Please provide your NECA Company Code 30 days prior to initial billing of services. If your Company has a Company Code for Local and Interexchange Services, please provide both.

Local Company Code _____

Interexchange Company Code _____

Continued on next page

Request Form, Continued

Factors

Please provide your factors and supporting documents.

Media

The preferred billing media is mechanized, via CONNECT:Direct. Please indicate which media can be received by your company. (Indicate first and second choice).

Mechanized
 via CONNECT:Direct _____
 BDT (Bill Data Tape) _____
 Diskette _____
 Paper _____

Please provide the complete mailing address for first and second choice of billing media:

	First Choice	Second Choice
Name		
Street Address		
City, State, Zip Code		
Telephone		

If mechanized billing is preferred, please provide your requirements

Request Form, Continued

New or Deleted BANS

Please provide the name and address of the person to receive NEW or DELETED BAN information.

Name	
Street Address	
City, State, Zip Code	
Telephone	

Payment

The preferred payment method is Electronic Funds Transfer (EFT). Please indicate below how payment will be made. (Check one)

EFT _____
 Check _____

PIC Charges

Please provide the person or group to receive PIC charges.

Name	
Street Address	
City, State, Zip Code	
Telephone	

Continued on next page

Request Form, Continued

BNA Charges Please provide the person or group to receive BNA charges.

Name	
Street Address	
City, State, Zip Code	
Telephone	

Taxes

Is your Company exempt from access charge tax liability?

Yes _____
 No _____

If exempt, please mail the appropriate Tax Exempt Certificate.

If not exempt, please identify the applicable tax category(s) and the percentage(s) that apply for both Interstate and Intrastate.

Federal:	Local:
State:	Gross Income Tax:
County:	Other:
City:	Other:

Account Maintenance

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SECTION 1 - ACCOUNT MAINTENANCE REQUIREMENTS

1.1 GENERAL

The purpose of these requirements is to enable AT&T to create an account maintenance structure consistent with its business requirements. In the current environment, the Incumbent Local Exchange Carrier (ILEC) has access to much of the customer account data, network switch activity and current status, and new and existing customer account data required by AT&T. In order to obtain the data necessary to satisfy AT&T account maintenance requirements, the ILEC must meet three key account maintenance requirements.

1.2 REQUIREMENT #1 - LSP Change Notification FEED

Situation: A Customer initiates a change from AT&T another Local Service Provider (LSP) by contacting the new LSP. (LSP Change Notification Feed) (a.k.a. OUTPLOC).

Create an end-of-day LSP Change Notification Feed:

Purpose:

To convey to AT&T that a customer has left the LSP and moved to a new LSP. The new LSP could either be a reseller, the ILEC, or a facilities based provider.

Data Delivery Schedule: Six days a week (Mon - Fri).

Data Transfer Requirements: CARE - like local use Transaction Code Status Indicator (TCSI) code sent via a batch feed, end-of-day, via CONECT:DIRECT Network Data Mover (NDM) sent within 24 hours of the switch being provisioned.

AT&T Data Center Receiving NODE: NDMATTA1

Dataset Name: TMCD.LOCAL.OPXXXX.DAILY +1= Generation dataset

I. HEADER RECORD LAYOUT:

Field Name	Type	Length	Position	Required	Comments
Record Identification - Header	A/N	0002	0001-0002	R	Numeric
Record Identification - Direction	A/N	0002	0003-0004	R	Numeric
CREATE DATE	A/N	0006	0007-0012	R	YYMMDD
SEQUENCE NUMBER	A/N	0004	0013-0016	R	Numeric (0000)
Access Provider (AP) Identification Code	A/N	0004	0017-0020	R	Numeric
Sequence Group Identifier	A/N	0002	0027-0028	R	Numeric
Version Number	A/N	0004	0029-0032	R	Numeric
LSP ID	A/N	0004	0401-0404	R	Numeric

SECTION 3 - ACCOUNT MAINTENANCE REQUIREMENTS

II. TRAILER RECORD LAYOUT:

Field Name	Type	Length	Position	Required	Contents
Record Identification - Header	A/N	0002	0001-0002	R	Numeric
Record Identification - Direction	A/N	0002	0003-0004	R	Numeric
CREATE DATE	A/N	0006	0007-0012	R	YYMMDD
SEQUENCE NUMBER	A/N	0004	0013-0016	R	Numeric (0000)
Access Provider (AP) Identification Code	A/N	0004	0017-0020	R	Numeric
Sequence Group Identifier	A/N	0002	0027-0028	R	Numeric
Version Number	A/N	0004	0029-0032	R	Numeric
LSP ID	A/N	0004	0401-0404	R	Numeric
Grand Total Record Count	A/N	0007	0115-0121	R	Numeric

