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Federal Acquisition Service

All Agency Inventory (AAI) User Guide

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1. INTRODUCTION

1.1 Overview

All Agency Inventory (AAI) is a reporting mechanism that assists agencies to define their current inventory and applies standard business rules, technical specifications, and contract requirements to project their future state under the Enterprise Infrastructure Solutions (EIS) contract, assuming a like-for-like transition. AAI extends Transition Inventory (TI) data to a detailed level to include individual Contract Line Item Numbers (CLINs), features, equipment, bandwidth, and other data not currently available within TI. Current contract data is mapped to EIS services (both primary and secondary), CLINs, Core Based Statistical Areas (CBSAs), and other contract components. AAI leverages this mapping to reduce the level of effort by saving hours required to obtain required inventory data, at both an agency and Government-wide level; minimize associated transition planning costs; and expedite the Fair Opportunity (FO) process.

1.2 Background

In January 2016, the General Services Administration (GSA) created a validated service inventory database to capture TI from expiring Networx, Washington Interagency Telecommunications System (WITS) 3, and regional local service (RLS) contracts. TI is accessible within the GSA Enhanced Monthly On-Line Records and Reports of Information Technology Services (E-MORRIS) application to authorized agency users for the purposes of transition planning. GSA continues to validate TI on a monthly basis, updating data to account for new records, disconnected services, and other discrepancies.

Transition progress is tracked at the service instance record (SIR) level, which provides a summarized roll-up of current base services within TI. Agencies may require additional TI content during acquisition planning to ensure services are grouped properly within FO solicitations, or more robust data to assist with content for EIS service orders. Therefore, to further assist agencies as they develop their solicitations and subsequent service orders, GSA has created AAI. Similar to TI, the data is derived from contractor inventory, billing, and orders for Networx, WITS 3, and RLS contracts. Numerous standard report formats have been created to allow flexibility based on agency needs. Agencies should contact their GSA Solutions Broker (SB) to discuss their requirements and request AAI from GSA's Transition Coordination Center (TCC) inventory team.

1.3 Purpose

This document explains the components of AAI, including data sources (input), available data fields, reports (output), the process to request AAI, and how to report issues.

1.4 Key Definitions

1.4.1 Transition

Transition is the movement of services from expiring Networx, WITS 3, and RLS contracts to the replacement EIS contract(s). These transitions can be: (1) administrative, where orders are issued to move service from an incumbent's contract to the same service provider's replacement contracts; (2) physical, where the service is moved from an expiring contract to a different service provider's replacement contract; or (3) transformative, where the service is converted during the transition, such as to replace a legacy service with a newer technology.

1.4.2 Transition Inventory (TI)

Transition Inventory (TI) is a collection of SIR level data that enables agencies to plan and prepare for the transitioning of telecommunications services from expiring Networx, WITS 3, and GSA RLS contracts. TI is updated monthly to reflect services as they are added, changed, or disconnected from the expiring contracts. This data is available to authorized agency users through the E-MORRIS application.

1.4.3 Service Instance

GSA tracks and measures transition progress at the service instance level. Service instance is defined as a summarized roll-up of a base service, including any associated and/or supporting feature CLINs. It may also describe a single record that represents each ordered service. Service instance level data does not provide enough detail as a single data source to support FO decisions.

1.4.4 Inventory Validation

Inventory validation is the result of a process where service instances are compared and reconciled against available data sources by the TCC inventory team on behalf of the agency.

1.4.5 All Agency Inventory (AAI)

All Agency Inventory (AAI) is data that has been received from multiple sources and synthesized into various reporting formats to assist agencies with FO solicitations and other transition ordering requirements.

1.5 Assumptions

1. It is the agency's responsibility to define the technical and operational attributes of the services, products, components, and features to meet their mission requirements.
2. GSA-provided inventory should NOT replace agency-specific inventory or an agency's inherent knowledge of its inventory.

3. AAI data represents current, active services only; therefore, timing may distort the status of records. Disconnect orders can take several months to process and be reflected in AAI source data from the date an agency issues the disconnect order.
4. Mapping from current services to potential EIS services should be used for informational purposes only and does NOT promote a like-for-like transition.
5. Mapping from current CLINs to EIS CLINs should be used for informational purposes only. This mapping is NOT always accurate enough to meet agency needs and should be reviewed carefully.
6. The TCC inventory team inputs source data received from contractors but does not have the authority to make changes. Agencies should work with their contractors to correct any errors in source data.
7. The TCC inventory team will provide AAI as frequently as required, however it will remain the agency's responsibility to identify differences between the data sets.
8. It may be possible for the TCC inventory team to address missing information, components, and CLINs if omitted from one of the primary data sources available to the TCC inventory team. However, it remains the agency's responsibility to obtain additional data as needed for contractor inventory, billing, and orders if NOT available through AAI source data.

2 ROLES AND RESPONSIBILITIES

Table 1 summarizes AAI roles and responsibilities by stakeholder.

Table 1. AAI Roles and Responsibilities

Stakeholder	Role	Responsibilities for Inventory
Agency Lead Transition Manager (LTM)	Leads agency's transition	<ul style="list-style-type: none"> Utilize inventory to assist with Statements of Work (SOWs), Independent Government Cost Estimates (IGCEs), and other pre-transition activities
GSA TCC Inventory Team	<ul style="list-style-type: none"> Assists agencies develop and execute their Agency Transition Plans (ATPs) Tracks and reports EIS transition progress 	<ul style="list-style-type: none"> Develops and maintains AAI approach and processes Manages all AAI activities Validates inventory on a monthly basis Provides Tier 2/3 Help Desk support to resolve AAI cases Conducts inventory training
Area Telecommunications Managers (ATMs) and WITS 3 Program Management Office (PMO)	Coordinates transition of regional and local services	<ul style="list-style-type: none"> Prepares and provides to the TCC inventory team the monthly combined WITS Telephone Number file containing records from Verizon and Level 3 Updates Telecommunications Ordering and Pricing System (TOPS) and communicates with local service providers for changes required to regional inventory Implements orders for full service customers and GSA-assisted transition

Stakeholder	Role	Responsibilities for Inventory
		<ul style="list-style-type: none"> • Liaises with local telecommunications suppliers • Liaises with agency regional representatives
Service Provider/Contractor	Supports the implementation of ATPs	<ul style="list-style-type: none"> • Provides the TCC inventory team with monthly updates to source data • Works with agencies to address inventory discrepancies
GSA Solutions Brokers (SBs)	Primary liaison between GSA and agency for pre-award activities including inventory	<ul style="list-style-type: none"> • Requests AAI data • Assists agencies with using AAI to develop FOs • Provides AAI assistance to agencies
GSA Transition Ordering Assistance (TOA) Staff – ended 10/1/2020	Assists agencies with acquisition planning and development	<ul style="list-style-type: none"> • Requests AAI • Assists agencies through SB with using AAI to develop FO solicitations • Provides AAI assistance

3 ALL AGENCY INVENTORY COMPONENTS

3.1 Data Sources

TI data provides baseline data from which AAI is determined. This baseline data is supplemented by expanded contractor inventory files (I), the Networkx Management System (NIM) Service Order Completion Notifications (SOCNs) (O), billing (B), CLINs, CBSAs, and other available data. See *Appendix A* for a complete list of data sources.

The TCC inventory team correlates source files with a core TI record in list format to ensure all possible CLINs have been captured. Table 2 shows an example of: the inventory file contains seven (7) CLIN records for the TI record; the NIM file contains five (5) CLIN records; the billing file contains seven (7) CLIN records; and of these, four (4) records match across all three sources. However, in this example eight (8) total TI records are then used to develop AAI content.

Table 2. Sample Source File Comparison

TI Record	Inventory File	NIM	Billing	All Inventory	CLIN Source
Match UBI	144002	144002	144002	144002	Populate with Source(s) (ex. I, O, B)
Match UBI	760311	760311	760311	760311	Populate with Source(s) (ex. I, O, B)
Match UBI	916332	916332	916332	916332	Populate with Source(s) (ex. I, O, B)
Match UBI	213845	213845	213845	213845	Populate with Source(s) (ex. I, O, B)
Match UBI	289010	289010		289010	Populate with Source(s) (ex. I, O)
Match UBI	212699		212699	212699	Populate with Source(s) (ex. I, B)
Match UBI	212899		212899	212899	Populate with Source(s) (ex. I, B)
Match UBI			212999	212999	Populate with Source(s) (ex. B)

Types of data used to generate AAI reporting output are identified in Table 3.

Table 3. Data Source Types

Type	Description
Reference File	Used to support some fields, but not a primary file. Used to support and/or apply business rules.
Processing File	Primary file used to create aggregate TI SIRs. Additionally, provides data for specific fields not provided as part of TI. Used for support of business rules.
Lookup Table	Static table to ensure standardization of data. Also used as reference but remains static and is not received monthly as a file.
Derived Processing File	File created from other source files and used to create aggregate TI SIRs. Additionally, provides data for specific fields not provided as part of TI.
Derived Reference Table	Reference table to ensure standardization of data and to update specific fields not received or standardized on processing files.

3.2 Data Fields

Available data fields including descriptions, lengths, and primary sources are described in *Appendix B*. Identifiers have been assigned to group components of a unique service instance (e.g. GSA Tracking Id, GSA Secondary Tracking Id). Note that all fields may not be populated; their population is dependent on contract and data availability.

Approximately half of the available fields are derived directly from TI (e.g. Contract, Source, Address, Agency Hierarchy Code (AHC), Agency Name, and Agency Service Request Number (ASRN)).

The remaining fields are unique to AAI, including:

- CLINs and aspects of CLINs (description, charge type, charge unit)
- CLIN mapping to EIS CLINs
- Service Enabling Devices (SEDs) and aspects of SEDs (Part, Manufacturer)
- Location mapping to CBSA
- Service mapping to EIS Services
- Secondary service identification
- Bandwidth
- Terminating address, Network Site Code (NSC), City, State, Zip

Table 4 provides an example of a unique TI record. **Note:** The field name is represented in dark blue, and the individual record appears in white as the body of the record.

Table 4. Sample TI Record

Ex	Agency	Address	City	St	Service	Circuit/TN	Contractor	Contract	Source	UBI
1	XXX	122 Rte 7	Leesburg	VA	NBIP-VPNS	NBI-420195	Verizon	Networx	V	LEESVAMN-987564-NBVPN

Table 5 reflects the same TI record expanded to multiple AAI records. **Note:** Only a few source fields were selected for this example. The field name is represented in dark blue, the source for the data is represented in gray, and the individual records appear in white as the body of the record.

Table 5. Expanded TI Record to AAI Record

Ex	Agency	Address	City	St	Service	Circuit/TN	CLIN	Chg Type	Chg Unit	CLIN Description
	TI	TI	TI	TI	TI	TI	Source-NIM, Bill	CLIN Map	CLIN Map	CLIN Map
1	XXX	122 Rte 7	Leesburg	VA	NBIP-VPNS	NBI-420195	144002	MRC	Per circuit	TSP Rest One Local Acc Crd
1	XXX	122 Rte 7	Leesburg	VA	NBIP-VPNS	NBI-420195	760311	MRC	Per circuit	T-1 Access Charge
1	XXX	122 Rte 7	Leesburg	VA	NBIP-VPNS	NBI-420195	916332	MMRC	Per device	Cisco CISCO2921-SEC
1	XXX	122 Rte 7	Leesburg	VA	NBIP-VPNS	NBI-420195	213845	MRC	Per port	CONUS Enhanced DS1
1	XXX	122 Rte 7	Leesburg	VA	NBIP-VPNS	NBI-420195	289010	MRC	Per line	CONUS Managed Bus Line

3.3 Reports

A report represents a pre-defined summary, grouping, or set of data, which is comprised of specific fields and/or combinations of fields. The “Group” describes the category the report is addressing. Delivery frequency transitioned from monthly to quarterly beginning in January 2020 and the number of canned reports included as part of the standard package was reduced from 45 to 21. The reduction of canned reports was made after consultation with agencies and GSA.

Table 6 illustrates report Groups, Descriptions, and the # Reports available for that group based on the original reporting package. All pre-defined reports are described in Appendix C. Contact the TCC inventory team if additional AAI reports are required.

Table 6. Report Groups and Descriptions

Group	Description	# Reports
Access	Used to assist agencies in identifying all access, bandwidths, and locations within their agencies.	1
CLIN	Provides CLIN based information for all contracts, mapping (where available) to EIS CLINs, counts, and descriptions.	6
Detail	Provides detail level files to assist with transition orders. Some reports contain all data fields available to the TCC inventory team, which includes data down to the CLIN and/or component level.	6
Location	Provides location level detail data including mapping to EIS CBSAs. Addresses are normalized to the iCONNECTIV database based on the NSC.	7
Miscellaneous (labeled as Misc.)	Reports that have ancillary relationships to the inventory data.	8
Spend	Provides data that incorporates current contract billing amounts; and in some cases, pricing data.	10
Summary	Provides summary level data groups providing SOW type of information.	5
Usage	Provides durations for usage-based services for one years' worth of data.	2

3.3.1 Requesting Data

Agencies do NOT have direct access to AAI data; the data is unavailable in the TI module in a spreadsheet type view. The refreshed AAI data is pushed to the T:/ drive by transition entity for all agencies. Any special requests for data groupings, different combinations of transition entities, or delivery methods must be requested. For agency-specific delivery, the TCC can place the AAI files in the TI module, which serves as a de facto file transfer location.

Table 7 identifies the list of participants authorized to request and/or receive special request AAI data.

Table 7. EIS Transition Stakeholders Authorized to Request and/or Receive AAI Data

Stakeholder	Request Data	Receive Data
GSA SBs (Representatives formerly titled Agency Managers or Technology Service Managers)	Yes	Yes
TCC Staff	Yes	Yes
Agency LTM	Through their SB	Yes
LTM Designated Staff	Through their SB	Yes
TI Users Based on Permissions	Through their SB	Yes

The TCC inventory team will provide requested data within three (3) business days from receipt of a request.

The procedure to submit AAI Requests is included as *Appendix D*. A sample request form is provided as *Appendix E*.

3.3.2 Delivery Process

The process for agency-specific delivery of AAI reports and data within the TI module is two-fold and summarized in this section.

3.3.2.1 Placing Files on the Transition Inventory Module

1. The TCC uploads AAI reports to a user's E-MORRIS account when requested. All reports and data will be contained within a single, zipped file.
2. The user will be notified by email message when the files are available for download. Files will be available for thirty (30) calendar days after being uploaded to the E-MORRIS TI home page by the TCC.

3.3.2.2 Retrieving Files from the Transition Inventory Module

1. To retrieve files from the AAI files from TI, first log into E-MORRIS.
2. Enter the TI Module at the far, right side of screen.
3. Uploaded files are located in the "Files/Reports Ready For Download" section near the bottom of the home page.
4. To download a file, select the file name in the "Report" column.



5. Extract all reports and data files from the downloaded zip file (using an archive tool like WinZip or the Window extract feature).
6. Save the file to the desired location on your local PC using the "Save As" feature.

3.4 Permissions

The TCC inventory team provides reports based on authorized permissions and the requested level of reporting, which includes:

- Agency
- Sub-Agency(s)
- AHC string (up to 28 characters)

3.4.1 Available Report Formats

The TCC inventory team provides reports in the following formats:

- MS Excel
- Flat File - may be required based on the size of the report
- MS Access Database - by special request only

3.4.2 Delivery Methods

Reporting packages will be placed in a zip file and delivered to the requestor when requested. The file is password protected and the password is sent in a separate email. In most cases and when reports/files exceed email space limitations; the TCC inventory team places the zip file in the E-MORRIS TI module for retrieval by an authorized user of E-MORRIS.

The zip file can be provided using multiple methods. These include:

- GSA T: Drive (GSA Staff-shared drive);
- E-MORRIS TI Application
- File Transfer Protocol (FTP);
- Safe Access File Exchange (SAFE);
- Compact Disk (CD); and
- Universal Serial Bus (USB) Drive

4 REQUESTING ASSISTANCE

A stakeholder may identify an issue or error in an AAI report. Stakeholders must report these items to the TCC inventory team for review, analysis, and resolution. Stakeholders should follow the steps below for reporting AAI errors.

4.1 Reporting AAI Errors and Issues

Any issues or errors related to AAI shall be reported to the TCC inventory team using the following steps:

1. Download the Error Form (See Appendix G).
 - a. From the EIS Transition webpage (www.gsa.gov/eistransition); or

- b. Request a blank form from the TCC inventory team via email at EISTCC.INVENTORY@GSA.GOV
2. Enter Point of Contact Information: First Name, Last Name, Phone Number, Email, and Agency
3. Provide all errors - annotate the report and explain issue
 - a. Enter at least one of the key identifiers, but as many as are available: UBI, Circuit Id, Phone Number, GSA Tracking Id
 - b. Enter the name of the report for the error
 - c. Enter the report date (found on the file name)
 - d. Enter the error/exception reason
 - e. Provide additional comments
4. Save and attach the completed form in an email to EISTCC.INVENTORY@GSA.GOV and include "AAI Error" in the subject line. The TCC inventory team will track and respond to AAI errors in conjunction with the Tier 2/3 TCC Help Desk.

4.2 Investigating AAI Errors and Issues

The TCC inventory team will perform the following actions when investigating report errors:

1. Contact the sender directly with any questions or clarification, if needed.
2. Provide action items for contractor (source) required actions, and AAI specific actions.
3. Partner with contractors and agencies when necessary to correct the error.
 - a. Errors need to be fixed at the source and may require direction from an agency to a contractor for correction
 - b. Errors determined to be AAI specific errors will be repaired by the TCC inventory team
4. Annotate the error form with the resolution and/or required actions for each error record; to include:
 - a. Findings
 - b. Actions taken or to be taken by the TCC inventory team
 - c. Date actions will be completed
 - d. Actions needing to be taken by the agency with specific instructions
5. Send an email response including the following:
 - a. Steps taken to address the exception(s)
 - b. Details of annotated error form addressed in Step 4
6. Analyze and track all AAI errors and resolutions in conjunction with the Tier 2/3 TCC Help Desk

5 CONTACT INFORMATION

Contact information to address general AAI questions and request AAI forms is provided in Table 8.

Table 8. *Contact Information*

Area	Source	Email	Phone Number
General	GSA Solutions Brokers	See Telecommunications Services Customer Support listing (GSA Customer Support)	See Telecommunications Services Customer Support listing (GSA Customer Support)
AAI Questions	National Customer Service Center (NCSC)	ITCSC@gsa.gov	855-482-4348 (ITaid4U)
AAI Data - Detailed	TCC	eistcc.inventory@gsa.gov	

Appendix A – Data Sources

The following list provides the data files and primary tables required for the TCC inventory team to provide acquisition planning and order data.

