



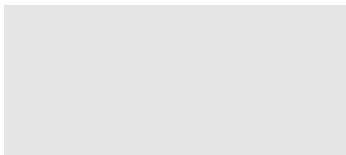
Government Markets

User's Guide

for

**Switched Voice Services
Bulk Order Forms
(ANI & Calling Cards)**

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Government Markets



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Introduction

The purpose of this document is to provide the user with detailed procedures on how to complete the appropriate Excel spreadsheets for Switched Voice Services (SVS) card or ANI bulk orders. This document is intended for MCI *Worldcom* customers that will be completing this form in order to transition to the MCI *Worldcom* FTS2001 service. The assumption is made that the user will be familiar with most of the terminology and basic use of the Excel Spreadsheet software application. If you have any questions related to the completion of this form, please contact your account representative.

The Bulk Ordering Form is a multi-column document in Excel Spreadsheet format. There are two types of Bulk Ordering Forms, Switched service (ANI) Bulk Ordering Form or the Card Bulk Ordering Form. Individuals needing to place a bulk order will need to complete the appropriate Bulk Ordering Form using Excel.

Card Bulk Ordering Form

The Card Bulk Ordering Form is used within FTS2001 to place bulk orders for calling cards using an Excel spreadsheet.

Column Headings

An explanation of the column headings for the Bulk Order Forms are provided as follows. Unless specified in the description column, data entered is not case sensitive. The information in Column Heading corresponds with the headings in your Excel spreadsheet. The Description column explains the meaning of the column headings as well as how to enter the information in the Excel spreadsheet.

Field Limitations

In the Description column of this document there is a *Note* that indicates the *maximum* number of characters that can be accepted by using the SVS spreadsheets. Although Excel will allow you to continue to type characters after reaching the maximum number allowed for that field, the extra characters will not be used.

Column Heading

Description

Card Number

Optional. Use this *numeric only* field to enter a specific 10-digit calling card number to be issued. SVS will automatically remove special characters such as () - . # and use the first 10 digits encountered.

Note: This field is limited to a maximum of 14 characters. Extra characters will automatically be deleted by SVS.

For Example: Card numbers such as (but not limited to):
(703)555-1212, 703-555-1212 and 703 5551212
are all acceptable entries.

PIN

Optional. Use this *numeric only* field to enter a specific 4-digit calling card PIN number you wish to use. SVS will automatically remove special characters such as () - . # and use the first 4 digits encountered. If this field is left blank the system will automatically assign a PIN for you.

Note: This field is required to have exactly 4 characters. Extra characters will automatically be deleted by SVS.

For Example: Card PIN numbers 1234, 2000, and 1999 are all acceptable entries.

Suppress PIN (Y/N)

Required. Use this field to indicate whether or not you wish your PIN number to be printed on your card. Type a "Y" for Yes or "N" for No. If you type a "Y", the PIN number will NOT be printed on the card, if you type a "N", the PIN number WILL be printed on the card.

Y = Suppress Pin = NO PIN ON CARD
N = Do Not Suppress PIN = PIN ON CARD

Note: The default is "N". If you leave this field blank the default of "N" will be used.

For Example: Type an "N" in this field if you do not wish to have your PIN number printed on your card.

Number of Cards

Required. Use this *numeric only* field to identify the total number of calling cards that you are requesting for the telephone number identified in the Phone Number column or the Card Number column.

Note: This field is limited to a maximum of 5 characters. Extra characters will automatically be deleted by SVS. SVS will also delete leading zeros (0) and use the 1st five digits

For Example:
the telephone number in the Phone Number

Column Heading

**Dialing Privilege
(0 - 4)**

Required.

Type:

to indicate no privilege level. This indicates that you wish to have this card activated at any time.

This selection is often used for customers that wish to

- 1
- 2 Alaska and Hawaii)
- 3
- 4 Caribbean.

This field is limited to a maximum of 1 numeric character.

For Example 2

Required. agency

Note: default of "N" will be used.