III. DETAIL RECORD LAYOUT: (Required Data Elements)

Field Name	Field Description	Field Length	Field Position	Field Characteristics	Valid Values
TCSI	Indication of a change in Local Service Providers	0004	0001	Numeric	Local Use Code to be Determined
WTN	Working Telephone Number	0010	0021-0030	Numeric	Numeric
Date	Date	0006	0039-0044	Numeric	YYMMDD
CTI	Customer Type Indicator	0001	0045	Alpha	R - Residence B - Business C - Civilian I - Institutions J - COCOTS K - Coinless L - Limited Collect Q - Public Pay Telephone Z - Semi Public Pay Telephone W - WATS X - Centrex
Disconnect Date	Date that the LSP CHANGE NOTIFICATION FEED was provisioned in the Network.	0006	0427-0432	Numeric	YYMMDD
*Intralata PIC Change Indicator	Status of Intralata PIC. Notification of PIC change during the move to another LSP.	0001	0888	Alpha	Y - Intralata PIC Changed N - Intralata PIC did NOT Change
*Interlata PIC Change Indicator	Status of Interlata PIC. Notification of PIC change during the move to another LSP.	0001	0889	Alpha	Y - Interlata PIC Changed N - Interlata PIC did NOT Change
*NEW LSP ID	New LSP	0004	0890-0894	Numeric	Numeric

*Requesting Information to support Outbound CARE, but not required.

SECTION 3 - ACCOUNT MAINTENANCE REQUIREMENTS

1.3 REQUIREMENT #2 - LSP SERVICE ORDER PIC ONLY CHANGE PROCESS

Situation: Customer has AT&T for and contacts AT&T requesting a change of PIC only from one LD Carrier to another.

AT&T Process:

LD PIC Changes will be accepted by AT&T. AT&T will enter the PIC Change into the service order system, and will generate an LD PIC Change Order which will sent to the ILEC for provisioning.

ILEC Requirement:

Accept a PIC Only Change for an existing AT&T customer via the current Service Order feed. Provision the network, and convey the confirmation of the PIC Only order via the current Work Order Completion feed.

1.4 REQUIREMENT #3 - IXC PIC CHANGE PROCESS

Situation: Customer has AT&T and contacts a New IXC to change PIC to new LD Carrier.

III. Upon receipt of an IXC-initiated '01' PIC order on a Resold line:

- Switch Provider will reject the '01' order. Create the appropriate Industry Standard '3148', with the Local Service Provider ID of the Reseller and send the reject to the originating IXC. The reject must be returned within one business day.

In order for the ILEC to appropriately reject an IXC initiated "01" PIC Order on an AT&T Working Telephone Number (WTN), the ILEC must implement a specific up-front edit. Do not apply a 'PIC Freeze' or a 'PIC Restriction'.

