

# SCOPA User Manual for Wireless Site Sharing

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## 1 General

### 1.1 Definition Site Sharing

Shared use of mobile radio infrastructure (antenna sites on the mast, rack space, in-house and tunnel facilities, power supply) for the operation of one's own mobile radio system. A distinction is made between:

- Outdoor:
  - Outdoor location with free-standing mast, flanged mast on a building or mast on a building
- Indoor
  - In-house supply -> radio system within a building.
- Tunnel
  - Tunnel supply -> Radio system inside a road tunnel.

### 1.2 Definition Space Sharing

Own independent mobile radio system on the same roof and on the same plot as Swisscom.

No shared infrastructure, neither mast, space nor power. Only services that arise in connection with the NIS during the planning and realisation phases are provided.

No site-specific individual agreement is drawn up.

### 1.3 Definition special projects

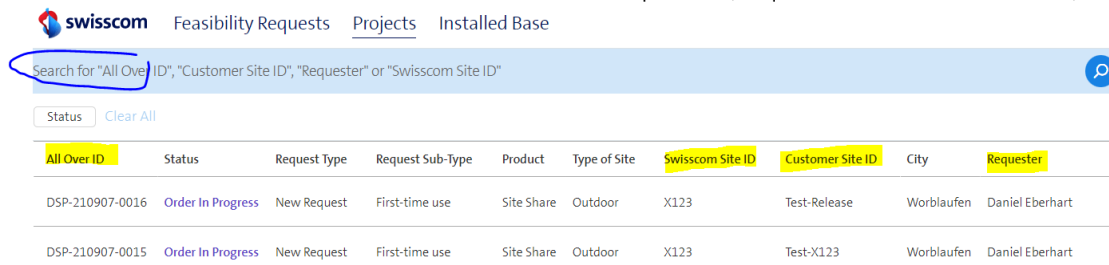
Special projects are requests that have nothing to do with the shared use of a Swisscom mobile site in the conventional sense.

These are, for example, enquiries about locations in the perimeter or enquiries about the use of space for other than mobile telephony/telepaging, power use only, etc.

## 1.4 Useful functions

### 1.4.1 Search function

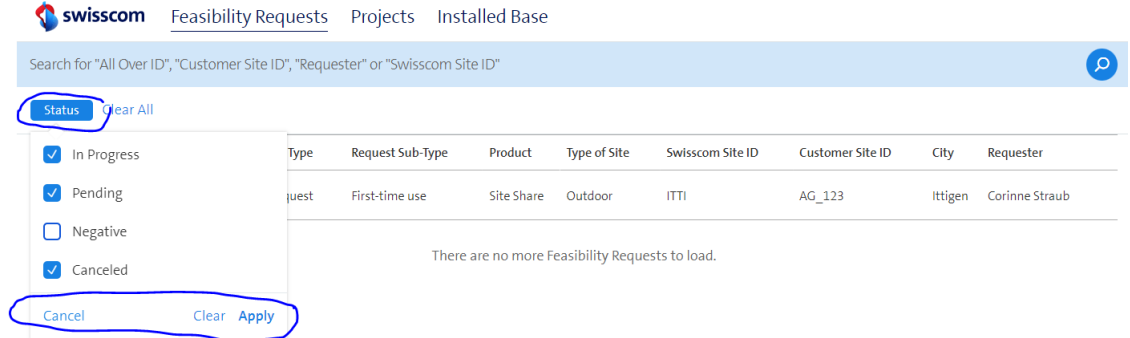
In all tabs "Feasibility Requests, Projects and Installed Base", the light blue bar can be searched for "All Over ID, Swisscom Site ID, Customer Site ID and Requester (Requester excl. Installed Base)."



All Over ID	Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
DSP-210907-0016	Order In Progress	New Request	First-time use	Site Share	Outdoor	X123	Test-Release	Worblaufen	Daniel Eberhart
DSP-210907-0015	Order In Progress	New Request	First-time use	Site Share	Outdoor	X123	Test-X123	Worblaufen	Daniel Eberhart

### 1.4.2 Filter function

The display can be filtered by project status. You can select whether all statuses or only individual ones are to be displayed.



swisscom Feasibility Requests Projects Installed Base

Search for "All Over ID", "Customer Site ID", "Requester" or "Swisscom Site ID"

Status Clear All

- ☒ In Progress
- ☒ Pending
- ☐ Negative
- ☒ Canceled

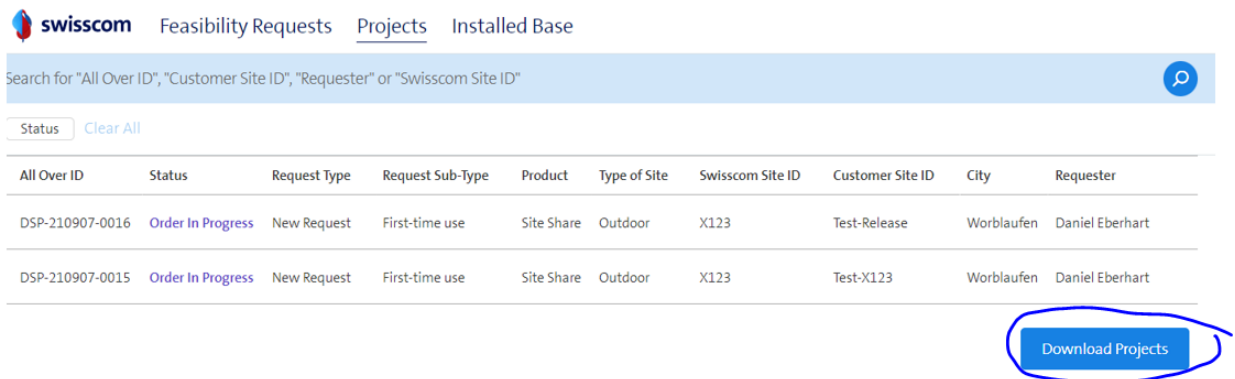
Cancel Clear Apply

Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
request	First-time use	Site Share	Outdoor	ITTI	AG_123	Ittigen	Corinne Straub

There are no more Feasibility Requests to load.

### 1.4.3 Data download

It is possible to download all displayed orders as a csv file using the button at the bottom right. This is possible in the feasibility requests, in the projects as well as in the installed base.



swisscom Feasibility Requests Projects Installed Base

Search for "All Over ID", "Customer Site ID", "Requester" or "Swisscom Site ID"

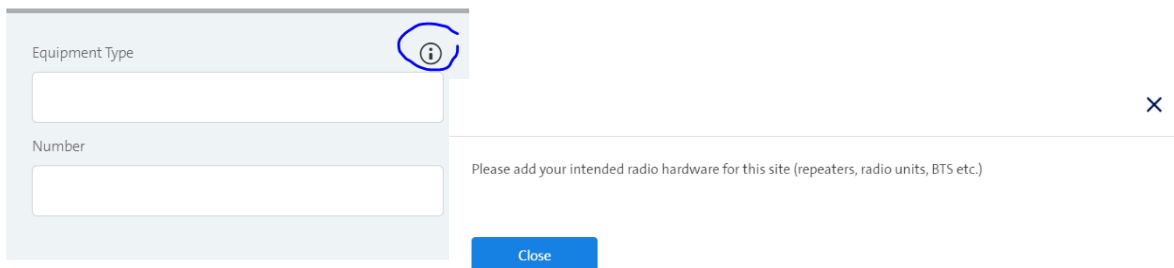
Status Clear All

All Over ID	Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
DSP-210907-0016	Order In Progress	New Request	First-time use	Site Share	Outdoor	X123	Test-Release	Worblaufen	Daniel Eberhart
DSP-210907-0015	Order In Progress	New Request	First-time use	Site Share	Outdoor	X123	Test-X123	Worblaufen	Daniel Eberhart

Download Projects

### 1.4.4 Helpful additional information (hints)

In all tiles marked with ⓘ additional information can be called up by clicking on them:



Equipment Type ⓘ

Number

Please add your intended radio hardware for this site (repeaters, radio units, BTS etc.)

