



EXCEL Forecast Submission User Guide for Service Providers and Service Provider Consultants

Version 4.1

September 15, 2009

CHANGE HISTORY

DATE	REVISION	DESCRIPTION
2/22/2008	3.0	Updated process to be compatible with upgraded PAS
8/7/2008	4.0	Clarification to procedures



		section
6/12/2009	4.0	Minor text edits
9/15/2009	4.1	Updates to Neustar logo

<i>Introduction</i>	4
Information for the Use of the Documentation	4
CONCEPT OF OPERATIONS	4
Procedures	4
Illustrations	6
Timeframe	9
Completion	9
<i>Glossary</i>	11

Introduction

Information for the Use of the Documentation

This document provides instructions to assist Service Providers on completing the Thousands-Block Forecast Report (Appendix 1) for manual submission to the Pooling Administrator. This document is not intended for those Service Providers (SP) and Service Provider Consultants (SPC) who submit their forecasts directly in the Pooling Administration System (PAS). An SP/SPC using this manual process is required to have an active PAS Login ID and have the OCN and NPA being provided in the forecast in their PAS user profile in order to submit the completed forecast documentation.

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

If you have any difficulties completing the form or have questions, please contact the Neustar Pooling Customer Support Desk at 866-NeuPool (866-638-7665).

CONCEPT OF OPERATIONS

This document is intended to assist service providers with submitting forecasts using a manual process rather than submitting them directly in PAS. This manual process requires the use of an Excel spreadsheet.

Procedures

To access the forecast form, go to the National Pooling website at:

<http://www.nationalpooling.com>:

- Place your cursor on **Documents**, then from the dropdown list, select **Forecasts**. This will bring up the **Forecast Documents** page with both the *Excel Forecast Submission - User Guide* and the *Excel Forecast form* itself.
- To bring up the *Excel Forecast form* click on **Forecast Form (XLS)**. Complete the Excel form as instructed below. Save the completed Excel file and send to **Pooling Support** at poolingsupport@neustar.biz. The file name should not include any spaces or punctuation (e.g. commas, \$, #, etc.)
- 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 **Completion** section.)
 - If the number of errors is **more** than 20, the individual forecasts that were rejected can be resubmitted via spreadsheet.

- If the number of errors is 20 or **less** the individual forecasts should be resubmitted via the PAS GUI.
- If the file is not in an acceptable format it will be rejected and returned to you for correction and resubmission. (See the **Completion** section.) Possible unacceptable formats include, but are not limited to:
 - Spreadsheets with formulas
 - Spreadsheets with both NPAs listed in an overlay area. (Only list one NPA for forecasts in an overlay area.)
 - Spreadsheets that are not compatible with Office 2003.
 - Spreadsheets that do not use the provided spreadsheet template.

SPs and SPCs must submit one Excel file per OCN with a separate tab (worksheet) for each NPA.

Illustrations

The following diagram and tables will assist in completing the Thousands-Block Forecast Report (Appendix 1).

1															
2	LoginID	sp@abctelecom.com													
3	OCN	ABCD													
4	Frst Stt Dt	2/2/2008													
5															
6	If any of the forecasted demand below includes the need for a new NXX due to a LRN, please indicate in the space provided below how many LRN's														
7	and specify the month that the new NXX will be placed in service.														
8															
9	LRN	NXX(s)Month	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
10															
11															
12	Rate Center	NPA(s)	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
36															

Figure 1. Thousands-Block Forecast Report for Manual Submission

Figure 2 describes how to properly complete the preliminary section of the Thousands-Block Forecast Report.

Field Name	Instructions
LoginID	In cell B2 , enter your PAS loginID.
OCN	In cell B3 , enter your 4 character OCN. (Note: the OCN you enter must exist in your PAS user profile.)
Frcst Strt Dt	In cell B4 , enter the starting date that your forecast submission will cover using the following format: MM/DD/YYYY. (Example: If month one will be Jan 2008 you will enter 01/01/2008, as your forecast start date.

Figure 2. Instructions on How to Complete the Preliminary Section

- Figure 3 describes how to properly complete the LRN section of the Thousands-Block Forecast Report (Appendix 1).

NXX(s)/Month	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12

Enter the number of NXXs you forecast to need for LRNs for each month. Please be sure to only input numeric values.

Figure 3. LRN section of the Thousands-Block Forecast Report

- Figure 4 describes how to properly complete the Rate Center section of the Thousands-Block Forecast Report (Appendix 1).

Rate Center	NPA(s)	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	M

Enter the Rate Center you are submitting the forecast for.
The Rate Center must be a valid Rate Center in the LERG and reflect the 10 character abbreviation.

Enter the 3-digit NPA that the Rate Center your are forecasting for is in.
If the Rate Center is in an Overlay situation, only enter ONE of the NPAs.
As a reminder, only one NPA can be forecasted per submission.

Enter the number of blocks you forecast to need for each month.
Note: Month 1 equals the month entered in the Frcst Strt Dt field.
Please be sure to only input numeric values.