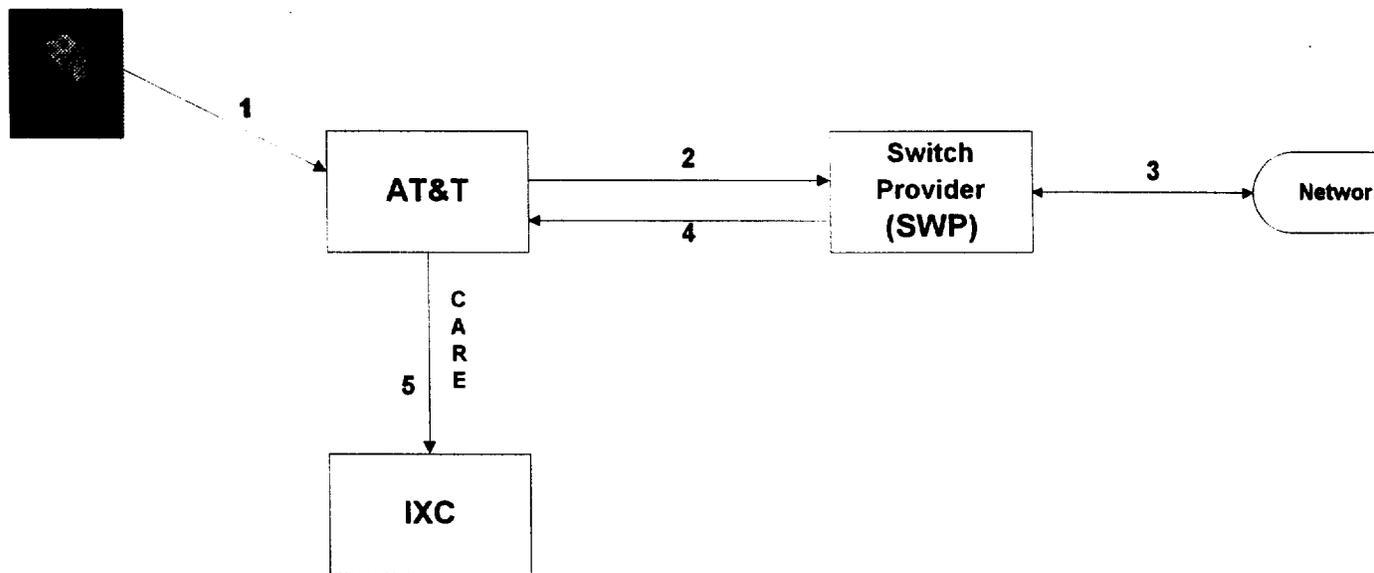
If the submitted WTN is a resold line assigned to AT&T (LSP ID 7421), reject the "01" PIC order with TCSI 3148. Populate LSP ID 7421 in positions 772-775 of the CARE record and return to the submitting IXC. If the ILEC were to reject the order for the reason of "restricted PIC" rather than "resold line", the submitting IXC would not know the line was resold. This would further delay the IXC's attempt to provision the line with the correct LSP.

The above edit process has nothing to do with "PIC Restriction". It is not AT&T's intent to provide the ILEC with end user PIC Restriction information since an end user's request for PIC restriction will be resident only on AT&T data bases. IXC initiated PIC orders received by AT&T will be edited for restricted PIC and returned to the submitting IXC with the appropriate reject TCSI if the WTN is found to be restricted.

Section 2 - ILEC and IXC Flows

LSP and IXC Flows (Flow 1)

Customer Migrates From Incumbent LEC to LSP

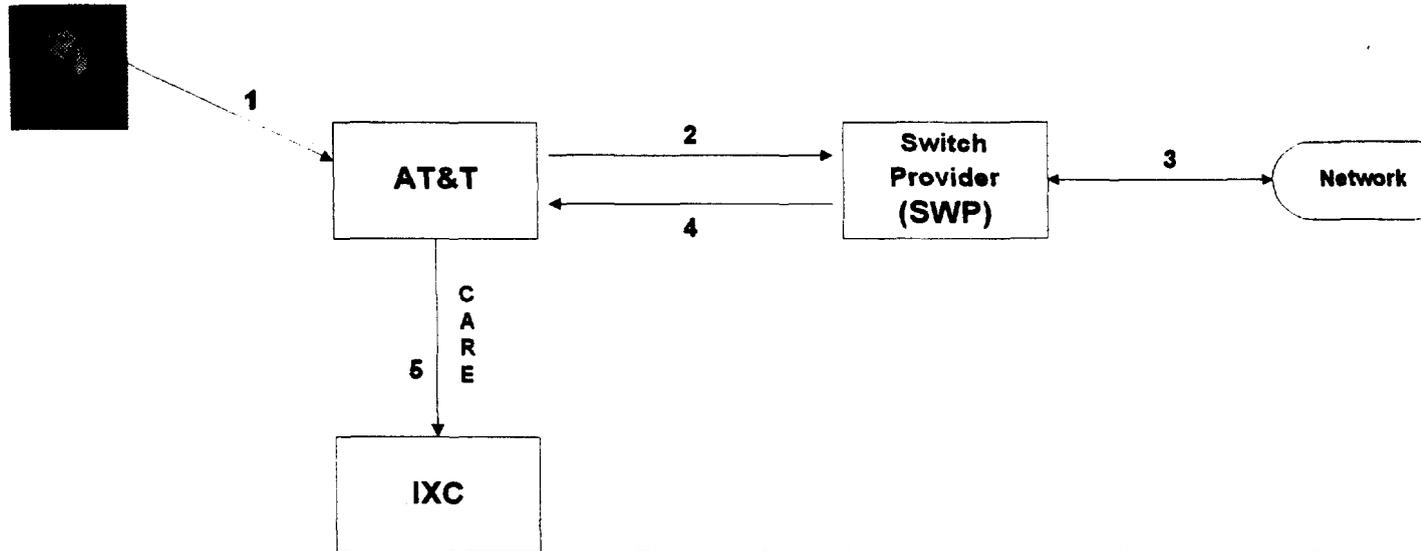


Flow 1 - LSP Initiated Local Service Changes

- 1) Customer Contacts AT&T to migrate from Incumbent LEC to AT&T.
- 2) AT&T sends local service order with LD PIC to SWP.
- 3) SWP requests the network to be provisioned.
- 4) SWP sends Order Completion to AT&T.
- 5) AT&T creates the Industry Standard CARE record and sends to the IXC.