Close

### 1.4.5 Change requester

Responsibilities can change during a project. The person responsible can be changed via "Report event" -> Change requester:



New Request

DSP-210907-0016

Report Event

Order In Progress

Report Event



Event Type\*

Change Requester

Requester Firstname\*

[Redacted]

Requester Lastname\*

[Redacted]

Requester Email\*

[Redacted]

Submit

## 1.5 Abbreviations

EZV	individual agreement (site agreement)
TSP	telecommunications service provider
PO	Purchase Order (order number)
RRU	Remote Radio Unit
SCOPA	Swisscom Portal
TU	Total contractor (subcontractor)
WSS	Wireless Site Sharing

## 2 New requests

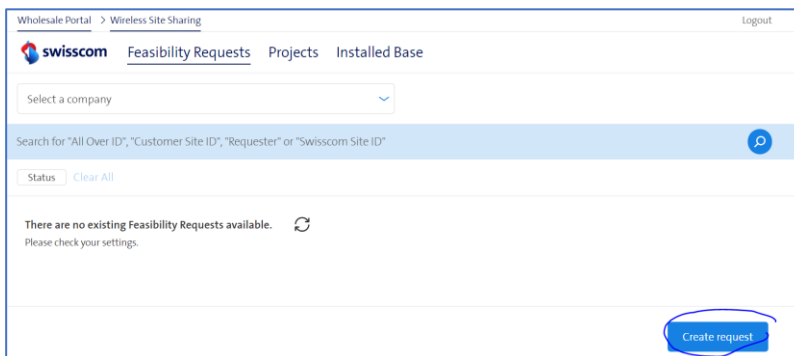
Requests for the first use of a Swisscom mobile radio site by the TSP (outdoor, indoor or tunnel)

### 2.1 New request outdoor location "first-time use"

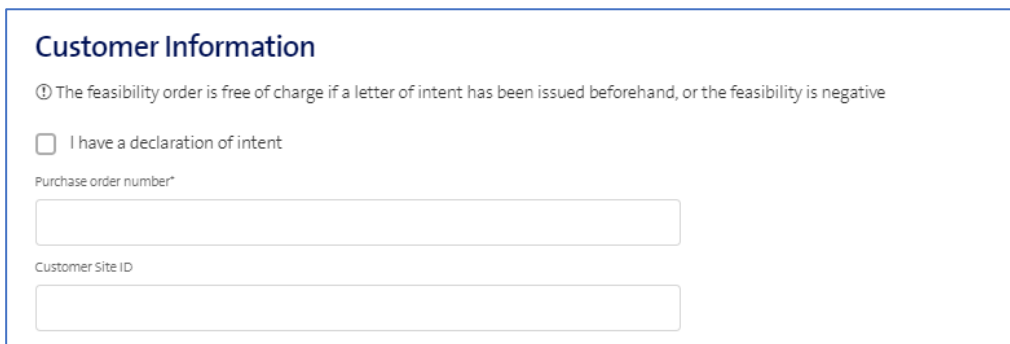
First-time use: The Swisscom mobile telephony site already exists

#### How to process a first-time use request:

- Request by TSP (Via SCOPA "Feasibility Requests ->" "Create Request")



- "Request for a new site" -> "First-time use" -> "Outdoor"
- The customer site ID of the TSP must be specified.
- The order number (PO) for the feasibility enquiry module must be indicated unless a clarification of intent has been submitted beforehand.
- If a declaration of intent has been submitted, this must be noted by means of a checkbox -> in this case, the declaration of intent must be uploaded to the portal.



- After all relevant fields have been filled in, send the request:

Do you have any comments?

0/1024 characters

Previous

Send Request

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning phase in SCOPA.
- Notification PO by the TSP by means of "Accept offer". The TSP orders the services directly from Swisscom's TU.

OWT—211012-0029

Creation Date: 17.01.2022 **Accept Offer** Pending

#### Basis

Site Usage	-
Product	Site Share
Type of Site	Indoor
Swisscom Site ID	AZSC
Customer Site ID	Seegräben
Declaration of Intent	No
Requester	Corinne Straub

#### Next Event

Event	Responsible	Due Date
Unknown	Customer	24.04.2022

#### Pricing

One time charges			
<a href="#">Show details</a>			4'300.- excl. VAT
Module	Purchase order number	Status	One time charges
Joint in-house project	-	Offered	4'300.-

Accept proposed offer

Purchase order number\*

1234

Joint in-house project


4'300.-  
excl. VAT

☐ Change purchase order number
 

1234

Confirm

- Invitation to the site survey by the TSP (after prior agreement on the date between the project managers). The date of the site survey must be announced by the TSP at least 10 working days before the site survey by means of the event "Site survey". No doc upload mandatory. Optionally, documents can be sent along (e.g. structural analysis report, etc.).

 New Request

OWT-220113-0243 [Report Event](#) Order In Progress

**Basis**

Site Usage

Product

Turn of Site

Report Event

Event Type\*

Site survey

Event Date\*

07.02.2022

Upload Document(s)

**Submit**

Due Date

16.01.2022

- Preparation of project plans by the Swisscom TU. These are sent directly to the TSP by the TU for review.
- Approval of detailed project by the TSP via event "Build plan acceptance" (Doc upload Optional).

Report Event

Event Type\*

Build plan acceptance

Event Date\*

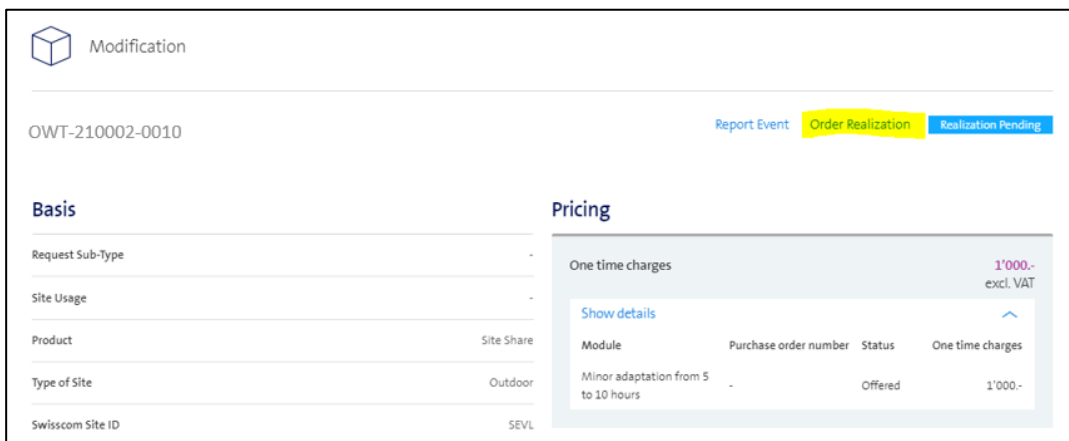
07.02.2022

Upload Document(s)

**Submit**

- Preparation of NIR calculation by TU Swisscom. TSP receives NIR calculation directly from TU.
- Preparation of individual agreement (site contract) by Swisscom.
- Signature of individual agreement by the TSP and return to Swisscom. The individual agreements are currently still exchanged in paper form. Notification by the TSP via event "Agreement Signature".

- Notification from the TSP that the building application has been submitted. Event: "Building application submitted" (no doc upload necessary)
- Notification from the TSP that an objection has been received (if there was an objection). Event: "Objection building permit received" (Doc Upload optional)
- Notification from the TSP that the TSP has received building permit. Event: "Building permit/NIS approval" received. (Doc upload "building permit" required).
- Notification by the TSP that the building permit is legally valid (date of legal validity). Event: "Building Permit legally valid" (No document upload necessary)
- Swisscom offers the implementation phase in SCOPA.
- Notification PO by the TSP by means of "Order realisation". The TSP orders the services directly from Swisscom's TU.



