

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

Wholesale Data Services

Annex E3

Connect IP Service

Operations & Maintenance Manual

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1. Scope

This Annex covers the process for the Connect IP Service. These include:

- Order processes
- Repair processes

2. Connect IP Service – Order Process

This service order process describes the procedures to be followed when a Service Taker requests a Connect IP 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 Connect IP 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
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	Technical staff will perform any and all required configurations in relevant TELE-POST Network
Step 5	Service Taker will receive order completion confirmation by mail

2.2 Service Termination Process

Step 1	Service Taker must place a cancellation request at the TELE-POST wholesale department, by email. Service Taker to note that all other wholesale services that terminate to this Connect IP Service will be required to be ceased using the appropriate process The Connect IP Service is automatically terminated 6 (six) months after termination of the last wholesale service terminating to this Connect IP Service
Step 2	The Service Taker will receive a cancellation acknowledgement by email
Step 3	Technical staff will perform any and all required configurations in relevant TELE-POST Network

Step 4	Service Taker will receive service termination completion confirmation by mail. Final bill shall be issued up to the termination completion date
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2.3 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
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Step 2	TELE-POST informs the Service Taker that the request has been aborted and bills the Service Taker for the costs incurred
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2.4 Post-Provisioning Processes

Step 1	The completed order is updated on TELE-POST's records
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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
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Step 3	Billing for the Connect IP Service commences
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3 Connect IP Service – Repair Process

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

All communications related to the process shall be via email at the following email address wholesale@telepost.gl.

The Service Taker is responsible for investigating any End-Customer reports relating to the Connect IP Service 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 will 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 locate 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 Connect IP Service Repair Process

Step 1	Service Taker submits a Connect IP 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"> • Address, contact no. etc. • Identification of the specific wholesale Service(s) that is covered by this fault report • A clear and precise description(s) of the encountered symptoms, including <ul style="list-style-type: none"> ○ When the symptom started or was detected ○ Number of End-Customers affected and their geographical location(s) ○ Which other wholesale Service(s) have been identified as not affected
Step 3	Service Taker shall receive an email acknowledgement including a trouble ticket number for reference
Step 4	TELE-POST shall 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(s)

	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">• High level root cause analysis• Fault duration from report to clearance
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