LSP and IXC Flows (Flow 2)

Customer Calls AT&T for Local Service (New Install)



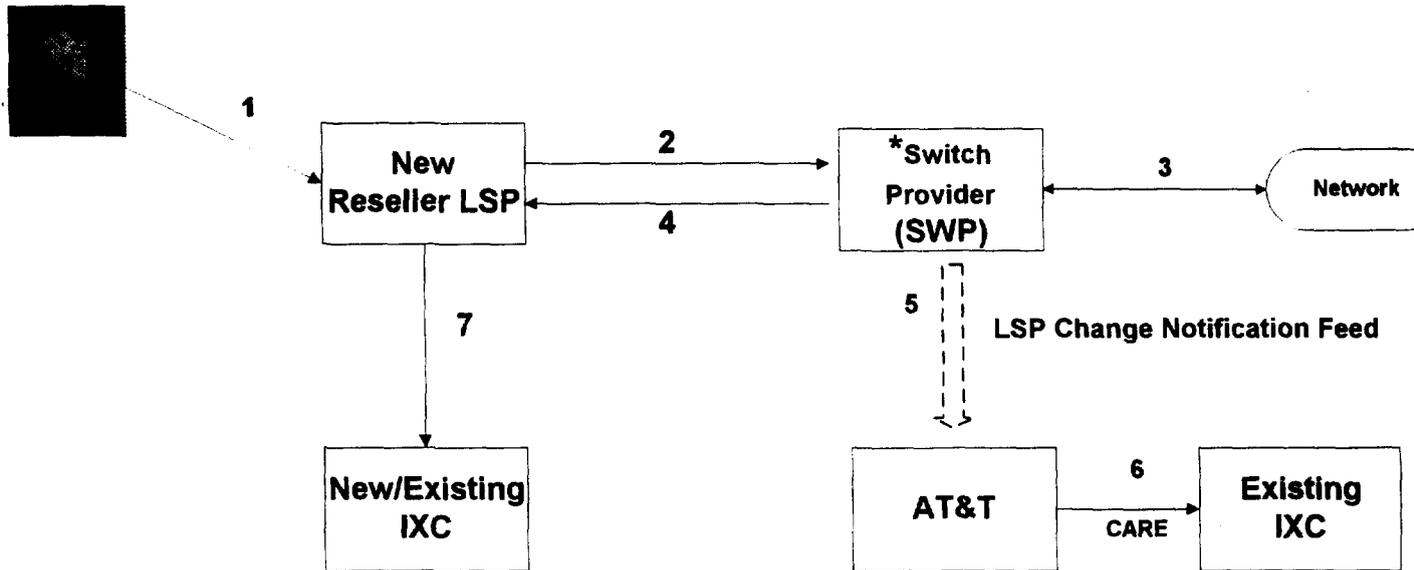
Flow 2 - New Customer calls AT&T for Local Service

- 1) Customer Contacts AT&T requesting Local Service.
- 2) AT&T sends local service order with LD PIC to SWP.
- 3) SWP requests the network to be provisioned.
- 4) SWP sends Order Completion to AT&T Local.
- 5) AT&T creates the Industry Standard CARE record and sends to

AT&T Proprietary - Use Pursuant to Company Instructions

LSP and IXC Flows (Flow 3)

Customer Requests a Change to a New Reseller LSP (Requirement I)



Flow 3 - Customer Currently has AT&T and Changes to a New Reseller LSP

- 1) Customer requests a change to a new Reseller LSP.
- 2) New Reseller LSP sends Service Order with both Local and LD PIC to the Switch Provider.
- 3) SWP requests the network to be provisioned.
- 4) SWP sends Order Completion to LSP.
- 5) SWP creates an LSP Change Notification 960 byte CARE-like record. Creates an end-of-da feed and sends to AT&T.
- 6) AT&T creates the Industry Standard CARE record and sends to the IXC.
- 7) New Reseller creates INPIC CARE to new or existing IXC.