The screenshot shows the 'Modification' page for request OWT-210002-0010. It features three tabs: 'Report Event', 'Order Realization' (highlighted in yellow), and 'Realization Pending'. The 'Basis' section lists fields: Request Sub-Type, Site Usage, Product, Site Share, Type of Site, and Outdoor. The 'Pricing' section shows 'One time charges' of 1'000.- excl. VAT, with a 'Show details' link. Below this is a table with columns: Module, Purchase order number, Status, and One time charges. The table contains one row: 'Minor adaptation from 5 to 10 hours', with a purchase order number of '-', status of 'Offered', and a charge of 1'000.-.

Module	Purchase order number	Status	One time charges
Minor adaptation from 5 to 10 hours	-	Offered	1'000.-

- TSP would like to carry out the kick-off. Notification via "Kick-off request" event by the TSP. Swisscom initiates the necessary steps.
- Invitation to the kick-off by the TSP (after prior agreement on the date between the project leaders). The date of the kick-off must be announced by the TSP at least 10 working days before the kick-off by means of the "Kick-off" event. No doc upload necessary.
- Notification of completion of realisation by the TSP by means of the event "Realisation completed". As-built plan and photo documentation must be sent with the notification of completion via SCOPA.
- Notification of the date of site acceptance by the TSP if an acceptance takes place. Event "Site acceptance"

- Project completion by Swisscom

swisscom Feasibility Requests Projects Installed Base									
Search for "All Over ID", "Customer Site ID", "Requester" or "Swisscom Site ID"									
Status Clear All									
All Over ID	Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
OWT-47892-05-21	Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavols	Corinne Straub

## 2.2 New request outdoor location "New Site"

New site: The location is not yet existing and must first be built

### Procedure "New Site":

- Request by the TSP (Via SCOPA "Feasibility Requests ->" "Create Request")

Wholesale Portal > Wireless Site Sharing Logout

swisscom Feasibility Requests Projects Installed Base

Select a company

Search for "All Over ID", "Customer Site ID", "Requester" or "Swisscom Site ID"

Status Clear All

There are no existing Feasibility Requests available. Please check your settings.

Create request

- "Request for a new Site" -> "New Site" -> "Outdoor"
- The customer site ID of the TSP must be specified.
- The order number (PO) for the feasibility enquiry module must be indicated unless a clarification of intent has previously been submitted.
- If a declaration of intent has been submitted, this must be noted by means of a checkbox -> in this case, the declaration of intent must be uploaded to the portal.

**Customer Information**

① The feasibility order is free of charge if a letter of intent has been issued beforehand, or the feasibility is negative

☐ I have a declaration of intent

Purchase order number\*

Customer Site ID

- After all relevant fields have been filled in, send the request:

Do you have any comments?

0/1024 characters

Previous Send Request

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning phase in SCOPA.
- Notification PO by the TSP by means of "Accept offer".

OWT-220011-0029 Creation Date: 13.01.2022 Accept Offer Pending

**Basis**

Site Usage -

Product Site Share

Type of Site Outdoor

Swisscom Site ID ASPW

Customer Site ID 1234

Declaration of Intent Yes

Requester Corinne Straub

Requester Email Corinne.straub@swisscom.com

Swisscom Total Contractor Axians

Construction lead Swisscom

**Pricing**

One time charges 8'600.- excl. VAT

[Show details](#)

Module	Purchase order number	Status	One time charges
Building application for joint projects	-	Offered	5'800.-
NIS calculation	-	Offered	1'800.-
Minor adaptation from 5 to 10 hours	-	Offered	1'000.-

**Documents**

ASPW\_MBK\_Sunrise.pdf

mobile\_report\_ASPW\_rev\_1....

blank.pdf

Accept proposed offer ✕

Purchase order number\*

1234

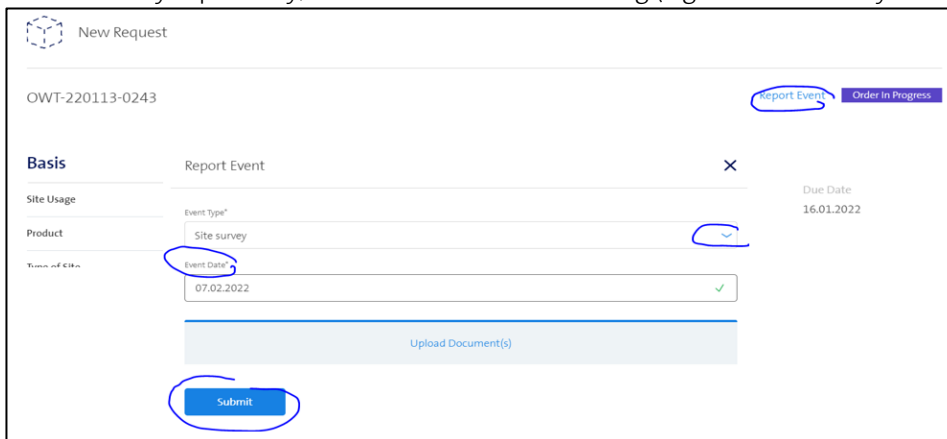
**Planning Site Sharing** 4'300.- excl. VAT

☐ Change purchase order number

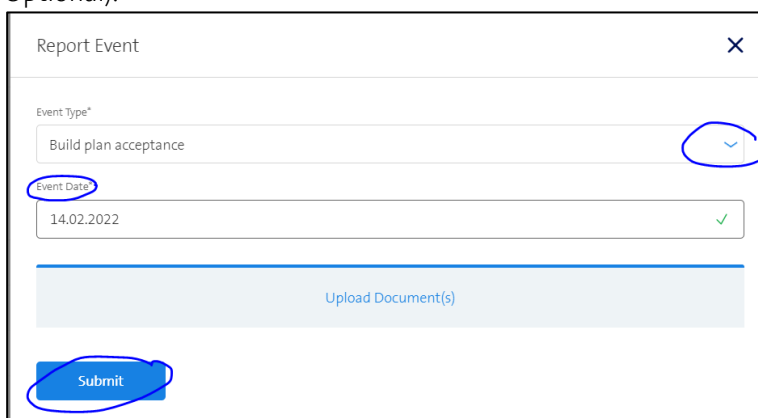
Confirm

- Invitation to the site survey by Swisscom (after prior agreement on the date between the project managers). The date of the site survey should be announced by the TSP at least 10

working days before the site survey by means of the event "Site Survey". No doc upload mandatory. Optionally, documents can be sent along (e.g. structural analysis report, etc.).




- Preparation of project plans on behalf of Swisscom by the TU Swisscom. These are sent directly to the TSP by the TU for review.
- Approval of detailed project by the TSP via event "Build Plan acceptance" (Doc upload Optional).



- Preparation of NIR calculation on behalf of Swisscom by TU Swisscom. TSP receives NIR calculation directly from the TU. TSP approval via email to TU Swisscom.
- Preparation of individual agreement (site contract) by Swisscom.
- Signature of individual agreement by the TSP and return to Swisscom. The individual agreements are currently still exchanged in paper form. Notification by the TSP via event "Agreement Signature".
- Notification from the TSP that the building application has been submitted. Event: "Building Application / NIR submitted" (no doc upload necessary)

- Notification from the TSP that an objection has been received (if there was an objection). Event: "Objection building permit received" (Doc Upload optional)
- Notification from the TSP that TSP has received building permit. Event: "Building permit/NIS approval received. (Doc upload "building permit" required).
- Notification by the TSP that the building permit is legally valid (date of legal validity). Event: "Building permit legally valid" (No document upload necessary)
- Swisscom offers the implementation phase in SCOPA.
- Notification PO by the TSP by means of "Order Realisation".