#	Contract	Contractor	Data Source	Purpose	Type	Source Responsible	Frequency
1	All	All	TI Data	Establishes baseline for all data	Processing File	E-MORRIS	Monthly or as updated
2	All	All	Transition Entities	Standardizes all agency and sub agency names	Lookup Table	TCC	As updated
3	All	All	Service Type Mapping Table	Includes mapping of Networx, Regional, and WITS services to TI and then to EIS, Include Mandatory or optional service categorization	Derived Reference Table	TCC	As updated
4	All	All	CLIN Mapping Table	Includes mapping of Networx, Regional, and WITS CLINs to TI and then to EIS	Derived Reference Table	Networx Hosting Center (NHC)/TCC	As updated
5	All	All	CBSA Data to NSC Mapping (includes physical addresses)	Assists in data needs for FO selection	Derived Reference Table	TCC	As updated
6	All	All	No NSC / Bad NSC – Address Standardization and CBSA mapping	Assists in data needs for FO selection	Derived Reference Table	TCC	As updated
7	All	All	Contract IDs	Establishes standardized data for TI	Lookup Table	TCC	As updated
8	All	All	Contractor Names	Establishes standardized data for TI	Lookup Table	TCC	As updated
9	All	All	EIS Service Type Contractors	Provides a list of Contractors by EIS service type	Lookup Table	TCC	As updated
10	All	All	EIS CLIN Contractors	Provides a list of Contractors by EIS CLIN	Lookup Table	TCC	As updated
11	All	All	EIS CBSA Contractors	Provides a list of Contractors by EIS CBSA	Lookup Table	TCC	As updated
12	All	All	Networx Registered AHCs	Provides a list of billing types to a Networx AHC	Lookup Table	TCC	As updated
13	All	All	TOPS Long Distance (LD) files Federal Technology Service Billing Table (FTSB) and WITS Federal	Establish standardized data for TI for Networx LD from WITS and Regional data. Assists with AHC definition for regional and WITS data.	Derived Processing File	TCC	Weekly

#	Contract	Contractor	Data Source	Purpose	Type	Source Responsible	Frequency
			Technology Service Billing Table (WFTSB)				
14	All	All	EIS Contractor Service Mapping	Assists in determining contractors that have EIS services that map to existing services	Derived Reference Table	TCC	As updated
15	All	All	EIS Contractor CBSA Mapping	Assists in determining contractors that have EIS CBSAs that map to current inventory	Derived Reference Table	TCC	As updated
16	Networkx	All	Work Site ID file	Assists in deriving address based on worksite for FTSB Networkx.	Reference File	GSA Shared Drive	Monthly
17	Networkx	All	NIM Multi Master Voice Service (VS)	Provides the bundled TNs for AT&T and CenturyLink (CL) sent as SOCNs	Processing File	E-MORRIS	Monthly
18	Networkx	All	NIM Extract	Determine service instances for services and for inventory components based on the SOCNs	Processing File	E-MORRIS	Weekly
19	Networkx	All	NIM Expanded	Provides unbundled NIM information that is bundled in the Multi Master and NIM extract. To determine service instances for services and for inventory components based on the SOCNs	Derived Processing File	TCC	Weekly
20	Networkx	All	Detail Billing File (CLIN Detail)	Assists in data needs for All Inventory Approach	Processing File	E-MORRIS	Monthly
21	Networkx	All	Detail Billing File (Call Detail)	Assists in data needs for All Inventory Approach	Processing File	E-MORRIS	Monthly
22	Networkx	All	Detail CLIN Billing Usage file	Assists in data needs for All Inventory Approach	Processing File	E-MORRIS	Monthly
23	Networkx	All	Pricing CLIN with Description, Unit, Charge Type	Assists in data needs for All Inventory Approach	Derived Reference Table	TCC	As updated
24	Networkx	All	Pricing SEDs CLIN, Description, Manufacturer, Part #	Assists in data needs for All Inventory Approach	Derived Reference Table	TCC	As updated
25	Networkx	All	Pricing Auto Sold CLINs	Assists in data needs for All Inventory Approach	Derived Reference Table	NHC	As updated
26	Networkx	AT&T	Inventory Snapshot	Determine service instances for services and for inventory components	Processing File	AT&T via E-MORRIS	Monthly

#	Contract	Contractor	Data Source	Purpose	Type	Source Responsible	Frequency
27	Networx	AT&T	AT&T Inventory N X Ranges Unbundled	Determine service instances for N X service and for inventory components	Derived Processing File	TCC	Monthly
28	Networx	AT&T	AT&T Service Address Split	Determine NIC addresses for AT&T TI data	Derived Reference Table	TCC	Monthly
29	Networx	AT&T	AT&T Calling Card Report	Determine service instances for calling card service and for inventory components	Processing File	AT&T	Monthly
30	Networx	Verizon	Inventory Snapshot	Determine service instances for all services and for inventory components	Processing File	Verizon via E-MORRIS	Monthly
31	Networx	Level 3	Inventory Snapshot	Determine service instances for all services and for inventory components	Processing File	Level 3	Monthly
32	Networx	Sprint	Provisioned Inventory file (One Data file)	Determine service instances for all services and for inventory components	Processing File	Sprint	Monthly
33	Networx	Sprint	Provisioned Inventory file (Multiple Voice files)	Determine service instances for all services and for inventory components	Processing File	Sprint	Monthly
34	Networx	CenturyLink	CL Inventory Snapshot file	Determine service instances for all services and for inventory components	Processing File	CenturyLink via E-MORRIS	Monthly
35	Networx	CenturyLink	CL Inventory Unbundled Voice	Unbundle snapshot bundled services and then used to determine service instances for all services and for inventory components	Derived Processing File	TCC	Monthly
36	Networx	CenturyLink	Calling Cards	Determine service instances for calling card service and for inventory components	Processing File	CenturyLink	Monthly
37	Networx	CenturyLink	Audio Conferencing Services file	Determine service instances for audio conferencing service and for inventory components	Processing File	CenturyLink	Monthly
38	GSA RLS	All	Cust Acct W Rates Value Added	Assists in data needs for All Inventory Approach	Processing File	TOPS Help Desk	Monthly
39	GSA RLS	All	Cust Acct W Rates (non-sur)	Determine service instances for all services and for inventory components	Processing File	TOPS Help Desk	Monthly

#	Contract	Contractor	Data Source	Purpose	Type	Source Responsible	Frequency
40	GSA RLS	All	Cust Acct W Vendor Rates	Determine service instances for all services and for inventory components-reference only	Reference File	TOPS Help Desk	Monthly
41	GSA RLS	All	NSC to System and Location	Assists in data needs for Fair Opportunity (FO) decision	Derived Reference Table	TCC	As updated
42	GSA RLS	All	Line Type Mapping	To determine service instance service, line service, and analog distinction	Derived Reference Table	TCC	Monthly
43	GSA RLS	All	Sub Line Type Mapping for Other	To provide further designation for the "other" service type	Derived Reference Table	TCC	Monthly
44	GSA RLS	All	Product Code / Product Description Bandwidth	Provide bandwidth information for regional records	Derived Reference Table	TCC	Monthly
45	GSA RLS	All	Regional Contract Information	Determine service instances contract field related data for all services and for inventory components	Derived Reference Table	TCC	Monthly
46	GSA RLS	All	System File	Assists in determining Private Branch Exchange (PBX) and maintenance accounts for field level data population	Derived Reference Table	TCC	As updated
47	GSA RLS	All	Customer ID	To determine agency identification and Designated Agency Representative (DAR)/Point of Contact (POC)	Reference File	GSA Shared Drive	Monthly
48	WITS 3	Verizon	Network Inventory Code (NIC) Contractor	To determine Service Delivery Point (SDP)	Reference File	GSA Shared Drive	Monthly
49	WITS 3	Level 3	NIC Address	To determine SDP	Reference File	GSA Shared Drive	Monthly
50	GSA RLS	All	Individual Invoice (Portal/Customer Service Record (CSR)/Invoices/Telecommunications Inventory Management (TIM))	To assist with validation	Reference File	Financial Service Center	Monthly
51	GSA RLS	All	Category and Subcategory Description	Provide additional component detail based on limited CLIN detail availability for All Inventory approach. Assists in determining derived line service.	Lookup Table	TCC	Monthly
52	GSA RLS	All	Contractor Name Normalization	Normalizes contract names to standardized names for TI SIRs	Derived Reference Table	TCC	Monthly

#	Contract	Contractor	Data Source	Purpose	Type	Source Responsible	Frequency
53	WITS 3	Level 3	WITS Telephone Number (TN) file	Determine service instances for all services and for inventory components (bundled)	Processing File	WITS team	Monthly
54	WITS 3	Verizon	WITS TN file	Determine service instances for all services and for inventory components (bundled)	Processing File	WITS team	Monthly
55	WITS 3	All	WITS TN Unbundled	Unbundle TN bundled services and then used to determine service instances for all services and for inventory components	Derived Processing File	TCC	Monthly
56	WITS 3	Verizon	Service Instance ID Info Billing	Determine service instances for all services and for inventory components	Processing File	NHC	Monthly
57	WITS 3	Level 3	Service Instance ID Info Billing	Determine service instances for all services and for inventory components	Processing File	NHC	Monthly
58	WITS 3	Verizon	WITS services Monthly Recurring Charge (MRC) Billing	Determine service instances for all services and for inventory components	Processing File	NHC	Monthly
59	WITS 3	Level 3	WITS services (MRC) Billing	Determine service instances for all services and for inventory components	Processing File	NHC	Monthly
60	WITS 3	Verizon	WITS services Non-Recurring Charge (NRC) Billing	Determine service instances for all services and for inventory components	Processing File	NHC	Monthly
61	WITS 3	Level 3	WITS services (NRC) Billing	Determine service instances for all services and for inventory components	Processing File	NHC	Monthly
62	WITS 3	Verizon	WITS services (Usage) Billing	Determine service instances for all services and for inventory components	Processing File	NHC	Monthly
63	WITS 3	Level 3	WITS services (Usage) Billing	Determine service instances for all services and for inventory components	Processing File	NHC	Monthly
64	WITS 3	Verizon	Customer Info	Determine address and agency identification	Reference File	NHC	Monthly
65	WITS 3	Level 3	Customer Info	Determine address and agency identification	Reference File	NHC	Monthly
66	WITS 3	All	NSC to Location Group	Assist with CBSA mapping and analysis between contracts (address mapping)	Derived Reference Table	TCC	As updated

#	Contract	Contractor	Data Source	Purpose	Type	Source Responsible	Frequency
67	WITS 3	All	Pricing CLIN with Description, Unit, Charge Type	Assists in data needs for All Inventory Approach	Derived Reference Table	TCC	As updated
68	WITS 3	ALL	Billing Account Code (BAC) to AHC Mapping	Determine ownership	Reference File	WITS team	Monthly
69	WITS 3	ALL	BAC to AB	Determine ownership where there is no AHC	Derived Reference Table	TCC	Monthly
70	WITS 3	ALL	WITS SVS TN CLIN Mapping	CLIN to line service and service description definition for each TN	Reference File	TCC	As updated
71	WITS 3	ALL	WITS Billing CLIN Mapping	CLIN to service and service description definition for each SIR	Reference File	TCC	As updated
72	WITS 3	ALL	TN Unbundle service map	Determine unbundling rules for bundled TNs	Lookup Table	TCC	As updated
73	WITS 3	Verizon	Terminating Address for DTS	Assists in population of terminating address field(s) within AAI	Reference File	WITS team	Monthly
74	WITS 3	Level 3	Terminating Address for DTS	Assists in population of terminating address field(s) within AAI	Reference File	WITS team	Monthly
75	WITS 3	ALL	DAR	Assists agencies with knowing the DARs that are responsible for services under a specific BAC	Reference File	WITS team	As updated
76	Networkx	Verizon	Disconnect Orders	To provide disconnect order information	Processing File	Portal	Weekly
77	Networkx	Level 3	Disconnect Orders	To provide disconnect order information	Processing File	Portal	Weekly
78	Networkx	ATT	Disconnect Orders	To provide disconnect order information	Processing File	Portal	Weekly
79	Networkx	CenturyLink	Disconnect Orders	To provide disconnect order information	Processing File	Portal	Weekly
80	WITS 3	Verizon	Disconnect Orders	To provide disconnect order information	Processing File	Portal	Weekly
81	WITS 3	Level 3	Disconnect Orders	To provide disconnect order information	Processing File	Portal	Weekly
82	GSA RLS		Disconnect Orders	To provide disconnect order information	Processing File	Regional Team	Weekly

Appendix B - Available Data Fields

The following list describes data field attributes available for agency reporting.

Ord #	Field	Length	Description	Source
1	Data Source	15	This field identifies the Networkx Contractor, TOPS or WITS sources for the data record. Networkx Contractor is identified by the first letter in the Contractor Name. Other sources include TOPS, TOPS_FTSB, TOPS_WFTSB, WITS_BILLING, WITS_TN	From Source of Record
2	Agency	255	Agency name as displayed in TI. This is a standardized agency name to ensure consistency across all day sources. Reports can be generated based on the Agency. In most cases the SOW will be issued at the Agency level.	TI
3	Sub Agency	255	Sub Agency name as displayed in TI. This is a standardized agency name to ensure consistency across all day sources. There are some cases where a Sub Agency will issue the SOW. Data is grouped by Sub Agency for analysis and planning.	TI
4	Source Agency Name	255	Agency Name as it appears in source file before standardization (e.g. WITS BAC name, Regional TOPS name). Not always provided by contractors. Allows an agency to compare detailed agency name as it was entered into the source system during order entry.	TI
5	AHC	28	Agency Hierarchical Code captured from source files for Networkx data. Derived from the agency bureau and/or related LD records for WITS and Regional as it is not required for local services during ordering. Agencies track spending and other statistics by AHC. One Sub Agency can have multiple AHC Codes.	TI
6	Agency Bureau Code	4	Provides the Agency Bureau (AB) Code based on the AHC received from the primary source files	TI
7	Contract	10	There are 3 Contracts- Networkx, WITS 3 and GSA RLS. Agencies will need for FOs and transition purposes.	TI
8	Contract Id	50	Provides standardized contract Ids for each of the three groups of contracts: Networkx=ENTERPRISE or UNIVERSAL Regional= REGIONAL (Local contracts with each of the Local Exchange Carriers); TARIFF (procured via Tariff Services); GSA INTERNAL (GSA provided PBX, GSA provided other minor services) WITS 3=WITS 3	TI
9	Contractor Name	255	Standardized name for service providing contractors. Based on TI. Used to know the current contractor to assist in obtaining technical attributes of service when determining transition orders with the new contractor. Also required for the disconnect order.	TI
10	Service	255	Standardized current service. All source file service data is mapped to a standardized service for TI and AAI. This is done as each contractor "names" services somewhat differently. Standardized service names are primarily predicated on Networkx naming conventions. Helps in determining EIS service, how it is delivered, and how it should be ordered.	TI
11	Line Service	255	Used to provide additional distinction for standardized current service types. Helps in determining EIS service, how it is delivered and how it should be ordered.	TI
12	Service Description	255	Current literal contract service description based on Service or Line Service.	TI

Ord #	Field	Length	Description	Source
13	EIS Service	255	36 Services are identified in the EIS contract. Current services are mapped to an EIS Service to assist agencies with FO decisions. The Solicitation Assist Tool is organized by EIS Service.	Service Type Map Table
14	EIS Service Description	255	Provides full mapped EIS Service Descriptions as defined in the EIS RFP, Section B. Agencies need for FOs and transition purposes.	Service Type Map Table
15	EIS Mandatory/Option Designation	255	Denotes the mapped EIS service and whether it is mandatory or optional. Assists agencies during the FO process in determining potential for contractors bidding on their mapped service inventory requirements. M=Mandatory, O=Optional, C= Conditional (e.g. Access/SRE must be available to any awarded service), MO=Where an awardee must provide either IPVS or CSVS as a mandatory service, but not necessarily both.	Service Type Map Table
16	EIS Service Type Contractors	255	List of contractors awarded the specific mapped EIS service. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, CL, ME)	Service Type Map Table
17	Secondary Service	255	Derived based on CLINs. Provides additional detail for the particular record. E.g. For a Network Based IP VPN service grouping-VPNS would be the primary service, but a specific CLIN (0730311) may have a secondary service of DAA (dedicated access arrangement). This detail assists for transition orders.	CLIN to Service Type Map Table & Secondary Service
18	Secondary Service Description	255	Current literal contract secondary service description based on secondary service.	CLIN to Service Type Map Table & Secondary Service
19	EIS Secondary Service Mapping	255	Derived based on CLINs mapped from current contracts to EIS CLINs. Provides additional detail for the particular record. E.g. For a Network Based IP VPN service grouping-EIS VPNS would be the primary service, but a specific CLIN (0730311) may have a secondary EIS service of DAA (dedicated access arrangement). This detail assists for transition orders.	CLIN to Service Type Map Table & Secondary Service
20	EIS Secondary Service Description	255	Current literal contract secondary EIS service description based on secondary EIS service.	CLIN to Service Type Map Table & Secondary Service
21	UBI	55	Unique Billing Identifier (UBI) for Network inventory. Is frequently used as a key identifier by Network contractors to show all inventory elements related to a primary service order. Additionally, the UBI, circuit Id, and/or phone number is populated for 99% of all records and can be used by an agency for matching and joining purposes.	TI
22	Circuit	55	Used by contractors to provide an identifier for data services-normally called the Circuit Id. Population of the specific identifier used is dependent on the Id sent by the contractor. Consistency across data sources (order, inventory, and billing) is NOT always consistent. In many cases Circuit ID is blank. Additionally, the UBI, circuit Id, and/or phone number is populated for 99% of all records and can be used by an agency for matching and joining purposes. For Verizon WITS data, the circuit Id is populated as a concatenation of an internal Service@Once Identifier (LCM Configuration Identifier) and the Circuit ID.	TI
23	Phone No	15	The telephone number (voice services) or voice identifier (e.g. calling card, audio conferencing service (ACS), etc.) associated with service. This is not always populated. The Phone Number identifies a unique line or PBX Station. Numbering Plan Area Office Code (NPANXX) can also be used to identify City and State. Additionally, the UBI, circuit Id, and/or	TI

Ord #	Field	Length	Description	Source
			phone number is populated for 99% of all records and can be used by an agency for matching and joining purposes.	
24	Identifier 1, Directed to Number, BTN	50	Used to specify additional identifiers based on contract. Directed to number (Toll Free Service (TFS)) and Private Internet Protocol (PIP) circuit Ids provided for Networx when available. For WITS and Regional, the Billing Telephone Number (BTN) is populated when available.	TI
25	Identifier 2, Customer Acct #, Regional Contract No	50	Used to provide the Customer Account Number for Networx. For regional, the contract number is populated. For Regional, the contract number code identifies the contract if the service is non-tariff.	TI
26	System	3	Used to denote WITS and Regional System IDs and Networx LD corresponding records.	TI
27	Customer/BAC	15	Used to denote WITS Billing Account Code (BAC) and Networx LD corresponding records. Used to denote Regional Customer Ids.	TI
28	BAN	15	Used to denote WITS Billing Account Number (BAN).	TI
29	WSID LG	15	Provides a specific street, city, state, zip for a WITS (LG=Location Group) code, Regional (WSID=Worksite System ID) code, and Networx LD corresponding records.	TI
30	TSP Codes	255	The code that represents a service that is part of the Telecommunications Service Priority (TSP) program authorizing national security and emergency preparedness (NS/EP) organizations to receive priority treatment for vital voice and data circuits or other telecommunications services.	Inventory, Ordering, Billing
31	Quantity	10	Provides a "quantity" that gets multiplied against a unit cost to create the total CLIN charge. (E.g. minutes, miles, feet of cable, hours worked). Can be a fixed or variable factor.	Inventory, Ordering, Billing, TOPS
32	Prod Code	13	Local code used to identify components for regional records. Used prior to the introduction of CLINs in the local program. In the great majority of cases, the same code as the CLIN for regional only.	TI, TOPS
33	CLIN	15	Contract Line Item Number – permissible individual pricing element is identified by a Contract Line Item Number. CLIN has specific elements of the service, and the charge associated with it. For SEDs, the master CLIN identifier is provided. The specific contractor SED CLIN is provided in the SED CLIN field.	Inventory, Ordering, Billing, TOPS
34	CLIN Prod Description	255	Current CLIN/Prod descriptions provide literal details for the service component. Current CLIN/Prod Descriptions assist in identifying EIS Services at the element level.	Pricing Map Tables (Networx and WITS), TOPS Product Description
35	Cat Description	255	Category (Cat) is selected during the Regional ordering process to provide high level information for the service component (e.g. Line Type, Feature, Circuit, Surcharge, etc.). The Cat description is mapped to a specific category code.	Category and Subcategory Description Table
36	Subcat Description	255	Sub Category (Subcat) is selected during the Regional ordering process to provide specific information for the service component (e.g. Centrex line, voicemail, E911 charge, etc.)	Category and Subcategory Description Table