Figure 4. Rate Center Section of the Thousands-Block Forecast Report

number of errors listed is less than 20, the corrected forecasts should be submitted via PAS. If the number of errors listed is more than 20, the corrected forecasts may be resubmitted via the Excel spreadsheet.

-or-

- Your forecast submission is not in an acceptable format. Please correct the following errors:_____. Please resubmit upon making the necessary corrections.

Glossary

Forecast Report	All thousands-block number pooling service providers shall provide a Thousands-Block Forecast Report, by rate center, on a semi-annual basis, to the Pooling Administrator. The Thousands-Block Forecast Report is based on a 12-month interval. A Thousands-Block Forecast Report will be sent by service providers to the PA for all number resource requirements, including full NXX Codes as well as thousands-blocks in thousands-block number pooling rate areas. The forecast submitted is incremental above the quantity of thousands-blocks already allocated in the service provider's inventory.
Frcst Strt Dt (Forecast Start Date)	The forecast start date is the first month included in your submission of the forecast report.
Inventory	The term "inventory" refers to all telephone numbers distributed, assigned or allocated: (1) To a service provider, or (2) To a Pooling Administrator for the purpose of establishing or maintaining a thousands-block number pool (FCC 00-104, §52.7 (j)).
(Industry) Inventory Pool	Used in thousands-block number pooling to describe a reservoir of unallocated thousands-blocks administered by the PA for purposes of assignment to SPs that are participating in thousands-block number pooling.
LERG™ Routing Guide	The Telcordia™ LERG™ Routing Guide contains information about the local routing data obtained from BIRRDS. This information reflects the current network configuration and scheduled network changes for all entities originating or terminating PSTN calls within the NANP.

Contact Information:

Telcordia Routing Administration (TRA)
8 Corporate Pl. 3N141
Piscataway, NJ 08854-4156
732-699-6700
tra@telcordia.com

Location Routing Number (LRN)	The ten-digit (NPA-NXX-XXXX) number assigned to a switch/POI used for routing in a permanent local number portability environment. See “Administrative Numbers” definition.
Mandated Implementation Date	The date identified by the appropriate regulatory body by which thousands-block number pooling is to be implemented.
North American Numbering Plan, Numbering Resource Utilization/Forecasting Report (NRUF Report)	The NANPA gathers forecast and utilization information to monitor and project exhaust in individual NPAs/area codes as well as in the NANP overall. This semi-annual report includes number utilization information as well as a five year forecast of demand by year. Pooling carriers report at the thousands-block level per rate center. Non-pooling carriers report at the Central Office Code level per rate center. For more detailed information, see the NRUF Report Guidelines.
NPA	Numbering Plan Area, also called area code. An NPA is the 3-digit code that occupies the A, B, and C positions in the 10-digit NANP format that applies throughout the NANP Area. NPAs are of the form NXX, where N represents the digits 2-9 and X represents any digit 0-9. In the NANP, NPAs are classified as either geographic or non-geographic. a) Geographic NPAs are NPAs which correspond to discrete geographic areas within the NANP Area. b) Non-geographic NPAs are NPAs that do not correspond to discrete geographic areas, but which are instead assigned for services with attributes, functionalities, or requirements that transcend specific geographic boundaries. The common examples are NPAs in the N00 format, e.g., 800.
NXX	Network Numbering Exchange
NXX-X	Network Numbering Exchange identifying the thousands block

OCN (Operating Company Number)	An Operating Company Number (OCN) is a four place alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all SPs in their submission of utilization and forecast data (FCC 00-104 ¶ 41 and Public Notice DA 00-1549). Relative to CO Code assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments contact NECA (800 524-1020) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to Telcordia™ Routing Administration TRA on 732-699-6700.
Overlay	An NPA overlay occurs when more than one NPA code serves the same geographic area.
Pooling Administrator (PA)	The term Pooling Administrator refers to the entity or entities responsible for administering a thousands-block number pool (FCC 00-104, §52.7 (g)).
Pooling Administration System (PAS)	The Pooling Administration System (PAS) refers to the web-based application that is used to automate the national pooling administration functions.
Rate Center	Denotes the smallest geographic area used to distinguish rate boundaries.
Service Provider (SP)	The term “service provider” refers to a telecommunications carrier or other entity that receives numbering resources from the NANPA, a Pooling Administrator or a telecommunications carrier for the purpose of providing or establishing telecommunications service (FCC 00-104, §52.5 (i)).
Service Provider Inventory	The inventory of all geographic NANP TNs allocated by the CO Code Administrator/PA to a Code/Block Holder.
Thousands-Block	A range of one thousand TNs within an NPA-NXX beginning with X000 and ending with X999, where X is a value from 0 to 9.

Thousands-Block
Number Pooling

Thousands-block number pooling is a process by which the 10,000 numbers in a central office code (NXX) are separated into ten sequential blocks of 1,000 numbers each (thousands-blocks), and allocated separately within a rate center (FCC 00-104, §52.20 (a)).