 Modification

OWT-210002-0010

[Report Event](#)
[Order Realization](#)
[Realization Pending](#)

**Basis**

Request Sub-Type	-
Site Usage	-
Product	Site Share
Type of Site	Outdoor
Swisscom Site ID	SEVL

**Pricing**

One time charges

1'000.- excl. VAT

[Show details](#)

Module	Purchase order number	Status	One time charges
Minor adaptation from 5 to 10 hours	-	Offered	1'000.-

- TSP would like to bring kick-off forward (if Swisscom has not yet planned kick-off). Notification via "Kick-off request" event by the TSP. Swisscom initiates the necessary steps.
- Invitation to the kick-off by Swisscom (after prior agreement on the date between the project leaders). The date of the kick-off must be reported or confirmed by the TSP via the "Kick-off" event. No doc upload necessary.
- Notification of the completion of the realisation by the TSP by means of the event "Realisation Completed".
- Notification of the date of site acceptance by the TSP if an acceptance takes place. Site acceptance" event
- Project completion by Swisscom

Status

Clear All

All Over ID	^	Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
OWT-47892-05-21		Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavois	Corinne Straub

## 2.3 New request In-house or tunnel site (subsequent shared use)

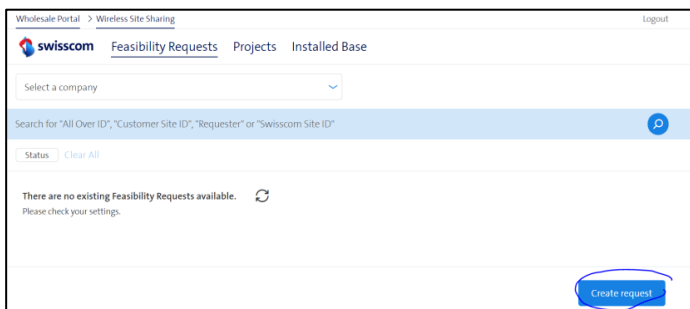
Request for the first-time use of an existing Swisscom site (subsequent shared use)

In-house: In-building mobile phone coverage.

Tunnel: Mobile radio coverage of a road tunnel.

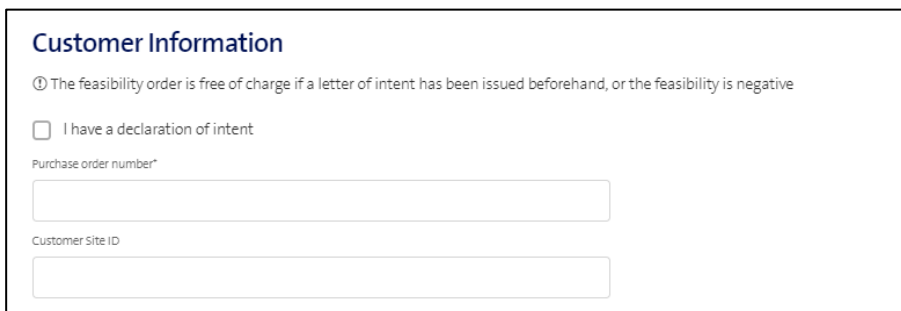
### Procedure:

- Request by the TSP (Via SCOPA "Feasibility Requests ->" "Create Request")



The screenshot shows the 'Feasibility Requests' page in the Swisscom portal. It includes a search bar with a placeholder 'Search for "All Over ID", "Customer Site ID", "Requester" or "Swisscom Site ID"', a status filter set to 'Status', and a message stating 'There are no existing Feasibility Requests available. Please check your settings.' A blue 'Create request' button is visible at the bottom right.

- "Request for a new Site " -> "First-time use" -> "Tunnel" or "Indoor"
- The customer site ID of the TSP must be specified.
- The order number (PO) for the feasibility enquiry must be provided if no clarification of intent was previously submitted.
- If a declaration of intent has been submitted, this must be noted by means of a checkbox -> in this case, the declaration of intent must be uploaded to the portal.



The screenshot shows the 'Customer Information' form. It includes a checkbox for 'I have a declaration of intent' and two input fields: 'Purchase order number\*' and 'Customer Site ID'. A note at the top states: 'The feasibility order is free of charge if a letter of intent has been issued beforehand, or the feasibility is negative'.

- After all relevant fields have been filled in, send the request:

Do you have any comments?

0/1024 characters

Previous
Send Request

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning and implementation phase in SCOPA.
- Notification PO by the TSP by means of "Accept offer". The TSP orders the services directly from Swisscom's TU.
- Invitation to the site survey (usually at the same time as the kick-off) by the TSP (after prior agreement on the date between the project leaders). The date of the site inspection must be announced by the TSP at least 10 working days before the site survey by means of the event "Site Survey" (can also be announced together with the event "Kick-off"). No doc upload necessary.
- Notification of completion of realisation by the TSP by means of the "Realisation completed" event. PZS principle scheme, HFS - HF scheme and MOBS - furnishing plan must be sent with the completion notification via SCOPA.
- Preparation of individual agreement (site contract) by Swisscom
- Signature of individual agreement by the TSP and return to Swisscom. The individual agreements are currently still exchanged in paper form. Notification by the TSP via event "Agreement Signature").
- Project completion by Swisscom

Status: <span>Clear All</span>										
All Over ID	^ Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester	
OWT-47892-05-21	Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavois	Corinne Straub	

## 2.4 New request In-house or tunnel Site (joint project)

Request for the use of a site which has yet to be built (joint project)

In-house: In-building mobile phone coverage.

Tunnel: Mobile radio coverage of a road tunnel.

### Procedure:

- "Request for a new Site" -> "New Site" -> "Tunnel" or "Indoor"
- The customer site ID of the TSP must be specified.
- The order number (PO) for the feasibility enquiry module must be indicated unless a clarification of intent has previously been submitted.
- If a declaration of intent has been submitted, this must be noted by means of a checkbox -> in this case, the declaration of intent must be uploaded to the portal.

### Customer Information

ⓘ The feasibility order is free of charge if a letter of intent has been issued beforehand, or the feasibility is negative

☐ I have a declaration of intent

Purchase order number\*

Customer Site ID

- After all relevant fields have been filled in, send the request:

### Do you have any comments?

0/1024 characters

Previous
Send Request

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning phase in SCOPA.
- Notification PO by the TSP by means of "Accept offer".
- Invitation to the site survey (usually at the same time as the kick-off) by Swisscom (after prior agreement on the date between the project managers). The date of the site survey must be announced by the TSP at least 10 working days before the site survey by means of the event

"Site Survey" (can also be announced together with the event "Kick-off"). No doc upload necessary.

- Notification of the completion of the realisation by the TSP by means of the event "Realisation completed".
- Preparation of individual agreement (site contract) by Swisscom
- Signature of individual agreement by the TSP and return to Swisscom. The individual agreements are currently still exchanged in paper form. Notification by the TSP via event "Agreement Signature".
- Project completion by Swisscom

Status		Clear All								
All Over ID	^	Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
OWT-47892-05-21		Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavois	Corinne Straub

## 2.5 New request Space Sharing Site of the TSP

Request for the realisation of the TSP's own independent mobile radio installation, which is located on the same roof of a building and on the same plot as Swisscom's mobile radio installation.