Ord #	Field	Length	Description	Source
37	CLIN Source	15	Data source where the CLIN is identified. Values include Contractor Inventory (I), Billing Data (B), order/inventory data for Networx (O).	Inventory, Ordering, Billing
38	CLIN Charge Type	15	Provides the CLIN charge type associated with the record and includes MRC, NRC, or Usage.	Pricing Map Tables (Networx and WITS)
39	CLIN Charge Unit	15	CLIN units are used to assist in defining billing purposes. Values can include 6 sec increment, per circuit, per device, per minute, per port, per survey, etc.	Pricing Map Tables (Networx and WITS)
40	SEDs CLIN	15	Service Enabling Devices Contract Line Item Number – Unique Pricing element for SED CLINs.	Pricing Map Tables (Networx and WITS)
41	SED Type	255	Represents the equipment category (standalone, base unit package, accessory, configurable component).	Pricing Map Tables (Networx and WITS)
42	Manufacturer	255	Manufacturer of SED equipment or equipment part. Contractors may have restrictions on which manufacturers they support.	Pricing Map Tables (Networx and WITS)
43	Part #	255	Service Enabling Devices (SEDs) are often assembled from various parts to perform their function. Provides the specific part number if available	Pricing Map Tables (Networx and WITS)
44	SED description	255	Service Enabling Device (SED) –Description for circuit terminating equipment used as an interface and often includes trouble location capability. SEDs can be customer owned or owned and maintained by the Contractor. Agencies need to identify reusable SEDs obsolete SEDs and SEDs that otherwise cannot be used with the new service.	Pricing Map Tables (Networx and WITS)
45	ICB Case Number	255	For Networx, all individual case (ICB) based CLINs must be accompanied by a case number. Many ICB CLINs are for large bandwidth services, other services that may require special construction or special circumstances.	Pricing ICB Table, Billing, Inventory, Ordering
46	EIS CLIN	15	Provides the mapping between the Networx, WITS, or Regional contract to the closest/equivalent EIS CLIN, which represents the permissible individual pricing element. Aspects of CLIN mapping: <ol style="list-style-type: none"> 1) Current CLIN mapping begins by viewing the current Networx service as it maps in a like-for-like environment to an EIS service type. Mapping occurs at both primary and secondary service levels (if applicable/needed). 2) Current contractual CLINs mapped to potential like-for-like EIS CLINs is for information only and does NOT promote a requirement or solution. 3) CLIN mapping does NOT address transformational or modernization possibilities. 4) Provides the mapping between the Networx contracts to the equivalent (or closest equivalent) CLIN(s). 5) It is the agency's responsibility to define requirements that allow a contractor to use CLINs that will provide the best value cost and technical solution. 6) Mapping occurred for CLINs that were part of inventory. Mapping did NOT occur for CLINs appear on the contract without inventory. 	CLIN Map Table

Ord #	Field	Length	Description	Source
			<p>7) The mapping does NOT attempt to provide a configuration of the service and is based solely on the CLINs appearing on inventory, ordering, or billing data available to GSA. However, WITS and Regional CLIN mappings may also be predicated on the configuration of the CLIN structure at the record level for some services; this results in the same WITS CLIN requiring a different mapping to the appropriate EIS CLIN(s) specific to a service record.</p> <p>8) NRC, feature CLINs, and other service level CLINs are mapped if part of current service. If a CLIN does not appear in inventory, it is NOT mapped even if it is required for configuration.</p> <p>9) Where a current CLIN does NOT have a direct bandwidth map to an EIS CLIN, the CLIN was mapped “up” to the next available bandwidth, or in some cases to a TUC if the “jump” was too big. For example, Frac T-1s were mapped to T-1s, but most Frac T-3s were NOT mapped to a full T-3.</p> <p>10) Some current CLINs map to two or more EIS CLINs to achieve an equivalency. For example, current channelized contract CLINs were mapped two EIS CLIN for >=OC.</p> <p>11) There are some CLINs that “cross” CLIN Charge Types due to how they were charged under the contract. For example, NRC CLINs under the current contract may be usage based under EIS.</p> <p>12) TUCs were used when an equivalent CLIN for the service could not be determined. This does NOT promote the use of TUCs.</p> <p>13) “Unmapped CLINs” contain codes denoting when a mapping cannot occur between the current contractual CLIN and EIS. The “Unmapped” values used in the EIS CLIN and EIS CLIN description fields in AAI reports and files assist the users with information on why the current contract CLIN was NOT mapped to EIS.</p> <p>14) The quantity on the EIS CLIN is predicated on quantity needed for an equivalent to the current contract CLIN. For example: 3 half rack CLINs in Networx would map to two full rack EIS CLINs.</p> <p>15) SED CLINs are mapped to an UNMAPPED status since they are catalog based in EIS.</p>	
47	EIS CLIN Description	255	EIS mapped CLIN description provides literal details for the potential EIS service component.	CLIN Map Table
48	EIS CLIN Type	15	Provides the CLIN charge type associated with the record and includes MRC, NRC, or Usage for EIS.	CLIN Map Table
49	EIS CLIN Quantity	50	Provides the number of EIS CLINs needed for similar current contract CLIN(s).	CLIN Map Table
50	EIS CLIN Unit	15	CLIN units are used to assist in defining billing purposes. Values can include 6 sec increment, per circuit, per device, per minute, per port, per survey, etc. for EIS.	CLIN Map Table
51	EIS CLIN Mandatory/Option Designation	255	Provides the EIS CLIN mandatory optional designation.	CLIN Map Table
52	EIS CLIN Contractors	255	List of EIS CLIN awarded contractors for the specific mapped EIS CLIN for MANDATORY CLINs only. All optional CLINs will refer to the EIS Pricer for specifics. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, CL, ME)	CLIN Map Table

Ord #	Field	Length	Description	Source
53	EIS CLIN Bandwidth Group	255	Identifies bandwidth groups available at each Physical Concentration Level (PCL) and maps PCLs to POPs.	CLIN Map Table
54	EIS CLIN Access Type Id	15	Indicates the access type associated with the service (Ethernet, Wireline, Wireless, Cable, FTTP) representing the Building NSC-to-PHUB relationship.	CLIN Map Table
55	Bandwidth	255	Bandwidth represents the speed of the component for the circuit. The range of frequencies a signal occupies is called the bandwidth of the signal. The term bandwidth is often used instead of data rate or bit rate to express the capacity of a digital channel. Bandwidth is required for capacity management and is also required for Contractors to bid on circuits for EIS. The local loop (access) may be a different speed than the service port of a circuit. The bandwidth is specific to the component level in AAI. Bandwidth is required for ordering new circuits.	Network CLINs, WITS CLINs, and Regional Prod Descriptions
56	CBSA Orig	10	This field represents the numeric originating EIS mapped CBSA to the current inventory's location. A CBSA is a U.S. geographic area defined by the Office of Management and Budget (OMB) that consists of one or more counties (or equivalents) anchored by an urban center of at least 10,000 people plus adjacent counties that are socioeconomically tied to the urban center by commuting. There are 929 CBSAs in U.S. under existing GSA Telecom contracts. To be eligible to receive EIS task orders, contractors must offer all mandatory services in 25 of the top 100 CBSAs to receive an EIS contract award or contract modification to include CBSAs they plan to support. Many EIS pricing concepts are predicated on the CBSA.	CBSA Map Table
57	CBSA Term	10	For point to point circuits this field represents the numeric terminating EIS mapped CBSA to the current inventory's terminating location.	CBSA Map Table
58	EIS Service Type CBSA	3	Denotes whether the EIS service is CBSA based (1 for one side, 2 for 2 sided, or 0 for not CBSA based)	Service Type Map Table
59	CBSA Orig Name	255	This field represents the originating "literal name" EIS mapped CBSA to the current inventory's location.	CBSA Map Table
60	CBSA Term Name	255	This field represents the terminating "literal name" EIS mapped CBSA to the current inventory's location.	CBSA Map Table
61	CBSA Orig Ranking	10	This field represents the originating CBSA "ranking" EIS mapped CBSA to the current inventory's location. Rankings are based on GSA rank.	CBSA Map Table
62	CBSA Term Ranking	10	This field represents the Terminating CBSA "ranking" EIS mapped CBSA to the current inventory's location. Rankings are based on GSA rank.	CBSA Map Table
63	CBSA Orig Contractors	255	List of awarded contractors for the specific CBSA, independent of EIS mapped service. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, CL, ME)	Service Type Map Table
64	CBSA Term Contractors	255	List of awarded contractors for the specific CBSA, independent of EIS mapped service. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, CL, ME)	Service Type Map Table
65	NSC	8	Identifies the originating building address of a circuit or service. A unique code used to represent buildings, structures, enclosures, or other locations. The code is defined by eight alphanumeric characters, where the first four characters are the Geographical representation of the city, the next two are the Geopolitical representation of the state or country, and the final two represent the building associated with that Geographical/Geopolitical pair.	TI

Ord #	Field	Length	Description	Source
66	T_NSC	8	Identifies the terminating building address for point to point circuits.	Inventory, Ordering, Billing
67	Orig NIC	11	Originating Network Inventory Code is an 11-digit code to identify the circuit or service originating location. For all circuits or services this identifies the originating location. The first 8 digits identify a building address. A code used for billing, ordering, inventory, and service management. Identified by eleven alphanumeric characters. The first eight characters are the NSC, and the last three represent the contract and the service ordered by the agency at the NSC.	TI
68	Term NIC	11	Terminating Network Inventory Code is an 11-digit code to identify the circuit or service terminating location. For Private Line, Optical Wavelength Service (OWS), Dark Fiber Service (DFS) and Ethernet, converts to Z Address. The first 8 digits identify a building address (NSC).	TI
69	Jurisdiction Id	7	Jurisdiction IDs are used in pricing tables that require identification of the origination and/or destination Country/Jurisdiction for connections. It assists with location information and is used for consistency. Only populated for the originating side of a service that also has terminating ends.	Inventory, Ordering, Billing
70	T_Jurisdiction Id	7	T_Jurisdiction IDs are used in pricing tables that require identification of the termination Country/Jurisdiction for connections. It assists with location information and is used for consistency. Only populated for the terminating side of a service that also has two ends.	Inventory, Ordering, Billing
71	Address	100	Originating address for all circuits. This identifies the physical location of the circuit or service. It is required to receive a Contractor bid for EIS and required for ordering service. Address information has been standardized against the iCONNECTIV NSC associated address.	TI
72	City	55	Originating City	TI
73	State	2	Originating State	TI
74	Zip	10	Originating Zip Code	TI
75	Country	3	Originating Country	TI
76	T_Address	100	Terminating Address for point to point circuits (PLS, OWS, ETS, DFS). Terminating location is necessary for Contractor bids and for ordering circuits. Address information has been standardized against the iCONNECTIV NSC associated address.	Inventory, NSC Map, Billing
77	T_City	55	Terminating City for point to point circuits.	Inventory, NSC Map, Billing
78	T_State	2	Terminating State for point to point circuits.	Inventory, NSC Map, Billing
79	T_Zip	10	Terminating Zip Code for point to point circuits.	Inventory, NSC Map, Billing

Ord #	Field	Length	Description	Source
80	T_Country	3	Terminating Country	Inventory, Ordering, Billing
81	ASRN	255	Access Service Request Number. Agency defined and assigned when Service Order is placed.	TI
82	ASRN2	255	Second Access Service Request. Agency defined and assigned when Service Order is placed.	TI
83	DAR	55	Authorized Designated Agency Representative for Service Ordering.	TI
84	Svc Order	20	Agency's Order Number. Number represented in AAI is determined whether it is a new or change in the service order.	TI
85	Install Date	10	Date circuit or service was installed, or last revision (change) received on SOCN.	TI
86	Full Service	2	Denotes if the record is part (Y) of Full Service.	TI
87	Routine Critical Service	10	Denotes whether the CLIN is categorized as routine or critical as identified in the appropriate contract. Critical Services get special attention from Contractors in the event of outages.	Pricing Map Table based on CLIN
88	Billing Type	2	Provides the current billing type associated with the service (CB=Central Billing, DB=Direct Billing)	Billing, Registered AHC Table
89	EIS Contractor Awardee Crosswalk	255	Provides a list of EIS contractors that have been awarded the specific EIS CBSA, EIS Service, and EIS CLIN applicable to the AAI record	Derived from mapping table
90	Primary GSA Tracking Id	55	Used to group records together to comprise all records for the service. TI GSA Tracking Id is unique for each Service Instance Identifier.	TI
91	Secondary GSA Tracking Id	55	Primarily for grouping of regional records. This is unique for each regional Service Instance Identifier and allows for multiple Primary GSA Tracking Ids to be "grouped" together.	Derived

Appendix C – Reports and Files

AAI includes multiple data outputs-assumed at an agency level unless specified otherwise. These data outputs can vary based on reporting packages or groups of records. GSA pushes reports (AAI User Guide, Section 3.3) to the internal GSA T:/ drive and E-MORRIS for applicable agency users. A reporting package (“push”) is created as long as there is at least one active inventory record applicable to the agency.

The table below provides the group, report name, contents (fields), primary description for the data (including primary source for data compilation within the report), use, and file naming convention. The file naming convention includes:

- *Report Number (#)*
- *Agency Abbreviation (AAA)*
- *File/Report Group*
- *File/Report Name*
- *Date of Fulfillment (YYYYMMDD)*
- *Request Id (R#)*

