Mass Thousands-Block Modification User Guide for Service Providers and Service Provider Consultants

Version 1.0

October 28, 2024

Change History

DATE	REVISION	DESCRIPTION
10/28/2024	1.0	New User Guide

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1. Introduction

1.1. Purpose

This document provides instructions to assist Service Providers (SP) and Service Provider Consultants (SPC) with completing mass thousands-block modification requests to be submitted to NANPA. This document is not intended for those SPs and SPCs who submit individual thousands-block modification requests directly in the NANP Administration System (NAS). An SP/SPC user using this manual submission process is required to have an active NAS account and the OCNs and NPAs associated with the thousands-blocks being modified in their NAS user profile in order to submit a mass modification template.

Failure to comply with the instructions in this user guide may delay the submission of your mass modification template.

If you have any difficulties with completing the form or have any questions, please contact NANPA Customer Support at 1-866-623-2282 or support@nanpa.com.

1.2. Scope

The process of modifying data for assigned resources is governed by a set of industry-defined forms (e.g., Part 1, Part 1B and Part 3). NAS creates, stores, executes, and administers these forms by electronic means so that any user can access their data via a connection to the World Wide Web.

2. Process

2.1. Task Overview

This document is intended to assist SP/SPC users with submitting mass thousands-block modification requests rather than submitting individual requests directly in NAS. Mass modifications may only be submitted for Intra-company OCN, switching/POI entity and Part 1B updates. This process <u>only</u> updates the data in NAS, any Part 1B updates will **not** be forwarded to the NPAC. This process requires the use of an excel spreadsheet provided by NANPA.

PLEASE NOTE: For all mass modification requests it is the Service Providers responsibility to update the BIRRDS (BCD and NXD-X) records and any NPAC records accordingly.

2.2. Requirements

The minimum number of thousands-blocks for a mass modification request is 50 thousands-blocks. Any spreadsheet submitted with less than 50 records will be rejected. Any spreadsheet submitted with more than 500 records will be separated into multiple spreadsheets. In addition, the following requirements apply:

1. The spreadsheet must **not** have any formulas.
2. The spreadsheet must **not** have any frozen frames.
3. The spreadsheet must **not** have multiple worksheets.
4. File names must **not** have any spaces or special characters. Appropriate file names contain only alpha characters (a-z, A-Z), numeric characters (0-9), underscore (_) and period (.) with no spaces.
5. The spreadsheet must conform to the mass modify template provided by NANPA.
6. Each thousands-block record in the spreadsheet must have a unique ***Record Number*** or the thousands-block will not be updated in NAS.
7. Duplicate thousands-block records will be rejected.

Failure to comply with these requirements may delay or prevent the submission of your mass modification request.

2.3. Preparations

Before submitting a mass modification request, the SP/SPC user must verify that they are an active NAS user and that the OCN(s) and NPA(s) for the thousands-blocks being modified are in their user profile.

2.4. Procedure

2.4.1. Locating the Excel Mass Modification Template

To access the *Thousands-Block Mass Modification template*, from www.nanpa.com, go to **Resources**, then **NAS User Guides,** click the **XLSX template** link next to **Thousands-Block Mass Modifications**:

The Excel file will be verified prior to processing.

- If the file is in an acceptable format, it will be processed. An email will be sent confirming acceptance and successful processing of the file. If there are any errors, they will be noted in the email. (See the **Requirements** section)

- If the file is not in an acceptable format, it will be rejected and returned to the user for correction and resubmission. (See the **Requirements** section) Possible unacceptable formats are outlined in Section 2.2.

2.4.2. Completing the Mass Modification Template (XLS)

The user will complete the following fields:

- Enter a valid and active NAS username in the **Username** field.

- Headquarters Address Fields, this must be completed by the Service Provider Consultant (SPC) users, it does not apply to Service Provider users:

  - Headquarters Address - Enter the headquarter address information for the OCN(s) associated with the modifications in the **Headquarter Addr1** and **Headquarter Addr2** fields. **NOTE**: Service Provider Consultant (SPC) users may only submit modifications for multiple OCNs when the headquarter address is the same for all OCNs being submitted.

  - Headquarters City - Enter the headquarter city for the OCN(s) associated with the modifications in the **Headquarter City** field.

  - Headquarters State - Enter the headquarter state for the OCN(s) associated with the modifications in the **Headquarter State** field.

  - Headquarters Zip - Enter the headquarter zip code for the OCN(s) associated with the modifications in the **Headquarter Zip** field.

- Record Number - Enter the record number, starting with one, going in consecutive order (e.g. 1, 2, 3, etc.) and ending with the last entry on the form in the Record Number field. This field must be numeric and cannot be duplicated.

- NPA - Enter the NPA of the thousands-block being modified (<u>NPA</u>-NXX-X) in the **NPA** field.

- NXX - Enter the NXX of the thousands-block being modified (NPA-<u>NXX</u>-X) in the **NXX** field.

- X - Enter the block number of the thousands-block being modified (NPA-NXX-<u>X</u>) in the **X** field.

- Service Provider OCN - Enter the OCN of the thousands-block being modified in the **Service Provider OCN** field.

- Parent Company OCN - Enter the Parent Company OCN of the thousands-block being modified in the **Parent Company OCN** field.

- Switch ID - Enter the switch CLLI of the thousands-block being modified in the **Switch ID** field. This is an eleven character alpha-numeric field; spaces are allowed and are considered a character.

- Requested Effective Date - Enter the requested effective date of the thousands-block being modified in mm/dd/yyyy format in the **Requested Effective Date** field (e.g. 01/31/2025).

- Type Of Change - Enter **<u>one</u>** of the following values (**exactly as it is shown here**) in the **Type of Change** field:
  - SWITCH
  - INTRA OCN
  - PART 1B
  - You may request **multiple changes** for a thousands-block, by separating the type of change with a comma (e.g. SWITCH,PART 1B).