- "Request for a new Site" -> "First-time use" -> "Outdoor"
- The customer site ID of the TSP must be specified.
- The order number (PO) for the feasibility enquiry module must be indicated if no clarification of intent was previously submitted.
- If a declaration of intent has been submitted, this must be noted by means of a checkbox -> in this case, the declaration of intent must be uploaded to the portal.
- After all relevant fields have been filled in, send the request:

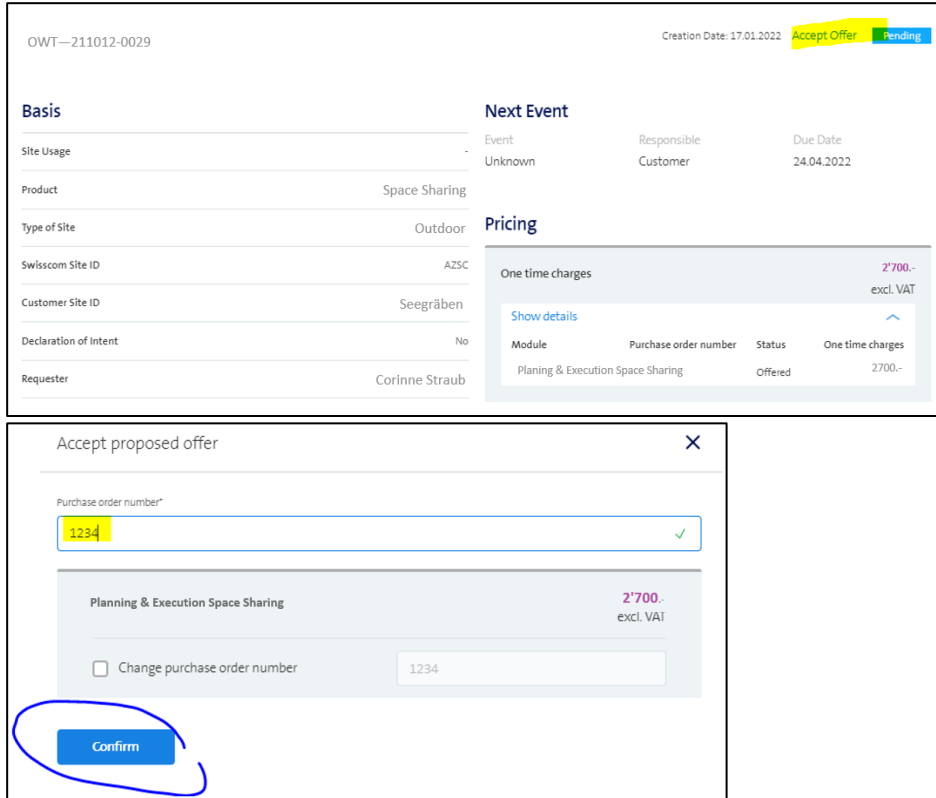
Do you have any comments?

0/1024 characters

Previous
Send Request

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning phase in SCOPA.

- Notification PO by the TSP by means of "Accept offer". The TSP orders the services directly from Swisscom's TU.



OWT—211012-0029 Creation Date: 17.01.2022 Accept Offer Pending

**Basis**

Site Usage	-
Product	Space Sharing
Type of Site	Outdoor
Swisscom Site ID	AZSC
Customer Site ID	Seegraben
Declaration of Intent	No
Requester	Corinne Straub

**Next Event**

Event	Responsible	Due Date
Unknown	Customer	24.04.2022

**Pricing**

One time charges		2'700.- excl. VAT
<a href="#">Show details</a>		
Module	Purchase order number	Status
Planning & Execution Space Sharing		Offered
		2700.-

Accept proposed offer

Purchase order number\*

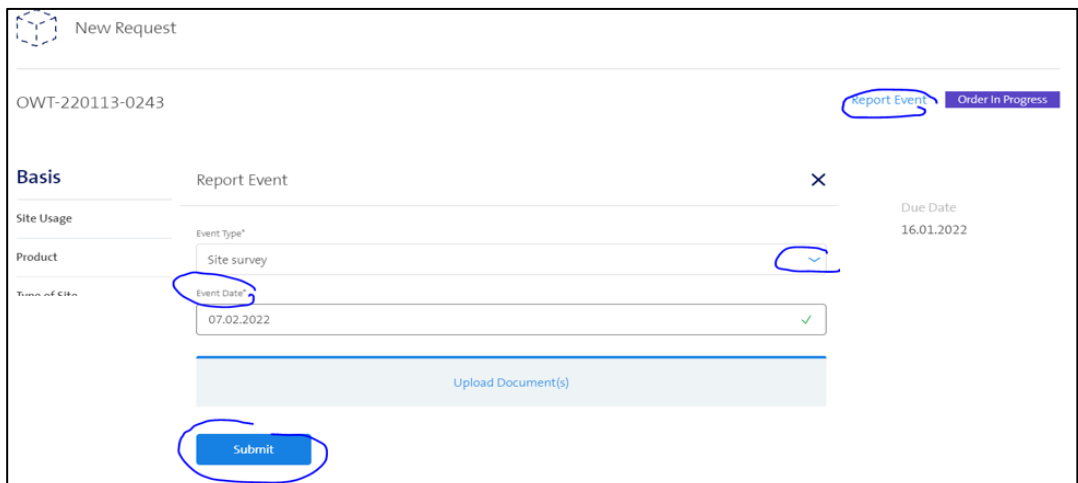
1234 ✓

Planning & Execution Space Sharing 2'700.-  
excl. VAT

☐ Change purchase order number 1234

**Confirm**

- Invitation to the site survey by the TSP (after prior agreement on the date between the project managers). The date of the site survey must be announced by the TSP at least 10 working days before the site survey by means of the event "Site Survey". No doc upload mandatory. Optionally, documents can be sent along (e.g. structural analysis report, etc.).



New Request

OWT-220113-0243 Report Event Order In Progress

**Basis**

Site Usage	Event Type*	Due Date
Product	Site survey	16.01.2022
Time of Call	Event Date*	
	07.02.2022	

Upload Document(s)

**Submit**

- The TSP is responsible for preparing the project plans. The TSP provides these directly to the TU for the NIS calculation.
- Preparation of NIR calculation by TU Swisscom. TSP receives NIR calculation directly from TU.
- Notification from the TSP that the building application has been submitted. Event: "Building Application / NIR submitted" (no doc upload necessary)
- Notification from the TSP that an objection has been received (if there was an objection). Event: "Objection building permit received" (Doc Upload optional)
- Notification from TSP that TSP has received building permit. Event: "Building permit/NIS approval received. (Doc upload "building permit" required).
- Notification by the TSP that the building permit is legally valid (date of legal validity). Event: "Building permit legally valid" (No document upload necessary)
- TSP would like to carry out kick-off. Notification via event "Kick-off request" by the TSP.
- Swisscom informs the TSP by e-mail whether it would like to participate in the kick-off.
- If Swisscom participates -> invitation to the kick-off by the TSP (after prior agreement on the date between the project leaders). The date of the inspection must be announced by the TSP at least 10 working days before the inspection by means of the "Kick-off" event. No doc upload necessary.
- Notification of completion of realisation by the TSP by means of the "Realization completed" event. As-built plan and, if requested, photo documentation must be sent with the notification of completion via SCOPA.
- Notification of the date of site acceptance by the TSP if an acceptance takes place. "Site acceptance" event
- Project completion by Swisscom

Status <a href="#">Clear All</a>										
All Over ID	^ Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester	
OWT-47892-05-21	Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavols	Corinne Straub	

## 2.6 New request special projects - Site in the perimeter


Request for the realisation of the TSP's own independent mobile radio installation, which is in the same perimeter as the Swisscom installation.

This only applies to NIS shift and NIS Bagatell cases if the last duly approved NIS calculation was made by Swisscom.


- "Request for a new Site" -> "Special" -> "Perimeter".
- The customer site ID of the TSP must be specified.
- The order number for the NIS calculation module must be indicated.

- NIS fact sheet and as-built plans are mandatory to include
- After all relevant fields have been filled in, send the request:

### Select a Request




**Request for a new Site** ⓘ  
Site share request for an existing Swisscom Mobile radio site (first-time use) or for a new site that has yet to be built




**Modify an existing site** ⓘ  
Request for modifications on an existing shared site (upgrade, reduction, modification)


### Product\*



**Site Share** ⓘ  
Shared use of mobile communications infrastructure for the operation of your own mobile communications system



**Space Share** ⓘ  
Our own independent mobile communications system on the same roof and on the same plot as Swisscom.



**Special** ⓘ  
Special requests (not "classic site share requests") such as perimeter requests or requests for the use of space for other than mobile services, etc.