	Group	Report	Contents of Report	Description	Use	File Name
1	Access	Networx Access Arrangements**	Service Description, Access Bandwidth, CBSA, CBSA Name, Address, City, State, Zip, NSC, CLIN, CLIN Prod Description, CLIN Charge Type, Networx CLIN Quantity (Based on Charge Unit field)	<p>Provided at agency level based on 076 CLINs (does not include NRC CLINs) for Networx. Connections between an SDP and a contractor POP location. Also, arrangements include direct facilities between a PBX and the contractor switch for Long Distance. Sorted by Service Description, State, City, and Address.</p> <p>Quantity gets multiplied against a unit cost to create the total CLIN charge. (E.g. minutes, miles, feet of cable, hours worked). Can be a fixed or variable factor.</p> <p>Source=AAI Inventory</p>	Used for planning location access facilities	#_AAA_Access_AccessArrangements_YYYYMMDD_R#
2	CLIN	CLIN Information**	Worksheet: Agency Level Contract, Service, Line Service, Service Description, Secondary Service, Secondary Service Description, CLIN, CLIN Prod Description, Bandwidth, CLIN Charge Type, CLIN Charge Unit, TI	Provided at the agency and sub agency levels, which appear on their own worksheet. The same information is provided if the agency and sub agency are the same. Provides CLIN level data and quantities (provides a “quantity” that gets multiplied against a unit cost to	Identifies quantities of current CLINs	#_AAA_CLIN_CLINInfo_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			<p>SIR Counts for Service, CLIN Quantity (Based on Charge Unit field and CLIN Description)</p> <p>Worksheet: Individual Sub Agency Level Worksheet: Agency Level Contract, Service, Line Service, Service Description, Secondary Service, Secondary Service Description, CLIN, CLIN Prod Description, Bandwidth, CLIN Charge Type, CLIN Charge Unit, TI SIR Counts for Service, CLIN Quantity (Based on Charge Unit field and CLIN Description)</p>	<p>create the total CLIN charge per unit (e.g. minutes, miles, feet of cable, hours worked)). Can be a fixed or variable factor) to assist agencies in knowing its current detailed inventory by CLIN. Does not include equipment CLINs. Sorted by contract, service description, and CLIN quantity (descending).</p> <p>Source=AAI Inventory</p>		
3	CLIN	CLIN Information (Autosold)**	<p>Worksheet: Agency Level Contract, Service Description, Primary CLIN, Primary CLIN Prod Description, Autosold Service Description, Autosold CLIN, Autosold CLIN Prod Description, Autosold CLIN Charge Type, Autosold CLIN Charge Unit</p> <p>Worksheet: Individual Sub Agency Level Contract, Service Description, Primary CLIN, Primary CLIN Prod Description, Autosold Service Description, Autosold CLIN, Autosold CLIN Prod Description, Autosold CLIN Charge Type, Autosold CLIN Charge Unit</p>	<p>Provided at the agency level and sub agency (or AHC if requested) levels, which appear on their own worksheet. Provides instances of Networkx CLINs associated with the agency's inventory and all of the "Autosold" CLINs that are associated with the primary CLIN. Autosold CLINs are NOT put on the SOCN but can be billed to an agency if the primary CLIN is on the SOCN. Sorted by Service Description, Primary CLIN, and Autosold CLIN.</p> <p>Source=AAI Inventory</p>	Informational (Budgeting)	#_AAA_CLIN_CLINInfoAutosold_YYYYMMDD_R#
4	CLIN	CLIN Information Mapped to EIS CLINs	Worksheet: Agency Level Contract, Service, Line Service, Service Description, Secondary Service, Secondary Service Description, CLIN, CLIN Prod Description, CLIN Charge Type, CLIN Charge Unit, EIS Service Description, EIS Secondary Service	<p>Provided at the agency and sub agency levels, which appear on their own worksheet. The same information is if the agency and sub agency are the same. Includes CLINs that are part of an agency's inventory and the EIS services and CLINs they map to. Also, will show where a current CLIN does not have an</p>	Reference for identifying EIS CLINs for ordering	#_AAA_CLIN_CLINInfoMappedEISCLINS_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			<p>Description, EIS CLIN, EIS CLIN Description, TI SIR Counts for Service, CLIN Quantity (Based on Charge Unit field and CLIN Description)</p> <p>Worksheet: Individual Sub Agency Level Contract, Service, Line Service, Service Description, Secondary Service, Secondary Service Description, CLIN, CLIN Prod Description, CLIN Charge Type, CLIN Charge Unit, EIS Service Description, EIS Secondary Service Description, EIS CLIN, EIS CLIN Description, TI SIR Counts for Service, CLIN Quantity (Based on Charge Unit field and CLIN Description)</p>	<p>associated EIS mapping CLIN (UNMAPPED). “Unmapped CLINs” contain codes denoting when a mapping cannot occur between the current contractual CLIN and EIS. The “Unmapped” values used in the EIS CLIN and EIS CLIN description fields in AAI reports and files assists the users with information on why the current contract CLIN was NOT mapped to EIS. This is a reference to identify EIS CLINs when placing orders. Sorted by Service Description, CLIN, and EIS CLIN.</p> <p>Quantity gets multiplied against a unit cost to create the total CLIN charge (e.g. minutes, miles, feet of cable, hours worked). Can be a fixed or variable factor.</p> <p>Source=AAI Inventory</p>		
5	CLIN	EIS and Current Contract(s) CLINs Reference**	Mapping Group, EIS Service Description, EIS CLIN, EIS CLIN Description, EIS CLIN Charge Type, EIS CLIN Charge Unit, Mandatory Optional Designation, Contract, CLIN, CLIN Prod Description, CLIN Charge Type, CLIN Charge Unit	Based on the mapping group, a “three-part” report that provides a listing of an agency’s current CLIN mapping to EIS CLINs (USED), current CLINs that do not have an EIS mapping (UNMAPPED), and other EIS CLINs that are available, not mapped as part of agency’s inventory (UNUSED). Sorted by Mapping Group and then by EIS CLIN in ascending order.	Provides list of all EIS CLINs and maps current CLINs to EIS CLINs where available	#_AAA_CLIN_EIS CurContCLINsRef _YYYYMMDD_R#
6	CLIN	Equipment**	<p>Worksheet: Agency Level Contract, Service, Service Description, Master SED CLIN, Master SED CLIN Description, Specific SED CLIN, Specific SED CLIN Description, SED CLIN Charge Type, Contractor, Manufacturer, Part, Equipment Count</p> <p>Worksheet: Individual Sub Agency Level Contract, Service, Service Description, Master SED CLIN,</p>	Provided at the agency level and sub agency levels, which appear on their own worksheet. The same information is provided if the agency and sub agency are the same. Based on equipment CLINs only. Provides equipment information and counts to assist agencies determine current equipment inventory. For Networkx, all Equipment CLINs represented in report have a prefix of “09”. Sorted by Contract, Service Description, SED Master CLIN, and CLIN type.	Identify obsolete equipment - replace or retain	#_AAA_CLIN_Equipment _YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			Master SED CLIN Description, Specific SED CLIN, Specific SED CLIN Description, SED CLIN Charge Type, Contractor, Manufacturer, Part, Equipment Count	Source=AAI Inventory		
7	CLIN	ICBs	<p>Worksheet: All Agency Sub Agency, Service, Service Description, Contractor Name, Contract, ICB Case Number, CLIN, CLIN Prod Description, CLIN Type, CLIN Charge Unit, Address, City, State, Zip, T_Address, T_City, T_State, T_Zip</p> <p>Worksheet: Service Level Agency Service, Service Description, TI Count</p> <p>Worksheet: Service Level Sub Agency Sub Agency, Service, Service Description, TI Count</p> <p>Worksheet: Individual Sub Agency Sub Agency, Service, Service Description, Contractor Name, Contract, ICB Case Number, CLIN, CLIN Prod Description, CLIN Type, CLIN Charge Unit, Address, City, State, Zip, T_Address, T_City, T_State, T_Zip</p>	<p>Based only on Networx ICB billing and/or inventory data. Not available for Regional or WITS. Determined if an ICB case number is provided in the inventory snapshot and/or billing file. Many ICBs are for SONET Service, or other special arrangements for labor or Network Management. Sorted by Service Description, ICB Case Number, and CLIN. Contains a summary worksheet at the agency level and at the agency bureau level. Detail worksheets are provided at the full agency level and for each sub agency (if applicable).</p> <p>Source=AAI Inventory</p>	Investigate for continuance of service if needed and possible EIS mapping	#_AAA_CLIN_ICB_YYYYMMDD_R#
8	Detail	Transition Order Data**	All fields, all records at the component level (see Appendix B - All Field List)	<p>Provides all available fields, components, and detailed data records. Provided as a "data dump" and flat file (tilde ~ separated text file) only. Can be used by agencies to create their own ad hoc groups and roll ups if required. Recommend this data file for all agencies' use.</p> <p>Source=AAI Inventory</p>	Provide the lowest level and most detailed data available. All available fields and records - Linked to Microsoft Access on T: Drive	#_AAA_Detail_TransitionOrderData_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
9	Detail	Service Type TI Detail Records**	Sub Agency, Source Agency Name, AHC, Contract, Contract Id, Contractor Name, Service Description, EIS Service Description, UBI, Circuit, Phone No, Identifier 1, Identifier 2, System, Customer/BAC, BAN, WSID LG, BAN LG, NSC, Address, City, State, Zip, Country, ASRN, ASRN2, DAR, Install Date, Service Order, Full Service, Primary GSA Tracking ID	Data provided at the TI SIR level and is similar to a data export from the TI module for active service only. Provides a report of all available services and most TI fields. Ordered by contract, service, service description, state, city, and address. Used to assist in evaluating the requirements for each service at each location. Source=TI Inventory	Detail SIR records to use for high level planning activities	#_AAA_Detail_ServTypeTIDetail_YYMMDD_R#
10	Detail	Service Type All Inventory Records	Sub Agency, Source Agency Name, AHC, Contract, Contractor Name, Service Description, EIS Service Description, EIS Mandatory Optional Service, Secondary Service Description, EIS Secondary Service Description, UBI, Circuit, Phone No, Identifier 1, Identifier 2, System, Customer/BAC, BAN, WSID LG, TSP Codes, Quantity, Prod Code, CLIN, CLIN Prod Description, Cat Description, Subcat Description, CLIN Source, CLIN Charge Type, CLIN Charge Unit, SEDS CLIN, SED Type, Manufacturer, Part #, SED Description, ICB Case Number, EIS CLIN, EIS CLIN Description, CBSA Orig, CBSA Term, Bandwidth, NSC, T_NSC, Jurisdiction Id, Address, City, State, Zip, Country, T_Address, T_City, T_State, T_Zip, ASRN, ASRN2, DAR, Install Date, Full Service, Routine Critical Service, Primary GSA Tracking Id, Secondary GSA Tracking ID	Data provided at the component and detailed record level by current contract service. Each service is provided on its own worksheet or as a separate file (if file is too large for MS Excel). Sorted by state, city, and address. This includes detail to assist with placing orders for each service at each agency location. Source=AAI Inventory	Similar to report 8 but separated by service to make the data more manageable. Can be used to assist with placing orders	#_AAA_Detail_ServTypeAAIDetail_YYMMDD_R#
11	Detail	Diverse CLINs**	All fields, all records for any service grouping that has a diversity/avoidance CLIN associated with it (see Appendix B - All Field List)	Used to provide those locations that have diversity, which is based on "diverse CLINs" associated with the service. Derived by reviewing current contract CLINs with either "diversity" or "avoidance" in CLIN description. All CLINs	Ensure diversity is noted and retained if necessary	#_AAA_Detail_DiverseCLINS_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
				associated with an instance identified as having diversity/avoidance are provided. Source=AAI Inventory		
12	Detail	MTIPS Detail Data**	All fields, all records for any service grouping that has an MTIPS CLIN associated with it (see Appendix B - All Field List)	Provides all available fields, components, and detailed data records for service instance associated with an MTIPS CLIN under Networx.	Identifies MTIPS locations	#_AAA_Detail_MTIPS_YY YYMMDD_R#
13	Detail	Service Detail Requirements	Country, CBSA Orig, CBSA Orig Name, State, City, NSC, Address, Zip, Primary GSA Tracking Id, Secondary GSA Tracking Id, Service, Line Service, Service Description, Secondary Service, Secondary Service Description, EIS Service, EIS Service Description, EIS Secondary Service Description, Bandwidth, EIS CLIN, EIS CLIN Description, CLIN, CLIN Prod Description, Quantity, EIS Mandatory/Optional Service, Full Service, Routine Critical Service, CBSA Term, CBSA Term Name, T_State, T_City, T_NSC, T_Address, T_Zip, Sub Agency, AHC, Contract, Contractor Name	Detail data provided at the component and detailed record level by mapped EIS service. Used to support the Service Detail section of Solicitation Assist Tool Attachment J.2. Additional site information needs to be provided by the agency. This can assist contractors by providing detail to bid on circuits and services. Some of this information can be used to place orders for EIS services. An individual worksheet is created for each EIS mapped service. Sorted by current service description. Source=AAI Inventory	Provides all locations for all CLINs.	#_AAA_Detail_ServDetailReqs_YYY YMMDD_R#
14	Location	Location with Service (w/ Orig Location only)	Service Description, CBSA Orig, CBSA Orig Name, Address, City, State, Zip, NSC, Contracts and TI SIR Counts	This is a summary report by service of SIRs by location. Does not include point-to-point services with two circuit terminations. Sorted by Service Description, State, City, and Address. Excludes the following services that contain terminations: ETHERNET OPTICAL WAVELENGTH PRIVATE LINE SONET GIGABIT ETHERNET SERVICE DEDICATED TRANSMISSION SERVICE Source=AAI Inventory	Used to evaluate each service used at each location regardless of service. Review for duplicate services and opportunities to consolidate services	#_AAA_Loc_LocationWithServOrig_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
15	Location	Location with Service (w/ Orig & Term Locations)	Service Description, CBSA Orig, CBSA Orig Name, Address, City, State, Zip, NSC, CBSA Term, CBSA Term Name, T_Address, T_City, T_State, T_Zip, T_NSC, Contracts and TI SIR Counts	<p>This is a summary report by service of SIRs by location that have an originating and terminating location. Both points are required for a contractor to bid on these services and to place orders for replacement services. Sorted by Service Description, State, City, and Address. Some SIR counts will appear as a fraction of a record (e.g. .5), because it may be a circuit with multiple terminations (multi point). Records may not contain a terminating address if it was not provided in the data received. Includes any SIRs associated with the following services:</p> <p>ETHERNET OPTICAL WAVELENGTH PRIVATE LINE SONET GIGABIT ETHERNET SERVICE DEDICATED TRANSMISSION SERVICE</p> <p>Source=AAI Inventory</p>	Used to evaluate each service used at each location regardless of service. Review for duplicate services and opportunities to consolidate services	#_AAA_Loc_LocationWithServOrigTerm_YYYYMMDD_R#
16	Location	Services by Service Location	Service, Line Service, Service Description, CBSA Orig, CBSA Orig Name, Address, City, State, Zip, NSC, Contracts and TI SIR Counts	<p>This is a summary report of SIRs by location. Similar to Location with Service Orig only, but individual services <i>placed on their own worksheet and/or file</i>. Does not include services with two terminations. Accentuates where numbers have both local and LD service via Networx and WITS/Regional. Sorted TI SIR Count, State, City, and Address. Excludes the following services that contain terminations:</p> <p>ETHERNET OPTICAL WAVELENGTH PRIVATE LINE SONET GIGABIT ETHERNET SERVICE DEDICATED TRANSMISSION SERVICE</p> <p>Source=AAI Inventory</p>	Used to evaluate each service used at each location. Review for duplicate services and opportunities to consolidate services	#_AAA_Loc_ServiceLocationIndividualOrig_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
17	Location	Service by Service Location (w/ Orig & Term Locations)	Service, Line Service, Service Description, CBSA Orig, CBSA Orig Name, Address, City, State, Zip, NSC, CBSA Term, CBSA Term Name, T_Address, T_City, T_State, T_Zip, T_NSC, Contracts and TI SIR Counts	This is a summary report of SIRs by location. Similar to Location with Service Orig and Term, but with individual services <i>placed on their own worksheet and/or file</i> . Includes only those services with terminations. Sorted TI SIR Count, State, City, and Address. Records may not contain a terminating address if it was not provided in the data received. Includes any SIRs associated with the following services: ETHERNET OPTICAL WAVELENGTH PRIVATE LINE SONET GIGABIT ETHERNET SERVICE DEDICATED TRANSMISSION SERVICE Source=AAI Inventory	Identifies all Point to Point Services by Service	#_AAA_Loc_Serv LocationIndividual OrigTerm_YYYYM MDD_R#
18	Location	CBSA Mapping by Awarded Contractors	CBSA Orig, CBSA Orig Name, CBSA Orig Contractors, Address, City, State, Zip, NSC, CBSA Term, CBSA Term Name, Term CBSA Contractors, T_Address, T_City, T_State, T_Zip, T_NSC, Contract, Service, Line Service, Service Description, Contracts and TI SIR Counts	This provides a view of current inventory by CBSA by service type including contractors awarded the CBSA, independent of service awardees. Sorted by largest number of services in a CBSA, then by service. Contract provided in column headers. Source=AAI Inventory	Will identify awarded Contractors for planning purposes	#_AAA_Loc_CBS A_Mapping_Awar ded_YYYYMMDD _R_#
19	Location	CBSA Mapping	Worksheet: Location CBSA Mapping: CBSA Orig, CBSA Orig Name, Orig CBSA Awardees, CBSA Term, CBSA Term Name, Term CBSA Awardees, Service Description, EIS Service Description, EIS Service Awardees, Awardee Crosswalk, Contracts and TI SIR Counts Worksheet: CBSA Summary: CBSA, CBSA Name, CBSA Awardees, Contracts and TI SIR Counts	This provides a view of current inventory by CBSA by service type with EIS contractor information. Sorted by largest number of services in a CBSA, then by service. Contract provided in column headers. The second worksheet (CBSA Summary) provides SIR counts by CBSA by contract for both originating and termination locations. The third worksheet provides a list of services with SIR counts where a CBSA mapping cannot be identified.	Identifies services by CBSA for planning purposes	#_AAA_Loc_CBS A_Mapping_YYYY MMDD_R_#

	Group	Report	Contents of Report	Description	Use	File Name
			Worksheet: No CBSA Service Description, EIS Service Description, EIS Service Awardees, Contracts and TI SIR Counts	Report indirectly provides a gap analysis showing where inventory with a specific service mapping and CBSA mapping may not have any current awardees. Source=AAI Inventory		
20	Location	SOW Assist J.2 Service Locations**	NSC, Site Name, Address, T_NSC, Contract, Service, CLIN, City, State, Zip, Site Survey Yes/No, Inside Wiring Needed Yes/No, Site Operations, Building Ownership, Number of Employees, Quantity and Organization of Other Personnel On Site Using Agency Assets, Describe Special Configs for Other Resources or NA, Freeform Site Comments, Day of Week and Time When Out of Hours Data Transfers are Scheduled, Diversity Needed at Site, Circuit Bandwidth, Projected Bandwidth Growth %, Circuit Transmission Type, Customer Premise Equipment, Term Z Location, Physical Local Access Last Mile Type, TSP Required?, Does the Site Have Diversity (Failure Backup), Business Partner Interconnection at Site Per Interconnect, 800 Service Access (Bandwidth) and Minutes of Use (Monthly Average of 12 Months), Local Dial Tone Service, Voicemail Source, Number of Traditional FAX Machines and Dedicated Fax Lines, PBX Type (VoIP or Switched Voice), Existing Contract with PBX Provider or Servicing Company (Yes/No and Comment), PBX-Is site PBX shared with other organizations? (Yes/No), Who Is the Owner or Primary Lease of the PBX? Agency, GSA, Commercial, Other (Define), Satellite	Used to support the Solicitation Assist Tool J.2 Appendix. Retains the same fields, whether data is available or not. Grouping of records is made at the location and service level. Sort order is as follows: EIS_CBSA_ORIGINATING_DESC, EIS_SERVICE, STATE, CITY, STREET ADDRESS, TI SERVICE DESCRIPTION, CONTRACT, NSC Source=AAI Inventory	Used to support the Solicitation Assist Tool Attachment J.2. Maintains the same layout but adds some fields to the right of the original layout.	#_AAA_Loc_SOW AT_J.2_YYYYMM DD_R_#

	Group	Report	Contents of Report	Description	Use	File Name
			<p>Service, Television Broadcast Services, Video Teleconference Center Rooms -Current and Future Plan, Other Telecommunications Services, Other: Special Site Specific Comments or Configurations (e.g., email from external server, shared router, shared PBX High performance computing) and Organizational Ownership, Other NTE (switches, etc.) Quantity and Organizational Ownership, Region, Standard Service Day and Time of Telecommunications Services are Required in Local Time (e.g., Monday-Friday, 9am-6pm), Day and Time Telecommunications Services Can be Scheduled at least 7 days in Advance for Downtime, Primary Local Contact Name (LCON) Profile, Secondary Local Contact Name (LCON) Profile, Bandwidth Utilization, IOC Circuit Id, Exchange Company Circuit Id, Logical Data Storage Device -Server, Shared Drive, FTP Servers, # of Users-Data Use/Month-This is Not Site Specific-Provide in Freeform Text, # of Users Time or Volume Data Center Accessed This is not Site Specific, Provide in Freeform Text, Provide by Data Center-# of Partners, Traffic Volume-Time of Day/Days Used-Provide as Attachment-This Will be Moved as Data is Captured, SIRS, CLIN Quantity, EIS Service, EIS CBSA Orig, EIS CBSA Term, EIS CLIN, EIS CLIN Description, Full Service, Sub Agency</p>			

	Group	Report	Contents of Report	Description	Use	File Name
21	Miscellaneous	DAR List WITS**	BAC, AB_CODE, DAR, Phone, Email, Contractor	Used to identify DAR contact information for WITS. There can be multiple DARs per BAC. The report provides a list of all BACs for the agency and the DARs associated with them. For Regional and Networkx, the DAR information is contained in the actual DAR field. Sorted contractor, BAC, and DAR. Source=WITS DAR Information Table(s)	Useful contact list	#_AAA_Misc_DAR_List_WITS_YYYYMMDD_R#
22	Miscellaneous	Net Id=N Records	Sub Agency, Service, Service Description, Phone No, TOPS AHC, Contractor AHC, Address, City, State, Zip, System, Customer/BAC, WSID/BAN LG, Contract, LD Contractor Name	Provides a list of Regional and WITS local records where the agency is responsible for setting up the long distance and the PIC with the Networkx contractor. GSA does NOT place the LD order for these records. The contract field will denote if it is loaded with a Networkx contractor or not. Provides both the local and LD (when present) records, which will show the values of Regional or WITS and Networkx. If the number only appears once (as Regional or WITS in the contract field), then there is NO LD set up with a contractor. If the contract field shows "No TI," then there is no local record but a NetID=N record in TOPS. Sorted by TN. Source=TOPS Long Distance Table	Agency ordered Long Distance - Disco after transition	#_AAA_Misc_NetId=N_Records_YYYYMMDD_R#
23	Miscellaneous	Agency Bureau and AHCs	Worksheet: AB List Sub Agency, AB List Worksheet: AHC List Sub Agency, AHC List	Two worksheets. First worksheet provides a list of AB codes and Sub Agency names with inventory. Second worksheet provides Sub Agency name and distinct AHCs with inventory. Source=AAI Inventory with Billing	Reference	#_AAA_Misc_AB_AHC_List_YYYYMMDD_R#
24	Miscellaneous	Full Service Inventory**	Worksheet: Summary Full Service, Sub Agency, Service, Line Service, Service Description, EIS Service, EIS Service Description, EIS Mandatory/Optional	Report identifies services and attributes that are associated with the GSA regional program for both the local and long distance sides. Includes all GSA regional local services and the corresponding Networkx long distance where applicable.	To identify and isolate GSA regional and associated Networkx long distance inventory for transition.	#_AAA_Misc_FS_Inventory_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			<p>Service, Contracts and TI SIR Counts</p> <p>Worksheet: Detail (AAI Records) All fields, all records at the component level (see Appendix H – Available Data Fields with current contract billing)</p> <p>Worksheet: TI Records including disconnects All fields, all records for TI (see TI User Guide, Appendix A)</p> <p>Worksheet: Location Full Service, Sub Agency, Service, Line Service, Service Description, EIS Service, EIS Service Description, EIS Mandatory/Optional Service, System, Customer/BAC, WSID LG, NSC, Address, City, State, Zip, Contracts and TI SIR Counts</p> <p>Worksheet: Inventory behind GSA PBX Sub Agency, AHC, Service Description, Phone No, System, Customer/BAC, WSID LG, NSC, Address, City, State, Zip, Contractor Name, PBX Manufacturer, GSA PBX or Maintenance, GSA COR Contact</p> <p>Worksheet: PBX Line Count System, Address, City, State, PBX Manufacturer, GSA PBX or Maintenance, GSA COR Contact, Agency (Masked), TI SIR Counts</p> <p>Worksheet: Inventory behind GSA VOIP</p>	<p>Seven individual worksheets are provided to assist agencies with the services from the Full Service inventory. Worksheets include the summary (sorted by sub agency and service), lowest level detail (sorted by sub agency and service), TI SIR records (sorted by sub agency, active/disconnect status, and service), and location specific information isolated (sub agency, service, city, state, address).</p> <p>The report also includes a worksheet to isolate where an agency has service behind a GSA PBX with associated details. Only shows the regional inventory (not Networkx). Sorted by sub agency and system.</p> <p>Worksheet shows a PBX (by address) and shows the agency and how many other agencies (masked) has service behind that particular GSA PBX. Provides PBX line counts for all agencies (customers) behind the PBX. Only shows the regional inventory (not Networkx).</p> <p>The report includes a worksheet to isolate where an agency has service behind a GSA VOIP solution with associated details. Only shows the regional inventory (not Networkx). Does NOT include agency-specific VOIP solutions; must be part of a GSA shared VOIP solution. Does not include VOIP transport information. Count is based on TOPS input of lines and may not coincide with phone sets or seats. That information can be found in the “Detail” worksheet. Sorted by sub agency, system, and address.</p> <p>Worksheet shows a GSA VOIP solution system (by address) and shows the</p>		