If you use centralized

Additional Name

This field allows you to add an additional name to the customer

second line of the card.

If this field is left blank, the second line of the card will be

Note: limited to a maximum of 20 characters
characters will automatically be deleted by SVS.

For Example DOT (first line)

Column Heading

Service Address Line 1

Use this field to identify the street address where the

Note: limited to a maximum of 30 characters
characters will automatically be deleted by SVS.

12345 Main Street

Optional.
street address. This is the second line of the address. This line

Note: limited to a maximum of 30 characters
characters will automatically be deleted by SVS.

3 Floor

Required.
actual service is located.

This field is _____ . Extra

For Example:

Service State

Use this field to identify the name of the state where
two character

Note: limited to a maximum _____ . Extra

For Example:

Service ZIP

Use this field to identify the U.S. Postal Service ZIP
automatically remove special characters such as / - #, and use
st

In cases where only 5 digits are supplied, SVS will enter spaces

Note: limited to a maximum of 12 characters
characters will automatically be deleted by SVS.

For Example:
12345, 12345-6789

Column Heading

Service Contact Name

Use this to identify the name of the person designated service.

This alphanumeric field is _____
characters
by SVS.

: Ed Adams

Required. *numeric only*
telephone number of the person designated as the POC at the
remove
. and use the first 10 digits

Note: limited to a maximum of 15 numeric
_____. Extra characters will automatically be deleted

For Example: Phone numbers such as (but not limited to)
)555-1212, 703-555-1212 and 703 5551212

Hierarchy Code

Use this field to identify the name of the agency to be

Note:
You can use a period (.) to suppress this information.
calling card.

This field is _____. Extra

For Example:

Billing Address Line 1

. Use this field to identify the street address of the
This is the first line of the address.

This field is _____. Extra

For Example:

Description

Optional.
street address, provided in Line 1, to be associated with the

This line can be left blank if not applicable.

This field is _____ . Extra

For Example: rd

Billing City

Use this field to identify the name of the city of the

Note: limited to a maximum of 20 characters
characters will automatically be deleted by SVS.

Chicago

Required.
the "Billing Address" is located for this service. Type the
two character abbreviation for the state in ALL CAPS.

This field is _____ . Extra

For Example:

Billing ZIP

Use this field to identify the U.S. Postal Service zip

SVS will automatically remove special characters such as / - #,
_{st}

In cases where only 5 digits are supplied, SVS will enter spaces

Note: limited to a maximum of 12 characters
characters will automatically be deleted by SVS.

o Zip Code numbers such as, but not limited to,
are all acceptable entries.

Column Heading

Main Billing Telephone

Use this field to

SVS will automatically remove special characters such as #

Note: limited to a maximum of 15 characters
characters will automatically be deleted by SVS.

)555-

acceptable entries.

Required.
designated as the Billing POC for this service.

This field is _____ . Extra

For Example:

Billing Contact Phone

Use this field to

associated with the invoicing for this service. SVS will
() - . #,
use the first 10 digits encountered.

This field is _____ . Extra

For Example: Phone numbers such as, but not limited to,
)555-1212, 703-555-1212 and 703 5551212

DAR (

Required.
Agency Representative (DAR) completing the Bulk Order Form.

Note: limited to a maximum of 20 characters
characters will automatically be deleted by SVS.

Ed Adams

Column Heading

DAR Phone

Use this field to identify the 10-digit telephone number
Preparer above) completing the Bulk Order Form.

() - .

and use the first 10 digits encountered.

This field is _____ . Extra

For Example

(703

are all acceptable entries.

Optional.

ANI Bulk Ordering Form

The ANI Bulk Ordering Form is used within FTS2001 to place bulk orders for switched services using an Excel spreadsheet.

Column Headings

An explanation of the column headings for the ANI Bulk Ordering Forms are provided as follows. Unless specified in the description column, data entered is not case sensitive. The information in Column Heading corresponds with the headings in your Excel spreadsheet. The Description column explains the meaning of the column headings as well as how to enter the information in the Excel spreadsheet.

