

Instructions for SMARTRing Order Form (OTM-13)(05/2011)

Note: The agencies should work closely with OTM and/or AT&T when filling out this form.

OTM Order Number	For OTM use only.
Page Number	Total number of pages.
Agency Cost Center Number	Billing cost center number to which the services are billed.
Due Date Requested	Date service desired.
Department	Department requesting the service.
Prepared By	Person filling out this form.
Office	Office requesting the service.
Date Prepared	Date the form is prepared
Local Contact Cust Node 1	Technical person on site to contact.
Telephone Number	Telephone number of the primary technical contact.
Email Address	Email address of the primary technical contact.
Local Contact Cust Node 2	Alternate technical person on site to contact.
Telephone Number	Telephone number of the alternate technical contact.
Email Address	Email address of the alternate technical contact.
TC Approval	Signature of telecommunications coordinator (TC).
AT&T Master Billing No.	For OTM use only.
OTM FlexServe No.	For OTM use only.

SERVICE REQUESTED—RING LEVEL DETAIL

Action Required	Mark the appropriate box for the type of action required. If action is on existing service, indicate the circuit ID and earning number.
Type/Size Ring	Mark the appropriate box for the type/size of ring.
Service Required	Indicate the service required on node. If Customer Node, enter complete customer address and location information. If Central Office Node, enter the central office address.
Changes to Existing Service	Indicate the information needed to move the circuits and add the new circuits to the ring.

SERVICE REQUESTED—DS3 LEVEL DETAIL

Action Required	Mark the appropriate boxes for the type of action required. Indicate whether to add or disconnect DS3. If action is on existing service, indicate the circuit ID and earning number. When adding/disconnecting a megalink to an existing DS3 or 28 channel system, the connecting facility assignment information should be sent on OTM-12 Circuit Order Form along with this form.
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For assistance in completing this form, call OTM Advanced Services Group at 225-342-7751. The form should be emailed to dataorders@la.gov.