	Group	Report	Contents of Report	Description	Use	File Name
			<p>Sub Agency, AHC, Service Description, Phone No, System, Customer/BAC, WSID LG, NSC, Address, City, State, Zip, Local Contractor Name, Phone Leased Purchased</p> <p>Worksheet: GSA VOIP Line Count System, Cust, WSID, Address, City, State, Phone Leased Purchased, GSA COR Contact, Agency (Masked), VOIP Line Count</p> <p>Worksheet: LSA Information Sub Agency, Region, Service Description, Contract Number, Local Service Agreement, Contractor Name, TI SIR Counts</p>	<p>agency and how many other agencies (masked) has service behind that particular GSA VOIP system. Provides VOIP line counts for all agencies. Only shows the regional inventory (not Networkx).</p> <p>The last worksheet provides local service contractual information. Only shows the regional inventory (not Networkx). Sorted by sub agency, region, and service.</p> <p>Source=AAI Inventory, TI Inventory</p>		
25	Summary	Service Type	<p>Worksheet: All Agency Service, Line Service, Service Description, Full Service, Contracts and TI SIR Counts</p> <p>Worksheet: Service Description Service Description, Contracts and TI SIR Counts</p> <p>Worksheet: Individual Sub Agency(s) Service, Line Service, Service Description, Full Service, Contracts and TI SIR Counts</p>	<p>Multiple worksheet report. Current summary program TI data provided at agency, individual sub agency, and service type levels. Data for each sub agency is provided on its own worksheet. Order by service description.</p> <p>Source=TI Inventory</p>	Identifies services at a summary level that require transition	#_AAA_Sum_Serv Type_YYYYMMD_R#
26	Summary	Service Type Mapped to EIS Services**	<p>Worksheet: All Agency Full Service, Service, Line Service, Service Description, EIS Service, EIS Service Description, EIS Mandatory/Optional Service, Contracts and TI SIR Counts, Sub Agency</p> <p>Worksheet: Sub Agency Sub Agency, Contracts and TI SIR Counts</p>	<p>Provided at sub agency level to include current services that map to EIS services and current services that do NOT map by contract. Each sub agency is its own worksheet. Sub agency name (abbreviation) appears on the worksheet tab. Additionally, there is a worksheet summarizing totals for all sub agencies on the same sheet. Assumes a like-for-like or logical transition and does NOT recommend an agency requirement. It is</p>	Identifies Full Service vs Agency Transition Services	#_AAA_Sum_Serv TypeMappedtoEIS Serv_YYYYMMD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			Worksheet: Individual Sub Agency Full Service, Service, Line Service, Service Description, EIS Service, EIS Service Description, EIS Mandatory/Optional Service, Contracts and TI SIR Counts, Sub Agency	provided for informational purposes only. The agency must determine the EIS Service requirement based on its own needs. Order by sub agency and service description. Source=TI Inventory		
27	Summary	Service Type Agency Level Mapped to EIS Services by Awarded Contractor	Worksheet: Service Group Service Group, Contracts and TI SIR Counts Worksheet: All Agency Full Service, Service, Line Service, Service Description, EIS Service, EIS Service Description, EIS Secondary Service, EIS Secondary Service Description, EIS Mandatory/Optional Service, EIS Service Contractor, Contracts and TI SIR Counts, Sub Agency Worksheet: Individual Sub Agency Full Service, Service, Line Service, Service Description, EIS Service, EIS Service Description, EIS Secondary Service, EIS Secondary Service Description, EIS Mandatory/Optional Service, EIS Service Contractor, Contracts and TI SIR Counts, Sub Agency	Provided at sub agency level to include current services that map to EIS services and current services that do NOT map by contract with the awarded contractor for that service. Summary worksheet provided by EIS service category. Contains an "All Agency" worksheet (by sub agency) and each sub agency has its own worksheet. Sub agency name (abbreviation) appears on the worksheet tab. This assumes a like-for-like or logical transition and does NOT recommend an agency requirement. It is provided for informational purposes only. The agency must determine the EIS Service requirement based on its own needs. Order by sub agency and service description. Totals are presented as decimals due to the breakdown of individual SIRs to a secondary service level. One SIR's individual components can break down into multiple secondary services. Source=AAI Inventory	Used for Ordering from Awarded Contractors	#_AAA_Sum_EIS Serv_Mapped_Award_YYYYMMDD_R#
28	Miscellaneous	AAI to EIS Pricer Bulk Uploader** UNMAPPED ICB BB CLINs NOT AAI FOR EIS Pricer**	Report 28: CLIN, B Table Id, Task Order, Case_Number, Start Date, Stop Date, Orig NSC, Dest NSC, Orig Country, Dest Country, OWS Airline_Mileage, SRE Pricing Element, SRE AOW Id, Quantity	Report 28: Used to assist with loading the EIS Pricer with as-is inventory in a like-for-like environment to receive potential pricing to conduct IGCEs and other necessary pricing information. Orig country and Dest country are provided as jurisdictional codes. Provided as a .CSV file.	To receive EIS contractor pricing based on current CLINs to mapped EIS CLINs where available. Users must review error files to determine	28_AAA_Misc_EIS_Pricer_Loader_YYYYMMDD_R# 28A_AAA_UNMAPPED_ICB_BB_

	Group	Report	Contents of Report	Description	Use	File Name
			Report 28A: AHC, Agency, Sub Agency, CLIN, NSC, T NSC, Country, T Country, Address, City, State, Zip, T Address, T City, T State, T Zip, Jurisdiction Id, T Jurisdiction Id, EIS CLIN, EIS CLIN Quantity, Exclude Reason	<p>Once the data is loaded in the EIS Pricer, potentially 3 files are produced, which should all be reviewed:</p> <ul style="list-style-type: none"> -Priced Records - Records that have pricing under the EIS contract -Non Priced Records - Records that do not have any contractor offering the service/CLIN/CBSA under the EIS contract -Error Records - an issue with one of the records that was uploaded based on fields and/or attributes provided <p>Report 28A: UNMAPPED_ICB_BB CLINs not for AAI to EIS Pricer; Used to assist in identifying user with those items that can NOT be priced in the EIS Pricer.</p> <p>Includes the following items: ICB CLIN UNMAPPED CLIN NO NSC BACKBILLING TUCs Source=AAI Inventory with Billing</p>	when current CLINs do NOT receive pricing.	CLINS_NOT_AAI_FOR_EIS_Pricer_YYYYMMDD_R#
29	Summary	EIS Services Based on Current TI	<p>Worksheet: All Agency EIS Service, EIS Service Description, Contracts and TI SIR Counts</p> <p>Worksheet: Individual Sub Agency EIS Service, EIS Service Description, Contracts and TI SIR Counts</p>	<p>Provided at sub agency level for current inventory to EIS services and current inventory that does NOT map to EIS. Each sub agency is its own worksheet. Sub agency name appears on the worksheet tab. All current services provided even if there is no direct mapping. This assumes a like-for-like transition. The agency must determine the EIS service equivalent if missing or different than like-for-like. Order by EIS service description</p> <p>Source=TI Inventory</p>	All EIS services for Solicitation Assist	#_AAA_Sum_EIS Serv_YYYYMMD D_R#

	Group	Report	Contents of Report	Description	Use	File Name
30	Usage	Usage Duration Summary**	Group Level (Calls, Duration, Usage \$), Local Number Origin (WITS, Regional, Agency), Service, Service Description, Billing Service, Dom/Intl, 12 month rolling trend with 1 month showing the average	<p>This report provides usage at a summary level. The report provides number of calls, total duration (minutes), and usage (amount) in separate sections. The data is grouped as either domestic or international calling. This report is only for those services that have usage associated with them (voice, toll free, calling card, etc.). The local origin provides information whether the number was ordered via WITS, regional services, or if an agency obtained their own local service. The report shows the trend for a 12-month period with the average of those 12 months. Sorted by Dom/Intl, local number origin, and service description.</p> <p>Source=EMORRIS CALL DETAIL Summary</p>	Can be used to calculate usage rates and to trend call duration	#_AAA_Usage_UsageDurationSum_YYYYMMDD_R#
31	Usage	Usage Duration Detail**	Group Level (Calls, Duration, Usage \$), Local Origin (WITS, Regional, Agency), Service, Service Description, Billing Service, Phone Number, AHC, Address, City, State, Dom/Intl, 12 month rolling trend with 1 month showing the average, Sub Agency	<p>This report provides usage at a Phone Number level. The report provides number of calls, total duration (minutes), and usage (amount) on separate worksheets. The data is grouped as either domestic or international calling. This report is only for those services that have usage associated with them (voice, toll free, calling card, etc.). The report shows the trend for a 12-month period with the average of those 12 months. The local origin field provides information on how the local number was ordered:</p> <p>WITS - via the WITS program Regional - via one of the Regional local service contracts Agency - where there is a Networkx long distance record that is not WITS or Regional Networkx - for services that do not have a local element but are in TI (e.g. TFS, CCS, ACS)</p>	Identify priority for converting locations to SIP/VoIP	#_AAA_Usage_UsageDurationDetail_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
				<p>Undefined - where the record is not in TI and the billing data does NOT provide a service type.</p> <p>This report may NOT match other reports from an inventory standpoint, as other reports show current active SIRs. Report 31 includes SIRs that appear in billing over the past 12 months, which means it may include services that have been disconnected or moved to other agencies. The purpose of this report is to help project future usage and not to validate inventory.</p> <p>Source=EMORRIS CALL DETAIL Summary</p>		
32	Summary	Voice Services by Contract Summary	Contract, Data File Source, Full Service, Service Description, TI Count	<p>Report provides a breakdown of voice service by contract with both components (local and long distance) provided at a summary level. Also includes VOIP. Allows an agency to determine how much traditional voice service needs to transition by contract and by whom.</p> <p>Source=TI Inventory</p>		#_AAA_Sum_VSbyContract_YYYYMMDD_R#
33	Miscellaneous	EIS CBSA and EIS Service Awardee Information	<p>Rows: CBSA, CBSA Name, CBSA Rank, Contractor, Awards (1=Y, 0=N)</p> <p>Columns/Fields: EIS Services</p>	<p>Matrix showing awarded contractors by CBSA by Service.</p> <p>Source=EIS Pricer</p>		#_AAA_Misc_CBSA_Serv_Cont_Award_YYYYMMDD_R#
34	Spend	Contract Level and with Contractor and Service**	<p>Worksheet: Contract Level</p> <p>Rows: Contract(s)</p> <p>Columns/Fields: Usage Volume (minutes), Usage Charges, MRC, NRC, Tax Surcharge, Adjustments/Credits, USF, Total Charge</p> <p>Worksheet: ContractContractorServLvl</p>	<p>Worksheet Contract Level: Contract level creates the rows for each of the spend fields (columns).</p> <p>Worksheet: ContractContractorServLvl Contract, Contractor, and Service creates the rows for each of the spend fields (columns).</p> <p>Data is pulled for the most recently received 12 months of billing, an</p>		#_AAA_Spend_Contract_Contractor_Service_Level_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			Rows: Contract, Contractor, Service Columns/Fields: Usage Volume (minutes), Usage Charges, MRC, NRC, Tax Surcharge, Adjustments/Credits, USF, Total Charge	“average” field, and a “total” 12-month field for each of the defined fields (e.g. usage, MRC, etc.). The individual 12 months of billing is hidden with only the average and total displayed when sent. However, individual months can be viewed by re-displaying those columns. Source=EMORRIS Billing		
35	Spend	Sub Agency Level and with Service**	Worksheet: SubAgency Rows: Sub Agency Columns/Fields: Usage Volume (minutes), Usage Charges, MRC, NRC, Tax Surcharge, Adjustments/Credits, USF, Total Charge Worksheet: ContractSubAgencyContractorSvc Rows: Sub Agency, Contract, Contractor Name, Service Columns/Fields: Usage Volume (minutes), Usage Charges, MRC, NRC, Tax Surcharge, Adjustments/Credits, USF, Total Charge	Worksheet SubAgency Sub agency level creates the rows for each of the spend fields (columns). Worksheet ContractSubAgencyContractorSvc Sub Agency, Contract, Contractor Name, and Service creates the rows for each of the spend fields (columns). Data is pulled for the most recently received 12 months of billing, an “average” field, and a “total” 12-month field for each of the defined fields (e.g. usage, MRC, etc.). The individual 12 months of billing is hidden with only the average and total displayed when sent. However, individual months can be viewed by re-displaying those columns. Source=EMORRIS Billing		#_AAA_Spend_Su b_Agency_Service _YYYYMMDD_R#
36	Spend	AHC Level	Rows: Sub Agency, AHC, Contract, Contractor Name, Service Columns/Fields: Usage Volume (minutes), Usage Charges, MRC, NRC, Tax Surcharge, Adjustments/Credits, USF, Total Charge	Sub Agency, AHC, Contract, Contractor Name, and Service creates the rows for each of the spend fields (columns). Data is pulled from the most recent 12 months of billing received; creating an “average” and a “total” 12-month field for each of the defined fields (e.g. usage, MRC, etc.). The individual 12 months of billing is hidden with only the average and total displayed against the contract, contractor, and service when sent. However,		#_AAA_Spend_ SubAgency_AHC_ Contract_Contract or_Service_Level_ YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
				individual months can be viewed by re-displaying those columns. Source=EMORRIS Billing		
37	Spend	Detail Record with Billing**	All fields, all records at the component level (see Appendix H - Available Data Fields with current contract billing)	Provides the current billing charge(s) to the AAI record where available. Refer to Appendix J for billing codes. All inventory records are in the file and augmented by Billing Only records in some cases, where an inventory element does NOT exist. Source=AAI Inventory with Billing		#_AAA_Spend_Detail_YYYYMMDD_R#
38	Spend	Service Type Mapped to EIS Services with Billing	Worksheet: All Agency Full Service, Service, Line Service, Service Description, EIS Service, EIS Service Description, EIS Mandatory/Optional Service, Contracts and TI SIR Counts, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Sub Agency Worksheet: BackBillingNoBill Full Service, Service, Line Service, Service Description, EIS Service, EIS Service Description, EIS Mandatory/Optional Service, Contracts and TI SIR Counts, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Sub Agency, Bill Begin Date, Bill End Date Worksheet: SubAgency Sub Agency, Contracts and TI SIR Counts, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge Worksheet: Individual Sub Agency	Similar to Report 26, but with billing and cost information. Current billing period is included on each worksheet by agency and each sub agency. Back-billing appears on one worksheet only at the agency level. BO015 (Contractor/GSA Adjustments) records are EXCLUDED from report. "NO BILLING" records appear in the back-billing worksheet and will not contain Begin Bill Date or End Bill Date data. SIR counts are based on the SIRs that have billing and should NOT be compared back to other reports showing number of SIRs for the agency. Provided at sub agency level to include current services that map to EIS services and current services that do NOT map by contract. Each sub agency is its own worksheet. Additionally, there is a worksheet with totals for all sub agencies on the same sheet. Sub agency name (abbreviation) appears on the worksheet tab. This assumes a like-for-like or logical transition and does NOT recommend this as the agency requirement. It is provided for informational purposes only. The agency must determine the EIS service requirement based on its own needs.	Identifies Full Service vs Agency Transition Services	#_AAA_Spend_ServiceTypeMappedtoEISServ_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			Full Service, Service, Line Service, Service Description, EIS Service, EIS Service Description, EIS Mandatory/Optional Service, Contracts and TI SIR Counts, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Sub Agency	Order by sub agency and service description. Source=AAI Inventory with Billing		
39	Spend	Service Detail Requirements with Billing	<p>Worksheet: BackBillingNoBill Country, CBSA Orig, CBSA Orig Name, State, City, NSC, Address, Zip, Primary GSA Tracking Id, Secondary GSA Tracking Id, Service, Line Service, Service Description, Secondary Service, Secondary Service Description, EIS Service, EIS Service Description, EIS Secondary Service Description, Bandwidth, UBI, Circuit, Phone Number, Service Order, CLIN, CLIN Prod Description, CLIN Charge Type, CLIN Charge Unit, EIS CLIN, EIS CLIN Description, Quantity, EIS Mandatory/Optional Service, Full Service, Routine Critical Service, CBSA Term, CBSA Term Name, T_State, T_City, T_NSC, T_Address, T_Zip, Sub Agency, AHC, Contract, Contractor Name, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Billing Code, Bill Start Date, Bill End Date, D/I Indicator, Shared Tenant Percent</p> <p>Worksheet: Individual EIS Service Country, CBSA Orig, CBSA Orig Name, State, City, NSC, Address, Zip, Primary GSA Tracking Id, Secondary GSA Tracking Id, Service, Line Service, Service</p>	<p>Similar to Report 13, but with additional fields including billing and cost information. Current billing period is included on each worksheet by EIS service. Back-billing appears on one worksheet only at the agency level. "NO BILLING" records appear in the back-billing worksheet. BO015 (Contractor/GSA Adjustments) records are EXCLUDED from report.</p> <p>This can be used to support the Service Detail section of Solicitation Assist Tool Attachment J.2. Additional site information needs to be provided by the agency. This can assist Contractors with detail to bid on circuits and services. Some of this information can be used to place orders for EIS services. Individual worksheet created for each EIS mapped service. Sorted by current service description.</p> <p>Source=AAI Inventory with Billing</p>	Provides all locations for all CLINs.	#_AAA_Spend_ServDetailReqs_YY YMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			Description, Secondary Service, Secondary Service Description, EIS Service, EIS Service Description, EIS Secondary Service Description, Bandwidth, UBI, Circuit, Phone Number, Service Order, CLIN, CLIN Prod Description, CLIN Charge Type, CLIN Charge Unit, EIS CLIN, EIS CLIN Description, Quantity, EIS Mandatory/Optional Service, Full Service, Routine Critical Service, CBSA Term, CBSA Term Name, T_State, T_City, T_NSC, T_Address, T_Zip, Sub Agency, AHC, Contract, Contractor Name, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Billing Code, Bill Start Date, Bill End Date, D/I Indicator, Shared Tenant Percent			
40	Spend	Service Type All Inventory Records with Billing	Worksheet: BackBillingNoBill Service, EIS Service Group, Sub Agency, Source Agency Name, AHC, Contract, Contractor Name, Service Description, EIS Service, EIS Service Description, EIS Mandatory/Optional Service, Secondary Service Description, EIS Secondary Service Description, UBI, Circuit, Phone No, Identifier 1, Identifier 2, System, Customer/BAC, BAN, WSID_LG, TSP Codes, Quantity, Prod Code, CLIN, CLIN Prod Description, Cat Description, Subcat Description, CLIN Source, CLIN Charge Type, CLIN Charge Unit, SEDS CLIN, SED Type, Manufacturer, Part #, SED Description, ICB Case Number, EIS CLIN, EIS CLIN Description, CBSA Orig, CBSA Term, Bandwidth, NSC, T_NSC, Jurisdiction Id, Address,	Similar to Report 10, but with additional fields including billing and cost information. Current billing period is included on each worksheet by current service. Back-billing appears on one worksheet only at the agency level. "NO BILLING" records appear in the back-billing worksheet. BO015 (Contractor/GSA Adjustments) records are EXCLUDED from report. Data provided at the component and detailed record level by service. Each service is provided on its own worksheet or as a separate file (if file is too large for excel). Sorted by state, city, and address. This includes detail to assist with placing orders for each service at each agency location. Source=AAI Inventory with Billing	Similar to report 8 but separated by service to make the data more manageable. Can be used to assist with placing orders	#_AAA_Spend_ServTypeAAIDetail_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			<p>City, State, Zip, Country, T_Address, T_City, T_State, T_Zip, ASRN, ASRN2, DAR, Install Date, Full Service, Routine Critical Service, Primary GSA Tracking Id, Secondary GSA Tracking ID, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Billing Code, Bill Start Date, Bill End Date, D/I Indicator, Shared Tenant Percent</p> <p>Worksheet: Individual Current Service</p> <p>Service, EIS Service Group, Sub Agency, Source Agency Name, AHC, Contract, Contractor Name, Service Description, EIS Service, EIS Service Description, EIS Mandatory/Optional Service, Secondary Service Description, EIS Secondary Service Description, UBI, Circuit, Phone No, Identifier 1, Identifier 2, System, Customer/BAC, BAN, WSID_LG, TSP Codes, Quantity, Prod Code, CLIN, CLIN Prod Description, Cat Description, Subcat Description, CLIN Source, CLIN Charge Type, CLIN Charge Unit, SEDS CLIN, SED Type, Manufacturer, Part #, SED Description, ICB Case Number, EIS CLIN, EIS CLIN Description, CBSA Orig, CBSA Term, Bandwidth, NSC, T_NSC, Jurisdiction Id, Address, City, State, Zip, Country, T_Address, T_City, T_State, T_Zip, ASRN, ASRN2, DAR, Install Date, Full Service, Routine Critical Service, Primary GSA Tracking Id, Secondary GSA Tracking ID, Usage Volume, Usage Charges, MRC, NRC, Tax</p>			