Field Limitations

In the Description column of this document there is a *Note* that indicates the *maximum* number of characters that can be accepted by the SVS spreadsheets. Although Excel will allow you to continue to type characters after reaching the maximum number allowed for that field, the extra characters will not be used.

ANI

For purposes of clarity within this document, the term Automatic Number Identification (ANI) switched services referenced in this document will be meant to refer to the telco-assigned telephone numbers that are identified as part of the migration to FTS2001 service.

Column Heading

Description

Phone Number

Required. Use this *numeric only* field to enter the current 10-digit phone number being transitioned. SVS will automatically remove special characters such as () - . # and use the first 10 digits encountered.

Note: This field is limited to a maximum of 15 characters. Extra characters will automatically be deleted by SVS.

For Example: Phone numbers such as (but not limited to):
(703)555-1212, 703-555-1212 and 703 5551212
are all acceptable entries.

**Dialing Privilege
(0 - 4)**

Required. Use this field to specify how the ANI will be used. There are 5 options:

Type:

- 0** to indicate no privilege level. Service not active.
- 1** to identify dialing plan calls only
- 2** to identify dialing plan calls plus calls in the USA (Including Alaska and Hawaii)
- 3** to identify dialing plan calls plus worldwide calls
- 4** to identify dialing plan calls plus USA, Canada and the Caribbean.

Note: This field is limited to a maximum of 1 numeric character. Extra characters will automatically be deleted by SVS.

For Example: 2

Central Billing (Y/N)

Required. Use this field to identify whether or not the agency uses centralized billing. Type "Y" for Yes or "N" for No.

Note: The default for this field is No. If this field is left blank, the default of "N" will be used.

For Example: If you use centralized Billing, type a "Y" in the field.

Service Address Line 1

Required. Use this field to identify the street address where the actual service is located. This is the first line of the address.

Note: This field is limited to a maximum of 35 characters. Extra characters will automatically be deleted by SVS.

For Example: 12345 Main Street

Column Heading

Description

Service Address Line 2

Optional. Use this field is to identify a specific location within the street address. This is the second line of the address. This line can be left blank if not applicable.

Note: This field is limited to a maximum of 35 characters. Extra characters will automatically be deleted by SVS.

For Example: 3rd Floor

Service City

Required. Use this field to identify the name of the city where the actual service is located.

Note: This field is limited to a maximum of 20 characters. Extra characters will automatically be deleted by SVS.

For Example: McLean

Service State

Required. Use this field to identify the name of the state where the actual service is located. Type the standard two character abbreviation for the state in ALL CAPS.

Note: This field is limited to a maximum of 2 characters. Extra characters will automatically be deleted by SVS.

For Example: Virginia should be typed as "VA"

Service ZIP

Required. Use this field to identify the U.S. Postal Service ZIP code to be associated with this service location. SVS will automatically remove special characters such as / - #, and use the 1st 5 or 9 (if supplied) digits it encounters.

In cases where only 5 digits are supplied, SVS will enter spaces in place of the 4 missing digits.

Note: This field is limited to a maximum of 10 characters. Extra characters will automatically be deleted by SVS.

For Example: ZIP code numbers such as, but not limited to, 12345, 12345-6789 are all acceptable entries.

Service Contact Name

Required. Use this to identify the name of the person designated as the Point of Contact (POC) at the service location for this service.

Note: This alphanumeric field is limited to a maximum of 30 characters. Extra characters will automatically be deleted by SVS.

For Example: Ed Adams

Column Heading

Description

Service Contact Phone

Required. Use this *numeric only* field to identify the 10-digit telephone number of the person designated as the POC at the service location for this service. SVS will automatically remove special characters such as () - . # and use the first 10 digits encountered.

Note: This field is limited to a maximum of 15 numeric characters. Extra characters will automatically be deleted by SVS.

For Example: Phone numbers such as (but not limited to) (703)555-1212, 703-555-1212 and 703 5551212 are all acceptable entries.