- Part 1 Comments - Enter any comments that are to be added to the Part 1 in the **Part 1 Comments** field. This field can be no more than 1024 alpha-numeric and special characters.

The Part 1B fields should only be completed if there are modifications being made to the Part 1B and *PART 1B* is entered in the **Type of Change** field.

- SPID - Enter the SPID of the thousands-block being modified in the **SPID** field. This field must be four characters and may be alpha, numeric or alpha-numeric. The SPID must exist in the NPAC region of the requested thousands-block.

- LRN - Enter the LRN of the thousands-block being modified in the **LRN** field. This field must be 10 numeric characters. The LRN must exist in the NPAC region of the requested thousands-block and belong to the SPID listed for the requested thousands-block.

- Blk allocated back to CH on switch where CO resides (Y/N) - Enter **Y** in the **Blk allocated back to CH on switch where CO resides (Y/N)** field if the thousands-block being modified is going back to the donating switch. Enter an **N** in the **Blk allocated back to CH on switch where CO resides (Y/N)** field if the thousands-block being modified is <u>not</u> going back to the donating switch.

- NPAC Activate Thousands-Block Range (Y/N) – Enter **Y** or **N** in the **NPAC Activate Thousands-Block Range (Y/N)** field.

- SOA Origination (Y/N) - Enter **Y** or **N** in the **SOA Origination (Y/N)** field.

- Class DPC - Enter the class DPC of the thousands-block being modified in the **Class DPC** field if it applies. This field must be 9 numeric characters. The three-digit values provided for the <u>first three-digit portion</u> must be between 001 and 255. The three-digit values provided for the <u>next **two** three-digit portions</u> must be between 000 and 255. This field may be left blank if the service does not apply to the requested thousands-block.

- Class SSN - Enter the class SSN of "000" (zero, zero, zero) in the **Class SSN** field if a **Class DPC** was entered. This field must be "000" if class DPC field was completed.

- LIDB DPC - Enter the LIDB DPC of the thousands-block being modified in the **LIDB DPC** field if it applies. This field must be 9 numeric characters. The three-digit values provided for the <u>first three-digit portion</u> must be between 001 and 255. The three-digit values provided for the <u>next **two** three-digit portions</u> must be between 000 and 255. This field may be left blank if the service does not apply to the requested thousands-block.

- LIDB SSN - Enter the LIDB SSN of "000" (zero, zero, zero) in the **LIDB SSN** field if a **LIDB DPC** was entered. This field must be "000" if LIDB DPC field was completed.

- CNAM DPC - Enter the CNAM DPC of the thousands-block being modified in the **CNAM DPC** field if it applies. This field must be 9 numeric characters. The three-digit values provided for the <u>first three-digit portion</u> must be between 001 and

255. The three-digit values provided for the next **two** three-digit portions must be between 000 and 255. This field may be left blank if the service does not apply to the requested thousands-block.

- CNAM SSN - Enter the CNAM SSN of "000" (zero, zero, zero) in the **CNAM SSN** field if a **CNAM DPC** was entered. This field must be "000" if CNAM DPC field was completed.

- ISVM DPC - Enter the ISVM DPC of the thousands-block being modified in the **ISVM DPC** field if it applies. This field must be 9 numeric characters. The three-digit values provided for the first three-digit portion must be between 001 and 255. The three-digit values provided for the next **two** three-digit portions must be between 000 and 255. This field may be left blank if the service does not apply to the requested block.

- ISVM SSN - Enter the ISVM SSN of "000" (zero, zero, zero) in the **ISVM SSN** field if an **ISVM DPC** was entered. This field must be "000" if ISVM DPC field was completed.

- WSMSC DPC - Enter the WSMSC DPC of the thousands-block being modified in the **WSMSC DPC** field if it applies. This field must be 9 numeric characters. The three-digit values provided for the first three-digit portion must be between 001 and 255. The three-digit values provided for the next **two** three-digit portions must be between 000 and 255. This field may be left blank if the service does not apply to the requested thousands-block.

- WSMSC SSN - Enter the WSMSC SSN of "000" (zero, zero, zero) in the **WSMSC SSN** field if a **WSMSC DPC** was entered. This field must be "000" if WSMSC DPC field was completed.

2.4.3. Submitting the Mass Modification File (XLS)

Step 1.   Verify that the file meets the requirements outlined in Section 2.2 and that the data in the file meets the requirements in Section 2.4.2.

Step 2.   Send the Mass Modification File via email to support@nanpa.com with the subject line "Mass Modification Request." Per the TBCOCAG, if the request is for an Intra OCN change, the applicant shall indicate on the email transmission to NANPA the reason for the change (merger/acquisition, OCN change within company or other). If the reason is not due to merger/acquisition, the applicant must also indicate if there are assigned numbers on each of the thousands-blocks being modified.

Step 3.   Once the request has been processed, NAS will generate Part 3 emails (the Part 3 forms will also be available in NAS). The NANPA will provide an email with the results, which will include the tracking numbers for each thousands-block processed successfully. For any thousands-block rejected, the email will include the reason the modification was rejected.

Reminder:

For all mass modification requests, it is the Service Providers responsibility to update the BIRRDS (BCD and NXD-X) records and any NPAC records accordingly. For updating BIRRDS you will need to follow the new BIRRDS Utility Request Procedures. The document is posted at the iconectiv TRA GUI under the Procedures page. The AOCN will need to email the spreadsheet that is returned by NANPA, named NAS-BCR-NXD-Only-Utility, to the BIRRDS Administrator (BIRRDSadmin@iconectiv.com) for BCD/BCR and NXD updates.