



# **Mass Modification User Guide for Service Providers and Service Provider Consultants**

Version 1.2

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## Change History

DATE	REVISION	DESCRIPTION
7/27/2009	1.0	New Guide
8/17/2009	1.1	Update Section 2.2 removing the maximum number of records allowable for a mass modify spreadsheet
10/13/2010	1.2	Addition of note to remind users that updates to BIRRDS and NPAC are their responsibility.

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## 1. Introduction

### 1.1. Purpose

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

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

If you have difficulties or questions regarding completion of the form, please contact the NeuStar Pooling Customer Support Desk at 866-NeuPool (866-638-7665).

### 1.2. Scope

PAS automates the national pooling administration function. PAS manages the resources assigned to SPs and the pools containing thousands blocks of available telephone numbers (NXX-Xs).

The process of modifying data for assigned resources is governed by a set of industry-defined forms (e.g., Part 1A, Part 1B and Part 3). PAS 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.

Pooling Administration processes the modification requests received via PAS from Service Providers or Service Provider Consultants.

## 2. Process

### 2.1. Task Overview

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

**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 blocks for a mass modification request is 50 blocks. Any spreadsheet submitted with less than 50 block 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 input file must be in Office 2003 format. Office 2007 format is **not** supported.
2. The spreadsheet must **not** have any formulas.
3. The spreadsheet must **not** have any frozen frames.
4. The spreadsheet must **not** have multiple worksheets.
5. 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.
6. The spreadsheet must conform to the mass modify template provided by the PA.
7. Each block record in the spreadsheet must have a unique **Record Number** or the block will not be updated in PAS.
8. Duplicate 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 PAS user and that the OCN(s) and NPA(s) for the blocks being modified are in their user profile.

### 2.4. Procedure

#### 2.4.1. Locating the Excel Mass Modification Form

To access an acceptable mass modification format, go to the National Pooling Website at <http://www.nationalpooling.com>:

- Step 1. Click on **Documents**, then from the dropdown list, select **Mass Modifications**. This will bring up the *Mass Modification Documents* page with both the *Mass*

*Modification User Guide for Service Providers and Service Provider Consultants and the Excel Mass Modification form (XLS).*

- Step 2. Click on the **Mass Modification Form (XLS)** to bring up the *excel spreadsheet*. Complete as instructed in Section 2.4.2 of this guide.

The Excel spreadsheet 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 Form (XLS)

The user will complete the following fields:

- Enter a valid and active PAS user id in the **LoginID** field.
- Do not modify the “Yes” value in the **Auto Process** field.
- Leave the **Remarks** field blank.
- Headquarters Address Fields:
  - Headquarters Address - Enter the headquarter address information for the OCN(s) associated with the modifications in the **Headquarter Addr1** and **Headquarter Addr2** fields. These fields may have 150 alpha-numeric and special characters each. **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. This field may have 150 alpha-numeric and special characters.
  - Headquarters State - Enter the headquarter state for the OCN(s) associated with the modifications in the **Headquarter State** field. This field may have 2 alpha characters.
  - Headquarters Zip - Enter the headquarter zip code for the OCN(s) associated with the modifications in the **Headquarter Zip** field. This field must be a minimum of 5 numeric characters and a maximum of 10 numeric characters.

- 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 block being modified (NPA-NXX-X) in the **NPA** field.
- NXX - Enter the NXX of the block being modified (NPA-NXX-X) in the **NXX** field.
- X - Enter the block number of the block being modified (NPA-NXX-X) in the **X** field.
- OCN - Enter the OCN of the block being modified in the **OCN** field.
- Parent Company OCN - Enter the Parent Company OCN of the block being modified in the **Parent Company OCN** field. This field must be four characters including zeroes.
- Switch ID - Enter the switch CLLI of the block being modified in the **Switch ID** field. This is an eleven character alpha-numeric field; spaces are allowed and are considered a character.
- Expedited Indicator - If the block modification has a requested effective date less than 31 days in the future enter **Y** in the **Expedite Indicator** field. Enter an **N** in the **Expedite Indicator** field if the requested effective date is not less than 31 calendar days in the future.
- Requested Effective Date - Enter the requested effective date of the block being modified in mm/dd/yyyy format in the **Requested Effective Date** field (e.g. 08/01/2009). From the date of application, the effective date may be no less than 31 days in the future when **Expedite = N**, or no less than 7 calendar days + eight business days in the future when **Expedite = Y**.
- SP Type Field - Enter one of the following values (**exactly as it is shown here**) in the **SP Type** field:
  - CAP OR CLEC
  - Incumbent Local Exchange Carrier (ILEC)
  - Interexchange Carrier (IXC)
  - Other Local (Shared-Tenant, Private Carriers)
  - Local Reseller
  - Other Mobile Service Provider
  - Paging and Messaging
  - Satellite Service Providers
  - SMR Dispatch

- Wireless Data Service Provider
  - Wireless Telephony (Cellular, PCS, SMR)
  - Voice over Internet Protocol (VoIP).
- Primary Blk Service Type - Enter one of the following values (exactly as it is shown here) in the **Primary Blk Service Type** field:
    - Wireline
    - Wireless Type 1
    - Wireless Type 2
    - Other.
  - Type of Change - Enter one of the following values (exactly as it is shown here) in the **Type of Change** field:
    - CHANGE\_SWITCH
    - CHANGE\_INTRA\_COMPANY\_OCN
    - CHANGE\_PART1B.
    - You may request multiple changes for a block, by separating the type of change with a comma (e.g. CHANGE\_SWITCH, CHANGE\_PART1B).
  - Part 1A Remarks - Enter any remarks that are to be added to the Part 1A in the **Part 1A Remarks** field. This field can be no more than 1024 alpha-numeric and special characters.
  - **Part 1 B Fields** – The Part 1B fields should only be completed if there are modifications being made to the Part 1B and *CHANGE\_PART1B* is entered in the **Type of Change** field. **SPID** - Enter the SPID of the 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 block.
  - **LRN** - Enter the LRN of the 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 block and belong to the SPID listed for the requested block.
  - **Blk allocated back to the donating switch (Y/N)** - Enter **Y** in the **Blk allocated back to the donating switch (Y/N)** field if the block being modified is going back to the donating switch. Enter an **N** in the **Blk allocated back to the donating switch (Y/N)** field if the block being modified is not going back to the donating switch.
  - **Class DPC** - Enter the class DPC of the 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 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.

- **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 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 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.
- **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 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 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.
- **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 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 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 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 Form (XLS)

- Step 1. Verify that the form meets the requirements outlined in Section 2.2 and that the data in the form meets the requirements in Section 2.4.2.
- Step 2. Send the Mass Modification Form via email to [poolingsupport@neustar.biz](mailto:poolingsupport@neustar.biz) with the subject line “Mass Modification Request.”
- Step 3. Once the request has been processed, PAS will generate Part 3 emails (the Part 3 forms will also be available in PAS via View Forms). The PA will provide an email with the results, which will include the tracking numbers for each block processed successfully. For any block rejected, it will include the reason the update 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.**