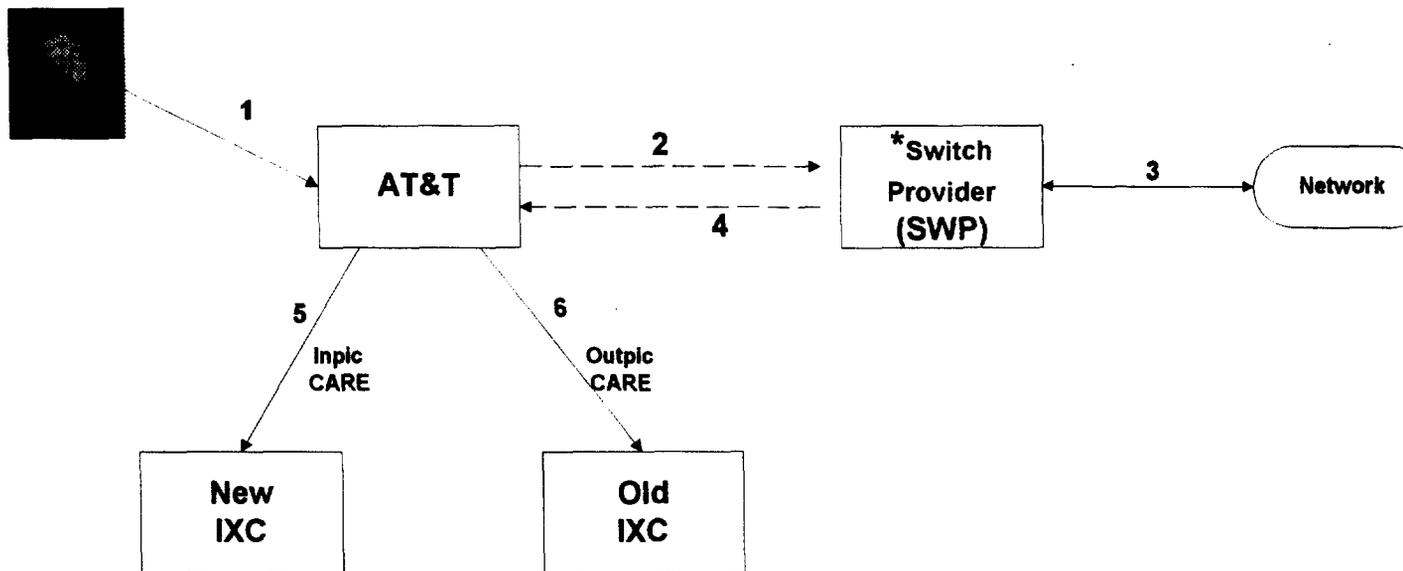
* IXC's may request SWP to generate appropriate 4XXX transactions.

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LSP and IXC Flows (Flow 4)

Customer Requests a Change of LD PIC Only

(Requirement II)