Hierarchy Code

Required. Use this field to identify the name of the agency to be associated with invoicing for this service.

Note: This is the Hierarchy Code assigned to this agency. Type a period (.) to suppress this information.

Note: This field is limited to a maximum of 50 characters. Extra characters will automatically be deleted by SVS.

For Example: 1201-xxxx-xxxx-xxxx-xxxx-xxxx

Billing Address Line 1

Required. Use this field to identify the street address of the agency to be associated with invoicing for this service. This is the first line of the address.

Note: This field is limited to a maximum of 35 characters. Extra characters will automatically be deleted by SVS.

For Example: 12345 Main Street

Billing Address Line 2

Optional. Use this field to identify a specific location within the street address, provided in Line 1, to be associated with the invoicing for this service. This is the second line of the address. This line can be left blank if not applicable.

Note: This field is limited to a maximum of 35 characters. Extra characters will automatically be deleted by SVS.

For Example: 3rd Floor

Column Heading

Description

Billing City

Required. Use this field to identify the name of the city of the Billing Address to be associated with invoicing for this service.

Note: This field is limited to a maximum of 20 characters. Extra characters will automatically be deleted by SVS.

For Example: Chicago

Billing State

Required. Use this field to identify the name of the state in which the "Billing Address" is located for this service. Type the standard two character abbreviation for the state in ALL CAPS.

Note: This field is limited to a maximum of 2 characters. Extra characters will automatically be deleted by SVS.

For Example: Virginia must be entered as VA

Billing ZIP

Required. Use this field to identify the U.S. Postal Service zip code to be associated with the invoicing for this service. SVS will automatically remove special characters such as / - #, and use the 1st 5 or 9 (if supplied) digits it encounters.

In cases where only 5 digits are supplied, SVS will enter spaces in place of the 4 missing digits.

Note: This field is limited to a maximum of 10 characters. Extra characters will automatically be deleted by SVS.

For Example: Zip Code numbers such as, but not limited to, 12345, 12345-6789 are all acceptable entries.

Main Billing Telephone

Required. Use this *numeric only* field to identify the current 10-digit telephone number being transitioned. SVS will automatically remove special characters such as () - . # and use the first 10 digits encountered.

Note: This field is limited to a maximum of 15 characters. Extra characters will automatically be deleted by SVS.

For Example: Phone numbers such as, but not limited to, (703)555-1212, 703-555-1212 and 703 5551212 are all acceptable entries.

Billing Contact Name

Required. Use this field to identify the name of the person designated as the Billing POC for this service.

Note: This field is limited to a maximum of 30 characters. Extra characters will automatically be deleted by SVS.

For Example: Ed Adams

Column Heading

Description

Billing Contact Phone

Required. Use this *numeric only* field to identify the current 10-digit telephone number of the Billing POC associated with the invoicing for this service. SVS will automatically remove Special characters such as () - . #, and use the first 10 digits encountered.

Note: This field is limited to a maximum of 15 characters. Extra characters will automatically be deleted by SVS.

For Example: Phone numbers such as, but not limited to, (703)555-1212, 703-555-1212 and 703 5551212 are all acceptable entries.

DAR (Preparer)

Required. Use this field to identify the name of the Designated Agency Representative (DAR) completing the SVS Order Form. This name is to appear on the first line you prepare.

Note: This field is limited to a maximum of 30 characters. Extra characters will automatically be deleted by SVS.

For Example: Ed Adams

DAR Phone

Required. Use this field to identify the 10-digit telephone number of the DAR (Preparer above) completing the SVS Bulk Order Form. SVS will automatically remove special characters such as () - . #, and use the first 10 digits encountered.

Note: This field is limited to a maximum of 15 characters. Extra characters will automatically be deleted by SVS.

For Example: Phone numbers such as, but not limited to, (703)555-1212, 703-555-1212 and 703 5551212 are all acceptable entries.

Remarks

Optional. Use this field to make comments about the order.