	Group	Report	Contents of Report	Description	Use	File Name
			Surcharge, USF, Fee Adjustment Credit, Total Charge, Billing Code, Bill Start Date, Bill End Date, D/I Indicator, Shared Tenant Percent			
41	Spend	Location by Service with Billing	<p>Worksheet: Current Billing Service, Service Description, AHC, Contract, Contractor Name, CBSA Orig, CBSA Orig Name, Address, City, State, Zip, NSC, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Contracts and TI SIR Counts</p> <p>Worksheet: BackBillingNoBill Service, Service Description, AHC, Contract, Contractor Name, CBSA Orig, CBSA Orig Name, Address, City, State, Zip, NSC, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Contracts and TI SIR Counts, Bill Begin Date, Bill End Date</p>	<p>Similar to Report 14, but with additional fields including billing and cost information. Current billing period is included on main worksheet. Back-billing appears on its own worksheet at the agency level. "NO BILLING" records appear in the back-billing worksheet and will not contain Begin Bill Date or End Bill Date data. BO015 (Contractor/GSA Adjustments) records are EXCLUDED from report.</p> <p>This is a summary report by service of SIRs by location. SIR counts are based on the SIRs with billing and should NOT be compared back to other reports showing number of SIRs for the agency.</p> <p>Includes point-to-point services with two circuit terminations, but only shows the origination side. Sorted by Service Description, State, City, and Address.</p> <p>Source=AAI Inventory with Billing</p>	Used to evaluate each service used at each location regardless of service. Review for duplicate services and opportunities to consolidate services	#_AAA_Spend_LocationByServWithBilling_YYYYMMDD_R#
42	Spend	CLIN Information Mapped to EIS CLINs with Billing**	Worksheet: Agency Level Contract, Service, Line Service, Service Description, Secondary Service, Secondary Service Description, CLIN, CLIN Prod Description, CLIN Charge Type, CLIN Charge Unit, EIS Service Description, EIS Secondary Service Description, EIS CLIN, EIS CLIN Description, Address, City, State, Zip, NSC, TI SIR Counts for Service, CLIN Quantity (Based on Charge Unit field and CLIN Description), Usage Volume, Usage Charges,	Similar to Report 4, but with additional fields including billing and cost information. Current billing period is included on each worksheet by agency and each sub agency. Back-billing appears on one worksheet only at the agency level. "NO BILLING" records appear in the back-billing worksheet and will not contain Begin Bill Date or End Bill Date data. BO015 (Contractor/GSA Adjustments) records are EXCLUDED from report. SIR counts are based on the SIRs that have the specific CLIN(s) and should NOT be compared back to other	Reference for identifying EIS CLINs for ordering	#_AAA_Spend_CLINInfoMappedEISCLINS_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			<p>MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge</p> <p>Worksheet: BackBillingNoBill Contract, Service, Line Service, Service Description, Secondary Service, Secondary Service Description, CLIN, CLIN Prod Description, CLIN Charge Type, CLIN Charge Unit, EIS Service Description, EIS Secondary Service Description, EIS CLIN, EIS CLIN Description, Address, City, State, Zip, NSC, TI SIR Counts for Service, CLIN Quantity (Based on Charge Unit field and CLIN Description), Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Bill Begin Date, Bill End Date</p> <p>Worksheet: Individual Sub Agency Contract, Service, Line Service, Service Description, Secondary Service, Secondary Service Description, CLIN, CLIN Prod Description, CLIN Charge Type, CLIN Charge Unit, EIS Service Description, EIS Secondary Service Description, EIS CLIN, EIS CLIN Description, Address, City, State, Zip, NSC, TI SIR Counts for Service, CLIN Quantity (Based on Charge Unit field and CLIN Description), Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge</p>	<p>reports showing number of SIRs for the agency.</p> <p>Provided at the agency and sub agency levels, which appear on their own worksheet. The same information is provided if the agency and sub agency are the same. Includes CLINs that are part of an agency's inventory and the EIS services and CLINs they map to. Also, will show where a current CLIN does not have an associated EIS mapping CLIN (field is UNMAPPED). Will also show when billing is received without a CLIN (usually usage charges that do NOT come down at a CLIN level or taxes not directly attributable to a CLIN). This is a reference to identify EIS CLINs when placing orders. Sorted by Service Description, CLIN, and EIS CLIN.</p> <p>Quantity gets multiplied against a unit cost to create the total CLIN charge (e.g. minutes, miles, feet of cable, hours worked). Can be a fixed or variable factor.</p> <p>Source=AAI Inventory with Billing</p>		
43	Spend	Billing Code Summary	Worksheet: Billing Code Summary: Billing Code, Billing Code Description, Service, Cumulative Amount for Usage Volume, Usage	This report is used to show summary amounts and counts associated with the list of billing codes. BO015 (Contractor/GSA Adjustments) records	IGCE and cost analysis.	#_AAA_Spend_Bil l_Code_Summary _YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			Charges, MRC, NRC, Tax Surcharge, USF, Fee Adjustment Credit, Total Charge, Contracts and TI SIR Counts	are EXCLUDED from report. This can assist when working with data for IGCE and “as is” cost analysis. SIR Counts are based on the SIRs that have the specific billing code and should NOT be compared to prior reports showing number of SIRs for the agency, as they can be repeated or not appear at all. Source=AAI Inventory with Billing		
44	Miscellaneous	SIR Records with Order Counts	Contract, Service Description, EIS Service Description, EIS Service Area, TI SIR Counts by Year with Totals, Order Counts by Year with Totals, Avg SIRS per ORDER	This report provides current counts of the most recent contract service order. It also denotes counts of orders associated with inventory records. This report is strictly for trending purposes of orders associated to inventory by calendar year. Counts for year 2007 and prior are combined and reported in 2007. The report is based on active SIRs only. The report does not include service order counts where the service order number is not available from data sources. Source=TI Inventory	Transition Execution	
45	Miscellaneous	Inventory Records Requiring Special Handling**	Worksheet: Disconnected Records Billing Agency, Sub Agency, AHC, Contract, Contractor Name, Service Description, UBI, Circuit, Phone No, CLIN, CLIN Prod Description, CLIN Charge Type, CLIN Charge Unit, SEDs CLIN, SED Type, DAR, Svc Order, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adj Credit, Total Charge, Bill Begin Date, Bill End Date, Billing Code, Disconnect Date, Primary GSA Tracking Id, Disconnect Date Worksheet: Duplicate Telephone Numbers Dupe_Cat_Code, All TI Fields	The Disconnected Records Billing worksheet is used to show an agency inventory that has been marked as disconnected, however, still has billing associated with it. In many cases, the billing may be prorated credits, which is expected after a disconnect occurs to synchronize billing. In other cases, it may be a timing issue for the billing to sync up with the inventory status. Lastly, there may be billing for services that have been disconnected and/or residual billing on components that have not fully disconnected. These records require agency attention. Records will be highlighted in red, when at least one Primary Tracking Id with a positive billing amount has billing dates 3 prior months or more than the disconnect date. Records	Identify and isolate possible inventory discrepancies that may require actions to resolve	45_AAA_Misc_Inv_Spec_Handling_YYYYMMDD_R#

	Group	Report	Contents of Report	Description	Use	File Name
			<p>Worksheet: NSC Issues Contractor Source, Data Source (I, B), Loc Based Price, Source NIC, Source NSC, NSC Issue Reason, Corrected NSC, Address, City, State, Zip, Service Description, EIS Service Description, Agency, Sub Agency, UBI, Circuit, Phone No, Service Order No, Primary GSA Tracking Id</p> <p>Worksheet: AB Code Mismatch between Local and Long Distance Records TI Fields</p> <p>Worksheet: AB Mismatch between Inventory and Billing Billing AHC, Inventory AHC, Sub Agency, Contractor Name, Service Description, UBI, Circuit, Phone No, Identifier 1, Identifier 2, CLIN, CLIN Prod Description, SEDs CLIN, SED Description, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adj Credit, Total Charge, Bill Begin Date, Bill End Date, Billing Code, Primary GSA Tracking Id</p> <p>Worksheet: AHC Mismatch between Inventory and Billing Billing AHC, Inventory AHC, Sub Agency, Contractor Name, Service Description, UBI, Circuit, Phone No, Identifier 1, Identifier 2, CLIN, CLIN Prod Description, SEDs CLIN, SED Description, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adj Credit, Total Charge, Bill Begin Date, Bill End Date, Billing Code, Primary GSA Tracking Id</p>	<p>will be highlighted in yellow when at least one Primary Tracking Id has a positive billing amount, and the billing date is less than 3 months before the disconnect date. Non highlighted records are for disconnects with prorated credits.</p> <p>The Duplicate Telephone Numbers worksheet assists agencies in identifying where a telephone number appears with more than one contractor or with the same contractor under a different service. Use Appendix L to determine attributes for why the number is a duplicate. In some cases, the number only appears once as it is duplicated with a different agency or sub agency.</p> <p>The NSC Issues worksheet shows where Networx data received via contractor inventory and/or billing files provided missing NICs in contractor inventory, missing NSCs in ICONECTIV, or inactive NSCs in ICONECTIV. The TCC has normalized the NSC and address to an active NSC where available in the TI and AAI data. This change is made to allow more accurate location based pricing for EIS. Records are coded in red when the service has location based pricing and we cannot determine an active NSC. Records are coded in yellow when the service has location based pricing, but the NSC is mapped "manually" to an active NSC.</p> <p>AB Code Mismatches between Local and Long Distance Records worksheet - these records cross agencies and/or sub agencies. The local record and the long distance record for the same telephone number will have a different AB/AHC. If the records provided are within the same</p>		

	Group	Report	Contents of Report	Description	Use	File Name
			<p>Worksheet: Service Mismatch between Inventory and Billing Billing Service, Inventory Service, Sub Agency, Contractor Name, Service Description, UBI, Circuit, Phone No, Identifier 1, Identifier 2, CLIN, CLIN Prod Description, SEDs CLIN, SED Description, Usage Volume, Usage Charges, MRC, NRC, Tax Surcharge, USF, Fee Adj Credit, Total Charge, Bill Begin Date, Bill End Date, Billing Code, Primary GSA Tracking Id</p> <p>Worksheet: Category Codes-See Appendix L for fields and descriptions</p>	<p>agency with different sub agencies, both records will show on the exception worksheet at the agency level. If the discrepancy exists and the records are provided at the sub agency level, only one of the records will show to the individual sub agency. The other record will show to a different sub agency. If the records are provided differently at the agency level, then the agency will only have one record on this report and the other record will show up under a different agency.</p> <p>The AB Mismatches between Inventory and Billing worksheet is used to show an agency where discrepancies exist between the Contractor Inventory and Contractor Billing at an agency or AB level. Data is provided at a CLIN level. Assists in reconciliation of inventory. The agency with the inventory record will NOT see the billing agency AHC; only the Inventory AHC field will be populated. Conversely, the agency with the billing record will see the equivalent of a bill only record and will not see the GUID or other inventory specific data-only the Billing AHC field will be populated and not the Inventory AHC field.</p> <p>The AHC Mismatches between Inventory and Billing worksheet is used to show an agency/sub agency where there are discrepancies exist between the Contractor Inventory AHC and Contractor Billing AHC. Data is provided at the CLIN level. Assists in reconciliation of billing to inventory.</p> <p>The Service Mismatch between Inventory and Billing worksheet is used to show an agency where discrepancies (different</p>		

	Group	Report	Contents of Report	Description	Use	File Name
				<p>service) exist between Contractor Inventory and Contractor Billing. A specific identifier (such as Telephone Number) contains a different inventory service than billing. Commonly seen with Voice Service as inventory and Audio Conferencing Service as the billing service. The billing record will never have the inventory record's GUID as there is NOT a direct match, only an indirect match. The agency with the inventory record will NOT see the billing agency service record (unless difference is within the agency); only the Inventory service field will be populated. Data is provided at a CLIN level.</p> <p>Appendix - Report 45 Duplicate TN Category Codes provides the various combinations isolating and providing attributes for the duplicate number.</p>		

****** Denotes part of the standard quarterly deliverable reporting package as of January 2020; See AAI User Guide Section 3.3.1 for direction on how to request additional AAI reports.

Appendix D – AAI Request SOP



U.S. General Services Administration

Federal Acquisition Service

EIS TCC Standard Operating Procedure

To: Debbie Hren, Fred Adams, Dan Scott, Valerie Williams, Joseph Braxton, Michael Fisher, TCC Task Leads, TCC TOPM, TOA TOPM, AMs

From: Karl Straley

Date: May 22, 2017

Re: Procedure to Submit All Agency Inventory (AAI) Requests

Participants: Authorized EIS Transition stakeholders may request and/or receive AAI data:

Stakeholder	Request Data	Receive Data
Agency Managers	Yes	Yes
Technical Service Managers (TSMs)	Yes	Yes
Transition Order Assistance (TOA) and Transition Coordination Center (TCC) Staff	Yes	Yes
Agency Lead Transition Managers (LTMs)	Through their AM	Yes
Agency Transition Managers	Through their AM	Yes
TI Users Based on Permissions	Through their AM	Yes

Submitting a Request for All Agency Inventory

1. Download the AAI Request form
 - a. EIS Transition webpage (www.gsa.gov/eistransition); or
 - b. Request a blank form from GSA's TCC inventory team via email at EISTCC.INVENTORY@GSA.GOV
2. Complete the AAI request form in its entirety (see below Form Instructions)
3. Attach the completed form in an email to EISTCC.INVENTORY@GSA.GOV and include "AAI Request" in the subject line along with agency and/or agency bureau name(s)

Form Instructions

1. Open the AAI Request form
 - a. If you receive a "Security Warning", ensure you press the "Enable Content" button at the top of the screen
2. Enter requestor first name
3. Enter requestor last name
4. Enter requestor phone number (without spaces or characters)
5. Enter requestor email
6. Select transition role (Agency Manager, TOA, TCC)
7. Select the level at which the data should be provided (agency, sub-agency, or AHC)
8. Select the name of the agency or sub-agency, or AHC from the drop down list based on the level selected in Step 7

Federal Acquisition Service

- a. At the agency level, only one may be selected per request
- b. If data is requested at the sub-agency level, select all sub-agencies for which data is required
- c. If data is required by AHC, enter the beginning of the AHC level for which data is required (e.g. 4770MID)
9. Select the service category required
 - a. Multiple service categories may be selected
 - b. The service types associated with each service category are available by pressing "Display Services Under Each Category"
10. Select the reports required
 - a. A list of fields and a description for each report is provided by pressing the "Display Fields Associated with Reports"
 - b. Toggle between report categories by pressing the individual tabs: Summary, Detail, Access, CLIN, Location, Miscellaneous
 - c. "All" reports is an option
11. Select the format for the report(s)
 - a. MS Excel
 - b. Portable document format (pdf)
 - c. Flat file – may be required based on the size of the report
 - d. MS Access database
12. Select the preferred delivery method
 - a. Email (preferred method)
 - b. E-MORRIS TI (preferred method)
 - c. GSA T: Drive
 - d. FTP
 - e. Safe Access File Exchange
 - f. CD
 - g. USB Drive
13. Provide any additional comments
14. Read the disclaimers and indicate (check) that you understand them
15. When you have completed ALL sections, press "Close and Save"
16. Answer "Do you want to Save the Selection?"
 - a. Select Yes to save
 - i. Enter a name and location for the file (similar to saving an excel spreadsheet)
 - ii. If you omit required information, you will be prompted to complete the missing information prior to saving the document
 - b. Select No to close without saving
 - c. Select Cancel to return to form and continue editing
 - d. Select Clear Form to clear ALL fields
17. Submit the AAI Request to GSA's TCC

Note: The AAI Request Form must be filled out in its entirety to avoid delays. If GSA's TCC inventory team has any questions or concerns, they will contact the requestor directly for clarification. The TCC will not accept in-person requests, direct emails without the required form, or telephonic requests.

Appendix E – Sample AAI Request Form

UserForm1

All Agency Inventory (AAI) Request Form

First Name * Last Name * Phone Number * Email * Transition Role *

Select Agency Data Level for Reports *

Select Service Category for Reports *

- ☐ ALL SERVICES
- ☐ ACCESS
- ☐ COMMUNICATIONS TRANSPORT SERVICES
- ☐ IP BASED SERVICES
- ☐ MANAGEMENT AND APPLICATION SERVICES
- ☐ MISCELLANEOUS
- ☐ OPTICAL SERVICES
- ☐ SECURITY SERVICES
- ☐ SPECIAL SERVICES
- ☐ WIRELESS SERVICES

Display Services Under Each Category

Report Groups *

Summary Detail Access CLIN Location Usage Misc

- ☐ Agency Level Mapped to EIS Services
- ☐ Service Type Agency Level
- ☐ Service Type Agency Level Mapped to EIS Services
- ☐ Service Type Agency Level Mapped to EIS Services by Awarded Contractor (Phase II)
- ☐ Service Type Sub Agency Level
- ☐ Service Type Sub Agency Level Mapped to EIS Services
- ☐ Service Type Sub Agency Level Mapped to EIS Services by Awarded Contractor (Phase II)
- ☐ Sub Agency Level Mapped to EIS Services

Deselect ALL Select ALL Display Fields Associated With Reports

Select Preferred Data Format *

Select Delivery Method *

Additional Comments

☐ I have read and acknowledge the items outlined below.

Close and Save CLEAR Form

1. Responsibility for inventory data remains with the agency to properly define the technical attributes of the services, products, components, and features to meet their mission criteria.
 2. Mapping from current contractual services to potential like for like EIS services is for research only and does NOT promote a like for like transition. It is the Agency responsibility to determine the best technical solution.
 3. GSA provided inventory should NOT replace agency specific inventory or inherent knowledge of its inventory.

Appendix F – Awarded EIS Contractors

The AAI Contractor (Awardee) fields are intended to provide users with information regarding EIS contractor Services, CBSAs, and CLINs. Specific rules are applied for the population of the “awarded contractor” fields. All fields are based on the mapped fields specific to EIS service, CBSA, and EIS mapped CLIN(s) records.