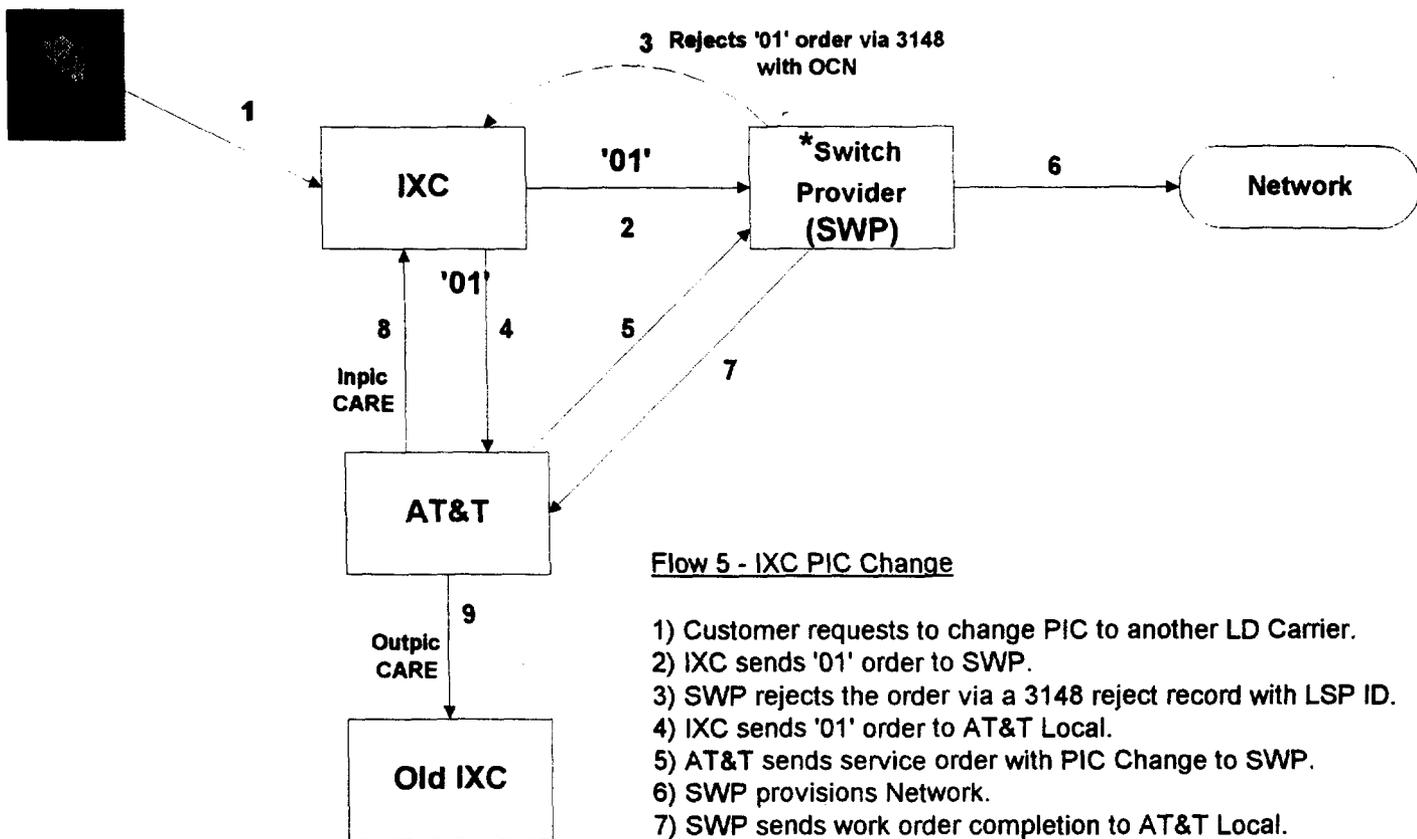
Flow 4 - Customer Contacts AT&T to Change LD PIC Only

- 1) Customer requests a change in LD PIC Only.
- 2) AT&T creates a Service Order with PIC Only Change and sends to S
- 3) SWP requests the network to be provisioned.
- 4) SWP sends Order Completion to AT&T.
- 5) AT&T creates the Industry Standard CARE Inpic record and sends to t New IXC.
- 6) AT&T creates the Industry Standard CARE Outpic record and sends to Old IXC.

* IXC's may request SWP to generate appropriate 4XXX transactions.

LSP and IXC Flows (Flow 5)

Customer Contacts IXC Requesting a Change of LD Carrier Requirement III



Flow 5 - IXC PIC Change

- 1) Customer requests to change PIC to another LD Carrier.
- 2) IXC sends '01' order to SWP.
- 3) SWP rejects the order via a 3148 reject record with LSP ID.
- 4) IXC sends '01' order to AT&T Local.
- 5) AT&T sends service order with PIC Change to SWP.
- 6) SWP provisions Network.
- 7) SWP sends work order completion to AT&T Local.
- 8) AT&T sends Industry Standard CARE Inpic Record to the New
- 9) AT&T sends Industry Standard CARE Outpic Record to the Old

Note: * SWP may be requested to generate 4001 and 4201 to ap

Section 3 - GLOSSARY OF TERMS

<u>Acronym</u>	<u>Definition</u>
• ALEC	Alternate Local Exchange Carrier
• CARE	Customer Account Record Exchange
• CTI	Customer Type Indicator
• ILEC	Incumbent Local Exchange Carrier
• ISI	Industry Support Interface
• IXC	Interexchange Carrier
• LAM	Local Account Maintenance
• LD	Long Distance
• LEC	Local Exchange Carrier
• LERG	Local Exchange Routing Guide
• LSP	Local Service Provider
• NDM	Network Data Mover
• OCN	Operating Company Number
• OUTPLOC	LSP CHANGE NOTIFICATION
• PIC	Primary Interexchange Carrier
• PLOC	Primary Local Operating Carrier
• S/O	Service Order
• ILEC	Switch Provider
• WTN	Working Telephone Number