

**TELE GREENLAND A/S  
(Referred to as TELE-POST)**

**Wholesale Data Services**

**Annex E1**

**Bit Stream Access ("BSA")**

**Operations & Maintenance Manual**

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## 1. Scope

This Annex covers the process for Bit Stream Access ("BSA") Service. These include:

- Order processes
- Repair processes

## 2. Bit Stream Access (BSA) – Order Process

This Service order process describes the procedures to be followed when a Service Taker requests a BSA service.

The process steps and procedures described below are subject to change from time to time as a result of amendments made to the internal operating processes of TELE-POST.

All communications relating to the BSA Service order process shall be via email to the email address: wholesale@telepost.gl.

### 2.1 Order Verification & Provision

Step 1	Service Taker initiates order by emailing the order form to the email address included in this Annex to the Agreement.  IMPORTANT NOTE: If the Service Taker requires to terminate the end customer's retail service with TELE-POST or another Service Taker then the Service Taker must obtain a signed Customer Authorisation letter. (See Annex H of the Agreement.)
Step 2	If the order is accepted the order processing begins. When the order is accepted TELE-POST sends the Service Taker an order acknowledgement notification by email.
Step 3	When the order is rejected TELE-POST sends the Service Taker an order rejection notification by email.
Step 4	If Line Plant is available AND is pre-provisioned: <ul style="list-style-type: none"> <li>• Connection will be activated at the date/time notified by TELE-POST.</li> <li>• Service Taker will receive order completion confirmation by email</li> </ul>
Step 5	If line plant is available but not pre-provisioned:
Step 6	Order is placed in TELE-POST wholesale department
Step 7	Work order is generated & issued to TELE-POST installation team
Step 8	Service Taker's Connect IP is configured by TELE-POST technical staff and TELE-POST send Service Taker an email to confirm when complete
Step 9	TELE-POST installation team installs line plant

Step 10	Service Taker will receive order completion confirmation by email on a regular basis.
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## 2.2 Service Change Process – e.g. Upgrade or Downgrade of access speed

Step 1	Service Taker initiates order by emailing the order form to the email address included in this Annex to the Agreement. The email includes the circuit number and/or End-Customer premises address information
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Step 2	The Service Taker will receive an order acknowledgement or rejection by email
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Step 3	DSLAM port configuration will be changed to selected speed and activated and completed at the date/time notified by TELE-POST
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Step 4	Service Taker will receive an order completion confirmation by email on a regular basis
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## 2.3 Termination Process

Step 1	For termination of the BSA service, Service Taker must give 1 (one) months' notice to the turn of the month Service Taker initiates order by emailing the order form to the email address included in this Annex to the Agreement. The email includes the circuit number and/or End-Customer premises address information
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Step 2	The Service Taker will receive a termination acknowledgement by email
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Step 3	DSLAM port configuration will be changed to deactivate at the date/time notified by TELE-POST
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Step 4	Service Taker will receive order completion confirmation by email on a regular basis. Final bill shall be issued up to the termination completion date
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## 2.4 Move Address Process

Step 1	Service Taker initiates order by emailing the order form to the email address included in this Annex to the Agreement. The email includes the circuit number and/or End-Customer premises address information
Step 2	The Service Taker will receive an order acknowledgement or rejection by email
Step 3	Existing BSA line will be terminated and new BSA line will be set up with minimal loss of service at the date/time notified by TELE-POST
Step 4	Service Taker will receive order completion confirmation by email on a regular basis

## 2.5 Order Aborted Process

Step 1	If the Service Taker aborts an order after the order has been accepted by TELE-POST then TELE-POST reviews the progress of the order to collect information about the costs incurred up to the stage when the order was aborted
Step 2	TELE-POST informs the Service Taker that the request has been aborted and billing the Service Taker for the costs incurred

## 2.6 Post-Provisioning Processes

Step 1	The completed order is updated on TELE-POST's records
Step 2	TELE-POST verifies whether any additional billable costs were incurred during the process and issues a bill for any such additional billable costs
Step 3	Billing for the BSA Service commences

### 3. BSA Service – Repair Process

This repair process describes the procedures to be followed when a Service Taker requests either maintenance or repair of a BSA Service.

All communications related to the process shall be via email at the following email address [ikiuut@telepost.gl](mailto:ikiuut@telepost.gl). The e-mail must contain information regarding circuit ID in the subject field.

The Service Taker is responsible for investigating any End-Customer reports relating to the BSA and will report a fault to TELE-POST only where the Service Taker has reasonable grounds to believe that the fault lies within the TELE-POST Network.

All requests of assistance must be submitted to TELE-POST by the Service Taker. TELE-POST will not accept any fault reports from an End-Customer.

If during testing for any type of repair or maintenance, TELE-POST deems it necessary to carry out tests to localise the fault, TELE-POST shall do this without informing the Service Taker or the End-Customer.

TELE-POST shall use reasonable endeavours to detect and rectify the fault conditions. The Service Taker shall co-operate with TELE-POST's reasonable requests in an effort to locate and if possible resolve any fault that may be present. This may include making arrangements for a TELE-POST technician to visit the End-Customer premises.

#### 3.1 Request by Service Taker for BSA Repair Process

Step 1	Service Taker submits a BSA Service fault report to TELE-POST via email. The Service Taker shall supply any additional information that may assist TELE-POST in classifying the nature of the fault and identifying the cause
Step 2	Any fault report shall include: <ul style="list-style-type: none"> <li>• End user details, address, contact no etc.</li> <li>• Identification of the specific wholesale service(s) that is covered by this fault report</li> <li>• A clear and precise description(s) of the encountered symptoms, including <ul style="list-style-type: none"> <li>○ When the symptom started or was detected</li> <li>○ End-Customer's geographical location(s)</li> <li>○ Which other wholesale service(s) have been identified as affected</li> </ul> </li> </ul>
Step 3	Service Taker will receive an email acknowledgement including a trouble ticket number for reference
Step 4	TELE-POST will carry out fault finding, diagnosing the fault, identifying corrective action and, if needed, schedule the action(s) required
Step 5	TELE-POST shall periodically inform the Service Taker of status and progress including estimated fault clearance time

Step 6	TELE-POST technical staff may require access to End-Customer and/or Service Taker premises to carry out fault diagnostics and repair. The Service Taker must assist in this
Step 7	When fault has been rectified, TELE-POST shall inform the Service Taker including information <ul style="list-style-type: none"><li>• High level root cause analysis</li><li>• Fault duration from report to clearance</li></ul>
Step 8	If no faults are found the Service Taker will be billed for "Testing when No Fault Found (with technician intervention)" as per the Charges Annex G