### Select a Site\*

Miscellaneous


Perimeter

## 2.7 New request Special projects - Miscellaneous


Request for a project that has nothing to do with the use of a Swisscom mobile radio site in the conventional sense, e.g. requests for the use of space for other than mobile radio or paging, use of electricity only, etc.

- "Request for a new Site" -> "Special" -> "Miscellaneous"
- The customer site ID of the TSP must be specified.
- The order number (PO) for the feasibility study module must be indicated.

### Select a Request




**Request for a new Site**  
Site share request for an existing Swisscom Mobile radio site (first-time use) or for a new site that has yet to be built




**Modify an existing site**  
Request for modifications on an existing shared site (upgrade, reduction, modification)


### Product\*



**Site Share**  
Shared use of mobile communications infrastructure for the operation of your own mobile communications system



**Space Share**  
Our own independent mobile communications system on the same roof and on the same plot as Swisscom.



**Special**  
Special requests (not "classic site share requests") such as perimeter requests or requests for the use of space for other than mobile services, etc.

### Select a Site\*

Miscellaneous
Perimeter

Please note that special projects usually deviate from the normal site share process and it is therefore even more important to describe your project as precisely as possible in the enquiry. This avoids queries and enables faster processing. Please use the "Remarks" field for this purpose.

### Do you have any comments?

Please describe your project as precisely as possible:  
Information on electricity consumption  
Information on space requirements  
Building application Yes/No  
etc.

0/1024 characters

After all relevant fields have been filled in, send the request:

### 3 Modifications to existing sites Outdoor

Request for changes to an existing shared site of the TSP (extension, reduction, modification). A distinction is made between:

- System Upgrade  
(no adjustment of the antennas! (Project procedure without prior construction approval, NIS bagatell or NIS shift))
- Antenna upgrade  
(always with building application - project sequence from enquiry to completion)
- NIS-Bagatell  
(without building application but with antenna change - project sequence from enquiry to completion)
- NIS-Shift  
(without building application and without antenna change - project sequence from enquiry to completion)

#### What do you need?\*

##### System Upgrade



Changes to the infrastructure (excl. antennas)  
(upgrade, exchange, reduction)

##### Antenna Upgrade



Change of the antenna configuration.  
Requires building application  
(upgrade, exchange, reduction)

##### NIS-Bagatell



Construction project that does not require a licensing procedure, although it represents changes in the sense of the NISV.

##### NIS-Shift



Redistribution of transmission power between previously used and new frequency bands

### 3.1 Antenna Upgrade

Change of antenna configuration. Always requires a building application (extension, exchange, reduction of antennas).

#### Procedure:

Request by the TSP (Via SCOPA "Feasibility Requests -> Modify Existing Site or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

Type of modification -> Select "Antenna Upgrade":

#### What do you need?\*

##### System Upgrade



Changes to the infrastructure (excl. antennas)  
(upgrade, exchange, reduction)

##### Antenna Upgrade



Change of the antenna configuration.  
Requires building application  
(upgrade, exchange, reduction)

##### NIS-Bagatell



Construction project that does not require a licensing procedure, although it represents changes in the sense of the NISV.

##### NIS-Shift



Redistribution of transmission power between previously used and new frequency bands

- After all relevant fields have been filled in, send the request.

Further procedure analogous to new request "first-time use" (-> see chapter 2.1)

### 3.2 System Upgrade

Changes to the infrastructure (no adjustment of the antennas!), (expansion, exchange, reduction of RRU, rack spaces etc.)

#### Procedure:

Request by the TSP (Via SCOPA "Feasibility Requests -> Modify Existing Site or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

No order is necessary for the module "Feasibility enquiries". No PO number needs to be entered at the time of the request. The necessary modules will be offered at a later date.

Type of modification -> Select "System Upgrade

Specify whether NIS is relevant or not (NIS relevant = if an NIS shift is made at the same time as the system upgrade):

**What do you need?\***

<p><b>System Upgrade</b> ⓘ</p> <p>Changes to the infrastructure (excl. antennas) (upgrade, exchange, reduction)</p>	<p><b>Antenna Upgrade</b> ⓘ</p> <p>Change of the antenna configuration. Requires building application (upgrade, exchange, reduction)</p>	<p><b>NIS-Bagatell</b> ⓘ</p> <p>Construction project that does not require a licensing procedure, although it represents changes in the sense of the NISV.</p>	<p><b>NIS-Shift</b> ⓘ</p> <p>Redistribution of transmission power between previously used and new frequency bands</p>
---	--	--	---

☐ With NIS

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning and implementation phase in SCOPA.
- Notification PO by the TSP by means of "Accept offer". The TSP orders the services in accordance with feasibility directly from Swisscom's TU.

OWT-220011-0029

Creation Date: 13.01.2022
Accept Offer
Pending

Basis

Site Usage

-

Product

Site Share

Type of Site

Outdoor

Swisscom Site ID

ASPW

Customer Site ID

1234

Declaration of Intent

Yes

Requester

Corinne Straub

Requester Email

Corinne.straub@swisscom.com

Swisscom Total Contractor

Axians

Construction lead

Swisscom

Pricing

One time charges

8'600.- excl. VAT

Show details

Module	Purchase order number	Status	One time charges
Building application for joint projects	-	Offered	5'800.-
NIS calculation	-	Offered	1'800.-
Minor adaptation from 5 to 10 hours	-	Offered	1'000.-

Documents

ASPW\_MBK\_Sunrise.pdf

mobile\_report\_ASPW\_rev\_1....

blank.pdf

Accept proposed offer

Purchase order number\*

1234

Joint in-house project

4'300.- excl. VAT

☐ Change purchase order number

1234

Confirm

- TSP would like to carry out kick-off. Notification via event "Kick-off request" by the TSP. **If a structural analysis was requested in the feasibility response, it must be submitted.**
- Swisscom informs the TSP by e-mail whether it would like to participate in the kick-off.
- If Swisscom participates -> invitation to the kick-off by the TSP (after prior agreement on the date between the project leaders). The date of the inspection must be announced by the TSP at least 10 working days before the inspection by means of the "Kick-off" event. No doc upload necessary.
- If Swisscom does not participate in the kick-off, the TSP shall notify the date of realisation/execution by means of the "kick-off" event.
- Notification of completion of realisation by the TSP by means of the "Realisation Completed" event. As-built plan (according to feasibility response, but usually red-pencil plans) and photo documentation must be sent with the notification of completion via SCOPA.
- Notification of the date of site acceptance by the TSP if an acceptance takes place. "Site acceptance" event

- Preparation of individual agreement (site contract) by Swisscom if required.
- Signature of individual agreement by the TSP and return to Swisscom. The individual agreements are currently still exchanged in paper form. Notification by the TSP via event "Agreement Signature".
- Project completion by Swisscom

Status <a href="#">Clear All</a>									
All Over ID	^ Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
OWT-47892-05-21	Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavols	Corinne Straub

### 3.3 NIS Bagatell

Project that does not require a licensing procedure, although it constitutes a change within the meaning of the NISV.

#### Procedure:

Request by the TSP (Via SCOPA "Feasibility Requests -> Modify Existing Site or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

No order is necessary for the module "Feasibility enquiries". No PO number needs to be entered at the time of the request. The necessary modules will be offered at a later date.

Type of modification -> Select "NIS Bagatell

What do you need?*			
<b>System Upgrade</b> ⓘ Changes to the infrastructure (excl. antennas) (upgrade, exchange, reduction)	<b>Antenna Upgrade</b> ⓘ Change of the antenna configuration. Requires building application (upgrade, exchange, reduction)	<b>NIS-Bagatell</b> ⓘ Construction project that does not require a licensing procedure, although it represents changes in the sense of the NISV.	<b>NIS-Shift</b> ⓘ Redistribution of transmission power between previously used and new frequency bands

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning phase in SCOPA.