Population of each field is unique unto itself, except in the case of the EIS Contractor Awardee Crosswalk (and a few select CLINs to primary service differences). For instance, if the record has a mapping of PLS as the EIS service, then all contractors awarded PLS will show in the “EIS Service Type Contractor” field regardless of the specific CBSA the record is mapped to. Additionally, for a record mapped to a specific CBSA, all contractors awarded that CBSA will be listed regardless of the service type for that record. Lastly, population for the EIS Contractor Awardee Crosswalk field requires the EIS service and CBSA(s) be awarded to a contractor in order to be populated. See the table below for specific rules for the Contractor Awardee fields.

The mapping in AAI is NOT intended to dictate requirements or strategy for an agency. The mapping is provided for the “as is” to “to be” environment if an agency develops requirements for a like for like transition. Contract modifications can and will change as current awardees submit modifications and are awarded new services, CLINs, and CBSAs that were not part of their original award. Because a contractor has not been awarded services does NOT preclude them from submitting contract modifications in the future.

Field	Description of Field	Rules for Field
EIS Service Type Contractors	List of contractors awarded the specific mapped EIS service. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, LU, ME)	All EIS mandatory services (VPNS, Ethernet, MNS, either CSVS or IPVS, accompanying access, accompanying NSEP) are populated with all ten contractors. For optional services, all awarded contractors will appear. Awarded contractors for the service is independent of any other award (Optional CLINs, CBSAs).
EIS CLIN Contractors	List of EIS CLIN awarded contractors for the specific mapped EIS CLIN for MANDATORY CLINs only. All optional CLINs will refer to the EIS Pricer for specifics. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, LU, ME)	If a Contractor is awarded the service, then ALL mandatory CLINs under that service are awarded as well and the contractor is listed. If a mapped EIS CLIN service is different (excluding secondary service CLINs) than the primary service, AAI states “See EIS Pricer for Contractor Offerings”. If the EIS CLIN service is a secondary service (e.g. VPNS is primary service and Cable and Wiring is secondary service for that particular CLIN), then the EIS contractor would need to have been awarded both the service and secondary service the CLIN falls under and it must be a mandatory CLIN.

Field	Description of Field	Rules for Field
		If a primary service contractor(s) is NOT awarded the service, but the secondary service is awarded, then that AAI contractor is not included. If a contractor is awarded a service and it is an Optional CLIN, AAI states "See EIS Pricer for Contractor Offerings" as AAI does not have a list of awarded optional CLINs.
CBSA Orig Contractors	List of awarded contractors for the specific CBSA for that specific mapped service. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, LU, ME)	Provides a list of contractors awarded a specific CBSA based on the originating location address. Awarded contractors for the CBSA is independent of any other award (Services, CLINs). For services that are not CBSA dependent, will be populated with NOT CBSA BASED SERVICE. If an address does not possess a mapped CBSA, field is left blank. For locations (Non Domestic and Non PR) that do not use CBSAs, then the field is left blank.
CBSA Term Contractors	List of awarded contractors for the specific CBSA for that specific mapped service. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, LU, ME)	Provides a list of contractors awarded a specific CBSA based on the terminating location address if applicable. Awarded contractors for the CBSA is independent of any other award (Services, CLINs). For services that are not CBSA dependent, will be populated with NOT CBSA BASED SERVICE. If an address does not possess a mapped CBSA, field is left blank. For locations (Non Domestic and Non PR) that do not use CBSAs, then the field is left blank.
EIS Contractor Awardee Crosswalk	Provides a list of EIS contractors that have been awarded the specific EIS CBSA and EIS Service applicable to the AAI record	If the service is NOT CBSA based (0), then the crosswalk is based only on service awardees. If the service is one-sided (1) CBSA based, the contractor must be an awardee for the service and at the originating CBSA. If the service is two-sided (2) CBSA based, the contractor must be an awardee for the service and at the originating CBSA and terminating CBSA. CLINs are not considered part of the crosswalk. Users should note that if a service is awarded, all mandatory CLINs are awarded. However, even if a contractor is awarded a service, it does NOT mean they are awarded optional CLINs for that service. This distinction can cause false positives when reviewing service awardees.

Contractors:

AT=AT&T Enterprises, LLC (formerly AT&T Corp.)
CT= AOC Connect, LLC (formerly Core Technologies Inc.)
HA=L3Harris Technologies, Inc.
ME=MetTel, LLC (formerly Manhattan Telecommunications)
VZ=Verizon

BT=BT Federal Inc.
GR=Granite Telecommunications, LLC
LU=Lumen Technologies (formerly CenturyLink)
MT= Comcast (formerly Defined Technologies, MicroTech)

Appendix G – Error Form

AAI Errors/Exceptions				
First Name	Last Name	Phone #	Email	Agency
John	Smith	(202) 555-5555	user@abc.xyz	GSA
Circuit ID, UBI, Phone #, GSA Tracking ID	AAI Report	Report Date	Exception Reason	Comments
0001	TCC Report #	mm/dd/yyyy	Sample reason given	Insert comments, press tab key to add additional rows

Appendix H - Available Data Fields with Current Contract Billing Information

The following list describes data field attributes available for agency reporting, which includes billing information in addition to the inventory. All current AAI fields (found in Appendix B) are represented below. They have been augmented by billing related fields. Users should use this data for spend, IGCE, and other financial purposes. While inventory related information is included, we encourage agencies to use the inventory specific purposes for that and to use this data to relate the inventory to financial information required. Reports 34-43 are all related directly to financial information.

Ord #	Field	Length	Description	Source
1	Data Source	15	This field identifies the Networkx Contractor, TOPS or WITS sources for the data record. Networkx Contractor is identified by the first letter in the Contractor Name. Other sources include TOPS, TOPS_FTSB, TOPS_WFTSB, WITS_BILLING, WITS_TN	From Source of Record
2	Agency	255	Agency name as displayed in TI. This is a standardized agency name to ensure consistency across all day sources. Reports can be generated based on the Agency. In most cases the SOW will be issued at the Agency level.	TI
3	Sub Agency	255	Sub Agency name as displayed in TI. This is a standardized agency name to ensure consistency across all day sources. There are some cases where a Sub Agency will issue the SOW. Data is grouped by Sub Agency for analysis and planning.	TI
4	Source Agency Name	255	Agency Name as it appears in source file before standardization (e.g. WITS BAC name, Regional TOPS name). Not always provided by contractors. Allows an agency to compare detailed agency name as it was entered into the source system during order entry.	TI
5	AHC	28	Agency Hierarchical Code captured from source files for Networkx data. Derived from the agency bureau and/or related LD records for WITS and Regional as it is not required for local services during ordering. Agencies track spending and other statistics by AHC. One Sub Agency can have multiple AHC Codes.	TI
6	Agency Bureau Code	4	Provides the Agency Bureau Code (AB Code) based on the AHC received from the primary source files	TI
7	Contract	10	There are 3 Contracts- Networkx, WITS 3 and GSA RLS. Agencies will need for FOs and transition purposes.	TI
8	Contract Id	50	Provides standardized contract Ids for each of the three groups of contracts: Networkx=ENTERPRISE or UNIVERSAL Regional= REGIONAL (Local contracts with each of the Local Exchange Carriers); TARIFF (procured via Tariff Services); GSA INTERNAL (GSA provided PBX, GSA provided other minor services) WITS 3=WITS 3	TI
9	Contractor Name	255	Standardized name for service providing contractors. Based on TI. Used to know the current contractor to assist in obtaining technical attributes of service when determining transition orders with the new contractor. Also required for the disconnect order.	TI
10	Service	255	Standardized current service. All source file service data is mapped to a standardized service for TI and AAI. This is done as each contractor "names" services somewhat differently.	TI

Ord #	Field	Length	Description	Source
			Standardized service names are primarily predicated on Networkx naming conventions. Helps in determining EIS service, how it is delivered, and how it should be ordered.	
11	Line Service	255	Used to provide additional distinction for standardized current service types. Helps in determining EIS service, how it is delivered and how it should be ordered.	TI
12	Service Description	255	Current literal contract service description based on Service or Line Service.	TI
13	EIS Service	255	36 Services are identified in the EIS contract. Current services are mapped to an EIS Service to assist agencies with FO decisions. The Solicitation Assist Tool is organized by EIS Service.	Service Type Map Table
14	EIS Service Description	255	Provides full mapped EIS Service Descriptions as defined in the EIS RFP, Section B. Agencies need for FOs and transition purposes.	Service Type Map Table
15	EIS Mandatory/Option Designation	255	Denotes the mapped EIS service and whether it is mandatory or optional. Assists agencies during the FO process in determining potential for contractors bidding on their mapped service inventory requirements. M=Mandatory, O=Optional, C= Conditional (e.g. Access/SRE must be available to any awarded service), MO=Where an awardee must provide either IPVS or CSVS as a mandatory service, but not necessarily both.	Service Type Map Table
16	EIS Service Type Contractors	255	List of contractors awarded the specific mapped EIS service. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, CL, ML)	Service Type Map Table
17	Secondary Service	255	Derived based on CLINs. Provides additional detail for the particular record. E.g. For a Network Based IP VPN service grouping-VPNS would be the primary service, but a specific CLIN (0730311) may have a secondary service of DAA (dedicated access arrangement). This detail assists for transition orders.	CLIN to Service Type Map Table & Secondary Service
18	Secondary Service Description	255	Current literal contract secondary service description based on secondary service.	CLIN to Service Type Map Table & Secondary Service
19	EIS Secondary Service Mapping	255	Derived based on CLINs mapped from current contracts to EIS CLINs. Provides additional detail for the particular record. E.g. For a Network Based IP VPN service grouping-EIS VPNS would be the primary service, but a specific CLIN (0730311) may have a secondary EIS service of DAA (dedicated access arrangement). This detail assists for transition orders.	CLIN to Service Type Map Table & Secondary Service
20	EIS Secondary Service Description	255	Current literal contract secondary EIS service description based on secondary EIS service.	CLIN to Service Type Map Table & Secondary Service
21	UBI	55	Unique Billing Identifier (UBI) for Networkx inventory. Is frequently used as a key identifier by Networkx contractors to show all inventory elements related to a primary service order. Additionally, the UBI, circuit Id, and/or phone number is populated for 99% of all records and can be used by an agency for matching and joining purposes.	TI
22	Circuit	55	Used by contractors to provide an identifier for data services-normally called the Circuit Id. Population of the specific identifier used is dependent on the Id sent by the contractor. Consistency across data sources (order, inventory, and billing) is NOT always consistent. In many cases Circuit ID is blank. Additionally, the UBI, circuit Id, and/or phone number is populated for 99% of all records and can be used by an agency for matching and joining purposes. For Verizon WITS data, the circuit Id is populated as a concatenation of an internal Service@Once Identifier (LCM Configuration Identifier) and the Circuit ID.	TI

Ord #	Field	Length	Description	Source
23	Phone No	15	The telephone number (voice services) or voice identifier (e.g. calling card, audio conferencing service (ACS), etc.) associated with service. This is not always populated. The Phone Number identifies a unique line or PBX Station. Numbering Plan Area Office Code (NPANXX) can also be used to identify City and State. Additionally, the UBI, circuit Id, and/or phone number is populated for 99% of all records and can be used by an agency for matching and joining purposes.	TI
24	Identifier 1, Directed to Number, BTN	50	Used to specify additional identifiers based on contract. Directed to number (Toll Free Service (TFS)) and Private Internet Protocol (PIP) circuit Ids provided for Networx when available. For WITS and Regional, the Billing Telephone Number (BTN) is populated when available.	TI
25	Identifier 2, Customer Acct #, Regional Contract No	50	Used to provide the Customer Account Number for Networx. For regional, the contract number is populated. For Regional, the contract number code identifies the contract if the service is non-tariff.	TI
26	System	3	Used to denote WITS and Regional System IDs and Networx LD corresponding records.	TI
27	Customer/BAC	15	Used to denote WITS Billing Account Code (BAC) and Networx LD corresponding records. Used to denote Regional Customer Ids.	TI
28	BAN	15	Used to denote WITS Billing Account Number (BAN).	TI
29	WSID LG	15	Provides a specific street, city, state, zip for a WITS (LG=Location Group) code, Regional (WSID=Worksite System ID) code, and Networx LD corresponding records.	TI
30	TSP Codes	255	The code that represents a service that is part of the Telecommunications Service Priority (TSP) program authorizing national security and emergency preparedness (NS/EP) organizations to receive priority treatment for vital voice and data circuits or other telecommunications services.	Inventory, Ordering, Billing
31	Quantity	10	Provides a "quantity" that gets multiplied against a unit cost to create the total CLIN charge. (E.g. minutes, miles, feet of cable, hours worked). Can be a fixed or variable factor.	Inventory, Ordering, Billing, TOPS
32	Prod Code	13	Local code used to identify components for regional records. Used prior to the introduction of CLINs in the local program. In the great majority of cases, the same code as the CLIN for regional only.	TI, TOPS
33	CLIN	15	Contract Line Item Number – permissible individual pricing element is identified by a Contract Line Item Number. CLIN has specific elements of the service and the charge associated with it. For SEDs, the master CLIN identifier is provided. The specific contractor SED CLIN is provided in the SED CLIN field.	Inventory, Ordering, Billing, TOPS
34	CLIN Prod Description	255	Current CLIN/Prod descriptions provide literal details for the service component. Current CLIN/Prod Descriptions assist in identifying EIS Services at the element level.	Pricing Map Tables (Networx and WITS), TOPS Product Description
35	Cat Description	255	Category (CAT) is selected during the Regional ordering process to provide high level information for the service component (e.g. Line Type, Feature, Circuit, Surcharge, etc.). The Cat description is mapped to a specific category code.	Category and Subcategory Description Table

Ord #	Field	Length	Description	Source
36	Subcat Description	255	Sub Category (Subcat) is selected during the Regional ordering process to provide specific information for the service component (e.g. Centrex line, voicemail, E911 charge, etc.)	Category and Subcategory Description Table
37	CLIN Source	15	Data source where the CLIN is identified. Values include Contractor Inventory (I), Billing Data (B), order/inventory data for Networkx (O).	Inventory, Ordering, Billing
38	CLIN Charge Type	15	Provides the CLIN charge type associated with the record and includes MRC, NRC, or Usage.	Pricing Map Tables (Networkx and WITS)
39	CLIN Charge Unit	15	CLIN units are used to assist in defining billing purposes. Values can include 6 sec increment, per circuit, per device, per minute, per port, per survey, etc.	Pricing Map Tables (Networkx and WITS)
40	SEDs CLIN	15	Service Enabling Devices Contract Line Item Number – Unique Pricing element for SED CLINs.	Pricing Map Tables (Networkx and WITS)
41	SED Type	255	Represents the equipment category (standalone, base unit package, accessory, configurable component).	Pricing Map Tables (Networkx and WITS)
42	Manufacturer	255	Manufacturer of SED equipment or equipment part. Contractors may have restrictions on which manufacturers they support.	Pricing Map Tables (Networkx and WITS)
43	Part #	255	Service Enabling Devices (SEDs) are often assembled from various parts to perform their function. Provides the specific part number if available	Pricing Map Tables (Networkx and WITS)
44	SED description	255	Service Enabling Device (SED) –Description for circuit terminating equipment used as an interface and often includes trouble location capability. SEDs can be customer owned or owned and maintained by the Contractor. Agencies need to identify reusable SEDs obsolete SEDs and SEDs that otherwise cannot be used with the new service.	Pricing Map Tables (Networkx and WITS)
45	ICB Case Number	255	For Networkx, all individual case (ICB) based CLINS must be accompanied by a case number. Many ICB CLINs are for large bandwidth services, other services that may require special construction or special circumstances.	Pricing ICB Table, Billing, Inventory, Ordering
46	EIS CLIN	15	Provides the mapping between the Networkx, WITS, or Regional contract to the closest/equivalent EIS CLIN, which represents the permissible individual pricing element. Aspects of CLIN mapping: 1) Current CLIN mapping begins by viewing the current Networkx service as it maps in like-for-like environment to an EIS service type. Mapping occurs at both primary and secondary service levels (if applicable/needed). 2) Current contractual CLINs mapped for potential like-for-like EIS CLINs is for research only and does NOT promote a requirement or solution. 3) CLIN mapping does NOT address transformational or modernization possibilities. 4) Provides the mapping between the Networkx contracts to the equivalent (or closest equivalent) CLIN(s). 5) It is the agency's responsibility to define requirements that allow a contractor to use CLINs that will provide the best value cost and technical solution. 6) Mapping occurred for CLINs that were part of inventory. Mapping did NOT occur for CLINs appear on the contract without inventory.	CLIN Map Table

Ord #	Field	Length	Description	Source
			<p>7) The mapping does NOT attempt to provide a configuration of the service and is based solely on the CLINs appearing on inventory, ordering, or billing data available to GSA. However, WITS and Regional CLIN mappings may also be predicated on the configuration of the CLIN structure at the record level for some services; this results in the same WITS CLIN requiring a different mapping to the appropriate EIS CLIN(s) specific to a service record.</p> <p>8) NRC, feature CLINs, and other service level CLINs are mapped if part of current service. If a CLIN does not appear in inventory, it is NOT mapped even if it is required for configuration.</p> <p>9) Where a current CLIN does NOT have a direct bandwidth map to an EIS CLIN, the CLIN was mapped “up” to the next available bandwidth, or in some cases to a TUC if the “jump” was too big. For example, Frac T-1s were mapped to T-1s, but most Frac T-3s were NOT mapped to a full T-3.</p> <p>10) Some current CLINs map to two or more EIS CLINs to achieve an equivalency. For example, current channelized contract CLINs were mapped two EIS CLIN for >=OC.</p> <p>11) There are some CLINs that “cross” CLIN Charge Types due to how they were charged under the contract. For example, NRC CLINs under the current contract may be usage based under EIS.</p> <p>12) TUCs were used when an equivalent CLIN for the service could not be determined. This does NOT promote the use of TUCs.</p> <p>13) “Unmapped CLINs” contain codes denoting when a mapping cannot occur between the current contractual CLIN and EIS. The “Unmapped” values used in the EIS CLIN and EIS CLIN description fields in AAI reports and files assist the users with information on why the current contract CLIN was NOT mapped to EIS.</p> <p>14) The quantity on the EIS CLIN is predicated on quantity needed for an equivalent to the current contract CLIN. For example: 3 half rack CLINs in Networx would map to two full rack EIS CLINs.</p> <p>15) SED CLINs are mapped to an UNMAPPED status since they are catalog based in EIS.</p>	
47	EIS CLIN Description	255	EIS mapped CLIN description provides literal details for the potential EIS service component.	CLIN Map Table
48	EIS CLIN Type	15	Provides the CLIN charge type associated with the record and includes MRC, NRC, or Usage for EIS.	CLIN Map Table
49	EIS CLIN Quantity	50	Provides the number of EIS CLINs needed for similar current contract CLIN(s).	CLIN Map Table
50	EIS CLIN Unit	15	CLIN units are used to assist in defining billing purposes. Values can include 6 sec increment, per circuit, per device, per minute, per port, per survey, etc. for EIS.	CLIN Map Table
51	EIS CLIN Mandatory/Option Designation	255	Provides the EIS CLIN mandatory optional designation.	CLIN Map Table

Ord #	Field	Length	Description	Source
52	EIS CLIN Contractors	255	List of EIS CLIN awarded contractors for the specific mapped EIS CLIN for MANDATORY CLINs only. All optional CLINs will refer to the EIS Pricer for specifics. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, CL, ML)	CLIN Map Table
53	EIS CLIN Bandwidth Group	255	Identifies bandwidth groups available at each Physical Concentration Level (PCL) and maps PCLs to POPs.	CLIN Map Table
54	EIS CLIN Access Type Id	15	Indicates the access type associated with the service (Ethernet, Wireline, Wireless, Cable, FTTP) representing the Building NSC-to-PHUB relationship.	CLIN Map Table
55	Bandwidth	255	Bandwidth represents the speed of the component for the circuit. The range of frequencies a signal occupies is called the bandwidth of the signal. The term bandwidth is often used instead of data rate or bit rate to express the capacity of a digital channel. Bandwidth is required for capacity management and is also required for Contractors to bid on circuits for EIS. The local loop (access) may be a different speed than the service port of a circuit. The bandwidth is specific to the component level in AAI. Bandwidth is required for ordering new circuits.	Networx CLINs, WITS CLINs, and Regional Prod Descriptions
56	CBSA Orig	10	This field represents the numeric originating EIS mapped CBSA to the current inventory's location. A CBSA is a U.S. geographic area defined by the Office of Management and Budget (OMB) that consists of one or more counties (or equivalents) anchored by an urban center of at least 10,000 people plus adjacent counties that are socioeconomically tied to the urban center by commuting. There are 929 CBSAs in U.S. under existing GSA Telecom contracts. To be eligible to receive EIS task orders, contractors must offer all mandatory services in 25 of the top 100 CBSAs to receive an EIS contract award or contract modification to include CBSAs they plan to support. Many EIS pricing concepts are predicated on the CBSA.	CBSA Map Table
57	CBSA Term	10	For point to point circuits this field represents the numeric terminating EIS mapped CBSA to the current inventory's terminating location.	CBSA Map Table
58	EIS Service Type CBSA	3	Denotes whether the EIS service is CBSA based (1 for one side, 2 for 2 sided, or 0 for not CBSA based)	Service Type Map Table
59	CBSA Orig Name	255	This field represents the originating "literal name" EIS mapped CBSA to the current inventory's location.	CBSA Map Table
60	CBSA Term Name	255	This field represents the terminating "literal name" EIS mapped CBSA to the current inventory's location.	CBSA Map Table
61	CBSA Orig Ranking	10	This field represents the originating CBSA "ranking" EIS mapped CBSA to the current inventory's location. Rankings are based on GSA rank.	CBSA Map Table
62	CBSA Term Ranking	10	This field represents the Terminating CBSA "ranking" EIS mapped CBSA to the current inventory's location. Rankings are based on GSA rank.	CBSA Map Table
63	CBSA Orig Contractors	255	List of awarded contractors for the specific CBSA, independent of EIS mapped service. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, CL, ML)	Service Type Map Table
64	CBSA Term Contractors	255	List of awarded contractors for the specific CBSA, independent of EIS mapped service. First two letters used for contractor with contractors separated by commas. (e.g. AT, BT, CL, ML)	Service Type Map Table
65	NSC	8	Identifies the originating building address of a circuit or service. A unique code used to represent buildings, structures, enclosures, or other locations. The code is defined by eight alphanumeric characters, where the first four characters are the Geographical representation	TI

Ord #	Field	Length	Description	Source
			of the city, the next two are the Geopolitical representation of the state or country, and the final two represent the building associated with that Geographical/Geopolitical pair.	
66	T_NSC	8	Identifies the terminating building address for point to point circuits.	Inventory, Ordering, Billing
67	Orig NIC	11	Originating Network Inventory Code is an 11-digit code to identify the circuit or service originating location. For all circuits or services this identifies the originating location. The first 8 digits identify a building address. A code used for billing, ordering, inventory, and service management. Identified by eleven alphanumeric characters. The first eight characters are the Network Site Code, and the last three represent the contract and the service ordered by the agency at the Network Site Code.	TI
68	Term NIC	11	Terminating Network Inventory Code is an 11-digit code to identify the circuit or service terminating location. For Private Line, Optical Wavelength Service (OWS), Dark Fiber Service (DFS) and Ethernet, converts to Z Address. The first 8 digits identify a building address (NSC).	TI
69	Jurisdiction Id	7	Jurisdiction IDs are used in pricing tables that require identification of the origination and/or destination Country/Jurisdiction for connections. It assists with location information and for consistency. Only populated for the originating side of a service that also has terminating ends.	Inventory, Ordering, Billing
70	T_Jurisdiction Id	7	T_Jurisdiction IDs are used in pricing tables that require identification of the termination Country/Jurisdiction for connections. It assists with location information and is used for consistency. Only populated for the terminating side of a service that also has two ends.	Inventory, Ordering, Billing
71	Address	100	Originating address for all circuits. This identifies the physical location of the circuit or service. It is required to receive a Contractor bid for EIS and required for ordering service. Address information has been standardized against the iCONNECTIV NSC associated address.	TI
72	City	55	Originating City	TI
73	State	2	Originating State	TI
74	Zip	10	Originating Zip Code	TI
75	Country	3	Originating Country	TI
76	T_Address	100	Terminating Address for point to point circuits (PLS, OWS, ETS, DFS). Terminating location is necessary for Contractor bids and for ordering circuits. Address information has been standardized against the iCONNECTIV NSC associated address.	Inventory, NSC Map, Billing
77	T_City	55	Terminating City for point to point circuits.	Inventory, NSC Map, Billing
78	T_State	2	Terminating State for point to point circuits.	Inventory, NSC Map, Billing

Ord #	Field	Length	Description	Source
79	T_Zip	10	Terminating Zip Code for point to point circuits.	Inventory, NSC Map, Billing
80	T_Country	3	Terminating Country for all circuits.	Inventory, Ordering, Billing
81	ASRN	255	Access Service Request Number. Agency defined and assigned when Service Order is placed.	TI
82	ASRN2	255	Second Access Service Request. Agency defined and assigned when Service Order is placed.	TI
83	DAR	55	Authorized Designated Agency Representative for Service Ordering.	TI
84	Svc Order	20	Agency's Order Number. Number represented in AAI is determined whether it is a new or change in the service order.	TI
85	Install Date	10	Date circuit or service was installed, or last revision (change) received on SOCN.	TI
86	Full Service	2	Denotes if the record is part (Y) of Full Service.	TI
87	Routine Critical Service	10	Denotes whether the CLIN is categorized as routine or critical as identified in the appropriate contract. Critical Services get special attention from Contractors in the event of outages.	Pricing Map Table based on CLIN
88	Billing Type	2	Provides the current billing type associated with the service (CB=Central Billing, DB=Direct Billing)	Billing, Registered AHC Table
89	EIS Contractor Awardee Crosswalk	255	Provides a list of EIS contractors that have been awarded the specific EIS CBSA, EIS Service, and EIS CLIN applicable to the AAI record	Derived from mapping table
90	Current CLIN Price	15,4	Provides the current price associated to the CLIN and/or record for the billing period specified.	NHC Pricer
91	Usage Volume	15,1	Provides the duration (minutes) associated with the usage charges for the billing period specified.	Ntwx Call Detail Billing File(s)
92	Usage Charges	15,4	Provides the usage associated to the CLIN and/or record for the billing period specified	Ntwx Call Detail Billing, WITS Billing
93	MRC	15,4	Provides the Monthly Recurring Charge(s) (MRC) associated to the CLIN and/or record for the billing period specified.	Ntwx CLIN Detail Billing, TOPS eBill, WITS Billing
94	NRC	15,4	Provides the Non-Recurring Charge(s) (NRC) associated to the CLIN and/or record. Typically, only bills once or sporadically.	Ntwx CLIN Detail Billing, TOPS eBill, WITS Billing
95	Tax Surcharge	15,4	Provides the tax(s) and surcharge(s) for the billing period specified.	Ntwx Call Detail Billing, Ntwx CLIN Detail Billing, TOPS eBill, WITS Billing

Ord #	Field	Length	Description	Source
96	USF	15,4	Provides the Universal Service Fee charges (USF) associated with the billing period specified.	Ntwx Call Detail Billing, Ntwx CLIN Detail Billing, TOPS eBill, WITS Billing
97	Fee Adjustment Credit	15,4	Provides any adjustments or credits associated for the billing period specified.	Ntwx Call Detail Billing, Ntwx CLIN Detail Billing, TOPS eBill, WITS Billing
98	Total Charge	15,4	Provides the Total Charges associated with the billing period specified.	Ntwx Call Detail Billing, Ntwx CLIN Detail Billing, TOPS eBill, WITS Billing
99	Begin Bill Date	10	Provides the begin bill date for the billing charge. Defaulted for Regional Local Services as charges are always for a full month without proration.	Ntwx Call Detail Billing, Ntwx CLIN Detail Billing, WITS Billing
100	End Bill Date	10	Provides the end bill date for the billing charge. Defaulted for Regional Local Services as charges are always for full month without proration.	Ntwx Call Detail Billing, Ntwx CLIN Detail Billing, WITS Billing
101	Billing Code	50	Records that have an accompanying AAI record are marked with the code of AAIREC. However, the billing code is also used to denote when the record does not have an accompanying inventory record-it is a billing only (BO) record. See Appendix J for additional information regarding billing codes.	Derived
102	D/I Indicator	1	Denotes whether the usage is International (I) or Domestic (D) based.	Ntwx Call Detail Billing
103	Shared Tenant Percent	15	Provides the shared tenant percentage that comes down on the billing file for the billing period. Can denote where the billing is not for the full MRC (or NRC) cost, but some percentage of it for a shared access or service.	Ntwx CLIN Detail Billing
104	Primary GSA Tracking Id	55	Used to group records together to comprise all records for the service. TI GSA Tracking Id is unique for each Service Instance Identifier.	TI
105	Secondary GSA Tracking Id	55	Primarily for grouping of regional records. This is unique for each regional Service Instance Identifier and allows for multiple Primary GSA Tracking Ids to be "grouped" together.	Derived

Appendix I – Unmapped CLIN Codes

The following list contains codes denoting when a mapping cannot occur between the current contractual data and EIS. The “Unmapped” values used in the EIS CLIN and EIS CLIN Description fields in AAI reports and files assists the users with information on why the current contract CLIN was NOT mapped to EIS.

EIS_CLIN	UNMAPPED_DESCRIPTION
UNMAPPED001	Equipment - Catalog Priced
UNMAPPED002	Mileage - Contractor Derived
UNMAPPED003	NA - Taxes
UNMAPPED004	NA - Surcharge
UNMAPPED005	NA - Usage
UNMAPPED006	NA - Included in Service CLIN
UNMAPPED007	Need New EIS CLIN
UNMAPPED008	NA - Directory Listing
UNMAPPED009	Additional Research Required - Billing
UNMAPPED010	Additional Research Required - ICB
UNMAPPED011	NA - PIC Related
UNMAPPED012	NA – Labor
UNMAPPED013	NA - Number Portability
UNMAPPED014	NA - Software/License
UNMAPPED015	WITS/Regional – Probable Custom Defined
UNMAPPED016	Additional Research Required - Insufficient Information
UNMAPPED017	NRC - Install - Insufficient Information
UNMAPPED018	NA - Non Service
UNMAPPED019	NA - NRC - Expedite
UNMAPPED020	NA - NRC - Move
UNMAPPED021	NA - NRC - Change
UNMAPPED022	MNS – Contractor Defined Attributes
UNMAPPED023	NA - NRC - Order
UNMAPPED024	NA - Long Distance Call Record

Appendix J – Billing Codes

For those records where the TCC can match an AAI record to a billing record, the billing code field will reflect the value “AAIREC”. The remaining codes may be used when a billing amount cannot be ascribed directly to an AAI record. The table listed below provides the values (codes) populated in the “Billing Code” field of the reports and files provided as part of AAI, including some general reasons a Billing Only (BO) record may exist.

Billing Code	Code Definition	Code Description/Condition
AAIREC	Matching AAI record	Billing was identified against a specific AAI record.
NOBILL	NO BILLING	There are many instances where an AAI record does NOT have associated billing. In these cases, the billing code field will be denoted with NOBILL.
BO001	Tax record	Taxes and/or surcharges provided/charged at an account level and not to an individual CLIN or CLIN level charges (not tax CLINs) with only taxes.
BO002	Usage charge	Usage charges provided, but not at CLIN level for attribution. Provided only at identifier level with domestic or international differentiator.
BO003	Corporate charge	Corporate level charge not ascribed to a specific inventory record or identifier.
BO004	Disconnected Service	For any Transition Inventory record that has been disconnected so does NOT appear as part current/refreshed AAI, then it becomes a BO record.
BO005	Matches UBI-not AAI	If we match on the UBI that does not contain the circuit and/or telephone number and it is one to one with the CLIN and quantity, we assign the billing charge to the GSA Primary Tracking Id. However, we make it a BO record.
BO006	Back Billing Charges	If there are previous billing periods for the current invoice (non-current billing period) for an AAI record, then it becomes a billing code record. When using Report 37, users should exclude BO006 if a current billing period exists for the service instance so as not to distort the billing or number of CLINs.
BO007	Multiple billing records for same billing period for same CLIN	<p>If there are multiple billing records for the same AAI GSA Primary Tracking Id, for the same period, and for the same CLIN; the TCC displays the multiple billing records as ONE summed record (e.g. Aug 1 – 7 and Aug 8 – Aug 31). This gets assigned directly to an AAI record, but carries the BO007 code moniker. Users should be mindful that two billing records, populated as one AAI BO007 record, may distort the current summed cost. The billing start and billing end date will be the first and end date for the two billing records.</p> <p>If a split record is due to an AHC change, then billing for the applicable AHC will be individually (two records) shown in AAI billing with BO007. The applicable bill end and bill start date will accompany the individual AAI billing records.</p>
BO008	No SIR Match	If the TCC cannot match by a UBI, circuit Id, or telephone number, then it becomes a BO record. These will NOT have a GSA Primary Tracking Id.
BO009	Multiple SIRs to UBI	If there is a billing charge associated to a UBI, which has multiple circuits and/or telephone numbers to the same UBI, but do not get the billing associated to an individual identifier (circuits and/or phone numbers), we make the billing amount a BO record and do NOT associate it to an individual GSA Primary Tracking Id.
BO010	Shared Tenant Record	Record is part of a shared service and cannot be matched to an individual inventory record.

Billing Code	Code Definition	Code Description/Condition
BO011	Agency/Sub Agency Billing to Inventory Mismatch	Record has an agency/sub agency in inventory that does not match to the billing record. Inventory agency/sub agency drives assignment of record.
BO012	Billing record requires further analysis	Billing record does not have a corresponding SIR and is not identified for attribution to another Billing Code.
BO013	Matches SIR but not CLIN	We match on the SIR, but the billing charge is not assigned to a specific CLIN and/or quantity. We assign the billing charge to the GSA Primary Tracking Id and make it a BO record.
BO014	Partial Current Month Billing	Record does not have a full month current billing period associated with it.
BO015	Contractor/GSA Adjustments	Used to denote when a contractor or GSA places an adjustment for a billing dispute or previously incorrect billed charge. BO015 records are EXCLUDED from reports 38-43.
BO016	AHC Billing to Inventory Mismatch	Record has an AHC in inventory that does not match to the AHC billing record but does not impact Transition Entity. Inventory AHC drives assignment of record.
BO017	Billing to Inventory Service Mismatch	A specific identifier (such as Telephone Number) contains a different inventory service than billing. Commonly seen with Voice Service as inventory and then Audio Conferencing Service as the billing service. The billing record will never have the inventory record's GUID as there is NOT a direct match, only an indirect match.

Appendix K – Billing Periods Represented in Data

The table below provides an example of how billing dates are represented in AAI for a particular month.

Program	TI Sent	AAI Sent	TI/AAI Inventory Data	IGCE Data Month	Billing Invoice Period	Billing Invoice Date
WITS	09/14/2018	10/05/2018	Aug-18	Jul-18	07/01/18-07/31/18	08/23/2018
Regional	09/14/2018	10/05/2018	Aug-18	Jul-18	07/24/18-08/23/18	08/23/2018
Networx	09/14/2018	10/05/2018	Aug-18	Jul-18	07/01/18-07/31/18	08/10/2018

Appendix L – Report 45 Duplicate TN Category Codes

The table below provides the category codes for Report 45 Worksheet - “Duplicate TNs” and the factors associated with the duplicate number appearing in inventory.

Category	Description	Agency	Service	Contractor
Cat01	The duplicate is with a different agency, with a different service, and with a different contractor.	Different	Different	Different
Cat02	The duplicate is with a different agency, with a different service, and with the same contractor.	Different	Different	Same
Cat03	The duplicate is with a different agency within the same service, and with a different contractor.	Different	Same	Different
Cat04	The duplicate is within the agency with a different service, and with a different contractor.	Same	Different	Different
Cat05	The duplicate is within the agency with a different service, and with the same contractor.	Same	Different	Same
Cat06	The duplicate is within the agency, within the service, and with a different contractor.	Same	Same	Different

Appendix M – Acronyms and Definitions

Acronym	Definition
AAI	All Agency Inventory
AB	Agency Bureau
ACS	Audio Conferencing Service
ADJ	Adjustment
AHC	Agency Hierarchy Code
ASRN	Agency Service Request Number
ATM	Area Telecom Manager
ATP	Agency Transition Plan
AVG	Average
BAC	Billing Account Code
BAN_LG	Billing Account Number Location
BAN	Billing Account Number
BRI	Basic Rate Interface
BRI SPID	Basic Rate Interface-Service Profile Identifier
BTN	Billing Telephone Number
BO	Billing Only
CAT	Category ID
CBSA	Core Based Statistical Area
CD	Compact Disk
CL	CenturyLink
CLIN	Contract Line Item Number
CPE	Customer Premises Equipment
CSR	Customer Service Record
CSV	Comma Separated Values
CSVs	Circuit Switched Data Service
CUST	Customer ID
DAR	Designated Agency Representative
DB	Database
DFS	Dark Fiber Service
DID	Direct Inward Dial
DSL	Digital Subscriber Line
EIS	Enterprise Infrastructure Solutions
E-MORRIS	Enhanced Monthly On-Line Records and Reports of Information Technology Services
FO	Fair Opportunity
FTP	File Transfer Protocol
FTSB	Federal Technology Service Billing Table
GSA	General Services Administration
ICB	Individual Case Basis
IGCE	Independent Government Cost Estimate
IPAC	Intra-governmental Payment and Collection
ITC	Office of Information Technology Category
LCON	Local Contact Name
LD	Long Distance
LSA	Local Service Agreement
LTM	Lead Transition Manager
LU	Lumen Technologies
MB	Megabyte
MRC	Monthly Recurring Charge
MS	Microsoft
NB-IPVPN	Network Based Internet Protocol Virtual Private Network
NCSC	National Customer Service Center
NHC	Network Hosting Center

Acronym	Definition
NIC	Network Inventory Code
NIM	Network Inventory Management
NRC	Non-Recurring Charge
NSC	Network Site Code
NSEP	National Security and Emergency Preparedness
OTC	Office of Telecommunications Category
OWS	Optical Wavelength Service
PBX Line	Private Branch Exchange Line
PDF	Portable Document Format
PIP	Private Internet Protocol
POC	Point of Contact
PRI	Primary Rate Interface
PMO	Program Management Office
RFP	Request for Proposal
RLS	Regional Local Service
SB	Solutions Broker
SC	Service Coordinator
SDP	Service Delivery Point
SED	Service Enabling Device
SIR	Service Instance Record
SOCN	Service Order Completion Notice
SOW	Statement of Work
SRE	Service Related Equipment (EIS)
SUBCAT	Subcategory ID
TCC	Transition Coordination Center
TFS	Toll Free Service
TI	Transition Inventory
TIM	Telecommunications Inventory Management
TN	Telephone Number
TOPS	Telecommunications Ordering and Pricing System
TOA	Transition Order Assistance
TSID	Telephone System ID
TSP	Telecommunications Service Priority
USF	Universal Service Fund
UBI	Unique Billing Identifier
VOIP	Voice Over IP
VS	Voice Service
WFTSB	WITS Federal Technology Service Billing Table
WITS 3	Washington Interagency Telecommunications System
WSID	TOPS Worksite ID