- Notification PO by the TSP by means of "Accept offer".

OWT—211012-0029 Creation Date: 17.01.2022 Accept Offer Pending

Basis		Next Event	
Site Usage	-	Event	Responsible
Product	Site Share	Unknown	Customer
Type of Site	Outdoor		Due Date
Swisscom Site ID	AZSC		24.04.2022
Customer Site ID	Seegräben		
Declaration of Intent	No		
Requester	Corinne Straub		

**Pricing**

One time charges 1'800.-  
excl. VAT

[Show details](#) ⬆

Module	Purchase order number	Status	One time charges
NIS-Calculation		Offered	1800.-

Accept proposed offer ✕

Purchase order number\*

1234 ✓

NIS-Calculation 1'800.-  
excl. VAT

☐ Change purchase order number 1234

Confirm

- If a structural analysis is required according to feasibility, the TSP shall order the structural analysis directly from Swisscom's TU.
- The NIS is ordered by Swisscom.
- The TSP notifies the submission of the NIS to the authority by means of the event " Building Application / NIR submitted ".
- The TSP notifies receipt of the NIS permit by means of the event "Building permit / NIS permit received". (Doc upload "NIS permit" required).
- TSP would like to carry out kick-off. Notification via event "Kick-off request" by the TSP. If a structural analysis is required, it must be sent along.
- Swisscom informs the TSP by e-mail whether it would like to participate in the kick-off.

- If Swisscom participates -> invitation to the kick-off by the TSP (after prior agreement on the date between the project leaders). The date of the inspection must be announced by the TSP at least 10 working days before the inspection by means of the "Kick-off" event. No doc upload necessary.
- Swisscom offers the implementation phase in SCOPA.
- Notification PO by the TSP by means of "Order Realisation".
- If Swisscom does not participate in the kick-off, the TSP shall notify the date of realisation/execution by means of the "kick-off" event.
  - Notification of completion of realisation by the TSP by means of the "Realisation completed" event. As-built plan (according to feasibility response, but usually red-pencil plans) and photo documentation must be sent with the notification of completion via SCOPA.
  - Notification of the date of site acceptance by the TSP, if acceptance takes place. "Site acceptance" event
- Project completion by Swisscom

Status <span>Clear All</span>										
All Over ID	Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester	
OWT-47892-05-21	Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavois	Corinne Straub	

### 3.4 NIS Shift

Redistribution of transmission power between previously used and new frequency bands, which does not require planning permission.

#### Procedure:

Request by the TSP (Via SCOPA "Feasibility Requests -> Modify Existing Site or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

No order is necessary for the module "Feasibility enquiries". No PO number needs to be entered at the time of the request. The necessary modules will be offered at a later date.

Type of modification -> Select "NIS Shift"

**What do you need?\***

System Upgrade ⓘ

Changes to the infrastructure (excl. antennas)  
(upgrade, exchange, reduction)

Antenna Upgrade ⓘ

Change of the antenna configuration.  
Requires building application  
(upgrade, exchange, reduction)

NIS-Bagatell ⓘ

Construction project that does not require a licensing procedure, although it represents changes in the sense of the NISV.

NIS-Shift ⓘ

Redistribution of transmission power between previously used and new frequency bands

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning phase in SCOPA.

- Notification PO by the TSP by means of "Accept offer".

OWT—211012-0029 Creation Date: 17.01.2022 Accept Offer Pending

Basis		Next Event	
Site Usage	-	Event	Responsible
Product	Site Share	Unknown	Customer
Type of Site	Outdoor		Due Date
Swisscom Site ID	AZSC		24.04.2022
Customer Site ID	Seegräben		
Declaration of Intent	No		
Requester	Corinne Straub		

**Pricing**

One time charges 1'800.-  
excl. VAT

[Show details](#) ^

Module	Purchase order number	Status	One time charges
NIS-Calculation		Offered	1800.-

Accept proposed offer ✕

Purchase order number\*

1234 ✓

NIS-Calculation 1'800.-  
excl. VAT

☐ Change purchase order number 1234

Confirm

- The NIS is ordered directly by Swisscom.
- The TSP notifies the submission of the NIS to the authority by means of the event "Building Application / NIR submitted".
- The TSP notifies receipt of the NIS permit by means of the event "Building permit / NIS permit received". (Doc upload "NIS permit" required).
- Notification of completion of the work or NIS activation by the TSP by means of the "Realisation completed" event.
- Project completion by Swisscom

<div>Status Clear All</div>										
All Over ID	^	Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
OWT-47892-05-21		Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavois	Corinne Straub

## 4 Modifications to existing shared sites in-house / tunnel

### Procedure:

Request by the TSP (Via SCOPA "Feasibility Requests -> Modify Existing Site or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning and implementation phase in SCOPA.
- Notification PO by the TSP by means of "Accept offer". The TSP orders the services directly from Swisscom's TU.
- Invitation to the site survey (usually at the same time as the kick-off) by the TSP (after prior agreement on the date between the project leaders). The date of the site visit must be announced by the TSP at least 10 working days before the site visit by means of the "kick-off" event. No doc upload necessary.
- Notification of completion of realisation by the TSP by means of the "Realisation completed" event. PZS principle scheme, HFS - HF scheme and MOBS furnishing plan must be sent with the completion notification via SCOPA.
- Preparation of individual agreement (site contract) by Swisscom if necessary.
- Signature of individual agreement by the TSP and return to Swisscom. The individual agreements are currently still exchanged in paper form. Notification by the TSP by means of the event "Agreement Signature".
- Project completion by Swisscom

Status <a href="#">Clear All</a>									
All Over ID	^ Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
OWT-47892-05-21	Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavois	Corinne Straub

## 5 Modifications at Space Share Sites

Request for changes to an existing Space Share site of the TSP (extension, reduction, modification). A distinction is made between:

- System Upgrade
- Antenna upgrade
- NIS Bagatell
- NIS Shift

What do you need?*			
<b>System Upgrade</b> ⓘ Changes to the infrastructure (excl. antennas) (upgrade, exchange, reduction)	<b>Antenna Upgrade</b> ⓘ Change of the antenna configuration. Requires building application (upgrade, exchange, reduction)	<b>NIS-Bagatell</b> ⓘ Construction project that does not require a licensing procedure, although it represents changes in the sense of the NISV.	<b>NIS-Shift</b> ⓘ Redistribution of transmission power between previously used and new frequency bands

### 5.1 Antenna Upgrade Space Sharing

Change of antenna configuration. Always requires a building application (extension, exchange, reduction of antennas).

#### Procedure:

Request by the TSP (Via SCOPA "Feasibility Requests -> Modify Existing Site or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

Type of change -> Select "Antenna Upgrade":

What do you need?*			
<b>System Upgrade</b> ⓘ Changes to the infrastructure (excl. antennas) (upgrade, exchange, reduction)	<b>Antenna Upgrade</b> ⓘ Change of the antenna configuration. Requires building application (upgrade, exchange, reduction)	<b>NIS-Bagatell</b> ⓘ Construction project that does not require a licensing procedure, although it represents changes in the sense of the NISV.	<b>NIS-Shift</b> ⓘ Redistribution of transmission power between previously used and new frequency bands

- After all relevant fields have been filled in, send the request.

Further procedure analogous to new request "Space Sharing" (-> see chapter 2.5)

## 5.2 System Upgrade Space Sharing

Changes to the infrastructure (no adjustment of the antennas!), (expansion, exchange, reduction of RRU, rack spaces etc.)

A system upgrade in a space sharing case only needs to be requested if an NIS is required or for installations on third party structures (e.g. high voltage pylons or chimneys etc.).

### Procedure:

Request by the TSP (via SCOPA "Feasibility Requests -> Modify existing Site or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

Type of change -> Select "System Upgrade

Indicate whether NIS is relevant or not:

**What do you need?\***

**System Upgrade**

Changes to the infrastructure (excl. antennas)  
(upgrade, exchange, reduction)

**Antenna Upgrade**

Change of the antenna configuration.  
Requires building application  
(upgrade, exchange, reduction)

**NIS-Bagatell**

Construction project that does not require a licensing procedure, although it represents changes in the sense of the NISV.

**NIS-Shift**

Redistribution of transmission power between previously used and new frequency bands

☐ With NIS

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning and implementation phase in SCOPA.
- Notification PO by the TSP by means of "Accept offer".

OWT—211012-0029

Creation Date: 17.01.2022

Accept Offer Pending

**Basis**

Site Usage

Product

Type of Site

Swisscom Site ID

Customer Site ID

Declaration of Intent

Requester

Space Sharing

Outdoor

AZSC

Seegräben

No

Corinne Straub

**Next Event**

Event

Responsible

Due Date

Unknown

Customer

24.04.2022

**Pricing**

One time charges

2'700.- excl. VAT

Show details

Module	Purchase order number	Status	One time charges
Planning & Execution Space Sharing		Offered	2'700.-

Accept proposed offer

Purchase order number
1234

Planning & Execution Space Sharing
2'700.-  
excl. VAT

☐ Change purchase order number
1234

Confirm

- Notification of completion of realisation by the TSP by means of the "Realisation completed" event. Red-drawings plan and, if requested, photo documentation must be sent with the notification of completion via SCOPA.
- Notification of the date of site acceptance by the TSP if an acceptance takes place. "Site acceptance" event
- Project completion by Swisscom

Status		Clear All								
All Over ID	^ Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester	
OWT-47892-05-21	Order Closed	Modification	-	Site Share	Outdoor	BAVO	1234	Bavols	Corinne Straub	

### 5.3 NIS Bagatell Space Sharing

Project that does not require a licensing procedure, although it constitutes a change within the meaning of the NISV.

#### Procedure:

Request by the TSP (Via SCOPA "Feasibility Requests -> Modify Existing Site or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

No order is necessary for the module feasibility enquiry . No PO number needs to be entered at the time of the request. The necessary modules will be offered at a later date.

Type of change -> Select "NIS Bagatell"

**What do you need?\***

**System Upgrade**

Changes to the infrastructure (excl. antennas)  
(upgrade, exchange, reduction)

**Antenna Upgrade**

Change of the antenna configuration.  
Requires building application  
(upgrade, exchange, reduction)

**NIS-Bagatell**

Construction project that does not require a licensing procedure, although it represents changes in the sense of the NISV.

**NIS-Shift**

Redistribution of transmission power between previously used and new frequency bands

- Feasibility response by Swisscom (document is uploaded to SCOPA). At the same time, Swisscom offers the project planning phase in SCOPA.
- Notification PO by the TSP by means of "Accept offer".

OWT—211012-0029

Creation Date: 17.01.2022 Accept Offer Pending

**Basis**

Site Usage

Product

Type of Site

Swisscom Site ID

Customer Site ID

Declaration of Intent

Requester

Site Share

Outdoor

AZSC

Seegraben

No

Corinne Straub

**Next Event**

Event

Responsible

Due Date

Unknown

Customer

24.04.2022

**Pricing**

One time charges

1'800.-  
excl. VAT

Show details

Module	Purchase order number	Status	One time charges
NIS-Calculation		Offered	1800.-

Accept proposed offer

Purchase order number\*

1234

NIS-Calculation

1'800.-  
excl. VAT

☐ Change purchase order number

1234

Confirm

- The NIS is ordered by Swisscom.

- The TSP notifies the submission of the NIS to the authority by means of the event "Building Application / NIR submitted".
- The TSP notifies receipt of the NIS permit by means of the event "Building permit / NIS permit received". (Doc upload "NIS permit" required).
- TSP would like to carry out kick-off. Notification via event "Kick-off request" by the TSP.
- Swisscom informs the TSP by e-mail whether it would like to participate in the kick-off.
- If Swisscom participates -> invitation to the kick-off by the TSP (after prior agreement on the date between the project managers). The date of the site inspection must be announced by the TSP at least 10 working days before the site inspection by means of the event "Kick-off". No doc upload necessary.
- Swisscom offers the implementation phase in SCOPA.
- Notification PO by the TSP by means of "Order Realisation".
- If Swisscom does not participate in the kick-off, the TSP shall notify the date of realisation/execution by means of the "kick-off" event.
- Notification of completion of realisation by the TSP by means of the "Realisation completed" event. As-built plan and, if requested, photo documentation must be sent with the notification of completion via SCOPA.
- Notification of the date of site acceptance by the TSP, if acceptance takes place. Site acceptance" event
- Project completion by Swisscom

Status <span>Clear All</span>									
All Over ID	^ Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
OWT-47892-05-21	Order Closed	Modification	-	Space Sharing	Outdoor	BAVO	1234	Bavois	Corinne Straub

## 5.4 NIS Shift Space Sharing

Redistribution of transmission power between previously used and new frequency bands, which does not require planning permission.

### Procedure:

Request by the TSP (Via SCOPA "Feasibility Requests -> Edit Existing Shared Use or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

Further procedure analogous to NIS Shift Site Sharing Outdoor (-> see chapter 3.4)

## 6 Modifications at special sites

### 6.1 Perimeter

There are no adjustments (modify) to perimeter sites. NIR-relevant projects in the perimeter must always be submitted as a "new request" (see Section 2.6)

### 6.2 Miscellaneous

Adaptations to existing special sites (excl. perimeter)

Procedure:

Request by the TSP (Via SCOPA "Feasibility Requests -> Modify an existing site or directly via "Installed Base" -> Select Location -> Edit -> "Create Request").

Please note that special projects usually deviate from the normal site share process and it is therefore even more important to describe your project as precisely as possible in the enquiry. This avoids queries and enables faster processing. Please use the "Remarks" field for this purpose

## 7 Cancelling requests

Requests cannot be cancelled via SCOPA. Cancellation of a project must be made via email to the SPOC site share. [Wireless.siteshare@swisscom.com](mailto:Wireless.siteshare@swisscom.com)

Swisscom will initiate the cancellation. As soon as the request has been cancelled, this will be displayed accordingly in SCOPA.

All Over ID	Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
OWT-210002-0010	Canceled	Modification	-	Site Share	Outdoor	PIOZ	VD130-1	Pully	Corinne Straub
OWT-210109-0006	Canceled	Modification	-	Site Share	Outdoor	ZISO	VS486-1	Zinal	Corinne Straub
OWT-210020-0025	Canceled	Modification	-	Site Share	Outdoor	GRAN	VS418-1JO822	Grächen	Corinne Straub


## 8 Project changes or amendments to TSP requests

It is not possible to change the project type.

For example, it is not possible to change a request for an NIS Bagatell to an Antenna Upgrade. In this case, the order for the NIS bagatell must be cancelled and a new request for an antenna upgrade must be sent.

A request is always assigned a unique "All Over ID". Several ongoing requests of a site have different All Over IDs.

Questions via e-mail about current orders of a location must always also clearly refer to an All-Over ID. If this is not the case, the answer can be delayed or an answer is not possible.

<div>  Feasibility Requests Projects Installed Base </div>									
Search for "All Over ID", "Customer Site ID", "Requester" or "Swisscom Site ID"									
Status	Clear All								
All Over ID	Status	Request Type	Request Sub-Type	Product	Type of Site	Swisscom Site ID	Customer Site ID	City	Requester
OWT-220107-0237	In Progress	New Request	First-time use	Site Share	Outdoor	ALCH	ALCH-123	-	Daniel Eberhart
OWT-211221-0123	In Progress	New Request	-	Special	Unknown	ALCH	BEBO123	-	Daniel Eberhart
OWT-220120-0257	In Progress	New Request	Miscellaneous	Special	Outdoor	BEBO	BEBO123	-	Daniel Eberhart

## 9 Site Termination

Locations cannot be terminated via SCOPA. Terminations must be sent to Swisscom in writing.