



TelePacific Communications Local Number Portability (LNP) Forms Preparation Guide

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General

The following tables provide descriptions and field entry requirements for LNP Local Service Requests (LSRs). The LNP LSR fields that are **required** on a request for Local Number Portability are highlighted on the form in yellow. Optional fields are highlighted in light yellow.

In the table below, “Field Entry” (requirement) specifies required field entries that must be used, e.g., REQTYP = CB and must always be CB. “Example” specifies an example of what may be used and the data is provided by the LEC, e.g., CCNA shows an “example” of “ABC”; the LEC will use their actual CCNA in this field.

TelePacific has four forms that may be used to request LNP or LNP and disconnections. The LSR – Admin form and the End User Information (EUI) form should be submitted with each request. Either one or both the LNP form and/or the Disconnect form must also be submitted with the LSR and EUI forms.

The LNP – Number Ports form is used to provide information on TNs that are being ported. The Disconnects form should only be used when lines are being disconnected and may be submitted as a “package” with the LSR – Admin (required), EUI form (required) and the LNP (required) forms.

The LNP LSR forms may be found on TelePacific’s web site at: (www.telepacific.com – see Contact Us).

LNP LSR Field Entries and Requirements

Local Service Request (LSR) – Administrative Form

ADMINISTRATIVE SECTION			
Field	Description	Field Entry (requirement) or Example	# Characters
CCNA	Customer Carrier Name Abbreviation	Example: ABC	3 alpha
PON	Purchase Order Number	Example: 12345678910	16 alpha/numeric
VER	Version	Start with 001 for first version of the LSR and increment the number of each subsequent version, e.g., 001, 002, 003, etc. Field entry: 001	3 numeric
ATN	Account Telephone Number	This is the “main” telephone number or “billing telephone number” for the customer. Example: 916-999-0030	20 alpha/numeric
Page of	Page of	Specify the total number of pages in the “of” field. Example: Page 1 of 3	
Date & Time sent	Date and time LSR is sent to TelePacific	Example: mm/dd/yyyy 0100PM	
DDD	Desired Due Date	Example: mm/dd/yyyy	10 alpha/numeric
CHC	Coordinated Hot Cut	Always shown as “N” (No). Field entry: N	
REQTYP	Requisition Type: Number Port = C Firm Order = B	Always shown as “CB”. Field entry: CB	2 alpha
ACT	Activity	Always shown as “V” (Conversion of service to new LEC). Field entry: V	1 alpha
MI	Migration Indicator (Full or Partial)	Field entry: A = Partial Migration C = Full Migration <i>A Full Migration includes all services the customer currently has with TelePacific. See “Full versus Partial Migrations” in the TelePacific Local Number Portability Procedures document.</i>	1 alpha
SUP	Supplement Type (only used when issuing supplement to previously issued LSR)	Field entry: 1 = Cancel LSR entirely 2 = Change due date only 3 = Other changes (may also include change to DDD)	1 numeric
RTR	Response Type Requested	Always shown as “C” (FOC response) Field entry: C = Confirmation	1 alpha

CC	Company Code	Example: 1234	4 numeric
AGAUTH	Agency Authorization	Always shown as Y (Yes) Example: Y	1 alpha
DATED	Date of Agency Authorization	Date authorization was obtained from the customer. Example: mm/dd/yyyy	10 alpha/numeric
AUTHNM	Agency Authorization Name	End user customer's name authorizing number ports (and disconnects). <i>The name must match the name TelePacific has on file for the account or the request will be rejected.</i> Example: John Doe	15 alpha/numeric
NPDI	Number Portability Direction Indicator	Field Entry: A = Wireless to Wireless B = Wireless to Wireline C = Wireline to Wireless D = Wireline to Wireline Example: D (most common)	1 alpha

CONTACT SECTION

Field	Description	Field Entry (requirement) or Example	# Characters
INIT	LEC Initiator's name	Example: Susie Brown	15 alpha
TEL NO	LEC initiator's telephone number	Example: npanxxnnnn (and extension if applicable)	17 alpha/numeric
EMAIL	LEC initiator's email address	Example: sbrown@lec.com	60 alpha/numeric
FAX NO	LEC initiator's fax number	Example: npanxxnnnn	17 alpha/numeric
STREET	LEC initiator's street or mailing address	Example: 100 North Anywhere Ave	25 alpha/numeric
FLOOR	LEC initiator's floor	Example: 47	5 alpha/numeric
ROOM/MAIL STOP	LEC initiator's room or mail stop	Example: 4700	5 alpha/numeric
CITY	LEC initiator's city	Example: Anytown	32 alpha
STATE	LEC initiator's state	Example: KY	2 alpha
ZIP	LEC initiator's zip	Example: 09876	5 numeric
IMPCON	LEC Implementation Contact Name	Example: Joe Smith	15 alpha/numeric
TEL NO	LEC Implementation Contact telephone number	Example: npanxxnnnn (and extension if applicable)	17 alpha/numeric
PAGER	LEC Implementation Contact pager number	Example: npanxxnnnn	17 alpha/numeric
ALTIMPCON	LEC Alternative Implementation Contact Name	Example: Louis	15 alpha/numeric
TEL NO	LEC Alternative Implementation Contact telephone number	Example: npanxxnnnn (and extension if applicable)	17 alpha/numeric

PAGER	LEC Alternative Implementation Contact pager number	Example: npanxxnnnn	17 alpha/numeric
REMARKS	Remarks	Specify the disposition of all Toll Free and/or Internet services. See the TelePacific Number Portability Procedures document for details.	

End User Information (EUI) Form

Only one EUI form may be submitted within an LSR “package”. If there is more than one end user location, each location is represented on a separate LSR. If the LEC submits an LSR with multiple end user locations, the request will be rejected.

ADMINISTRATIVE SECTION			
Field	Description	Field Entry (requirement) or Example	# Characters
PON	Purchase Order Number	From the LSR-Admin	16 alpha/numeric
VER	Version	From the LSR-Admin	3 numeric
ATN	Account Telephone Number	From the LSR-Admin	20 alpha/numeric
LOCATION AND ACCESS			
Field	Description	Field Entry (requirement) or Example	# Characters
LOCNUM	Location Number	Always shown as “001”. Field Entry: 001	3 numeric
Name	End User Customer Name	Example: Miller Realty	25 alpha/numeric
SAPR*	Service Address House Prefix	Example: 25W	5 alpha/numeric
SANO*	Service Address Number	Example: 450	8 alpha/numeric
SASF*	Service Address House Number Suffix	Example: 1/2	20 alpha/numeric are allowed but not all are used.
SASD*	Street Directional Prefix	Field Entry: N = North S = South E = East W = West NE = Northeast NW = Northwest SE = Southeast SW = Southwest	2 alpha
SASN*	Street Name	Example: Camino Ramon	50 alpha/numeric
SATH*	Street type	St, Rd, Blvd, etc. Example: Lane	10 alpha
SASS*	Street Directional Suffix	Field Entry: N = North S = South E = East W = West NE = Northeast NW = Northwest SE = Southeast SW = Southwest	4 alpha/numeric
SADLO*	Additional street	Example: Rear of parking lot	50 alpha/numeric

	address information		
FLR*	Floor	Example: 12	4 alpha/numeric
ROOM*	Room	Example: Suite 23A	9 alpha/numeric
BLDG*	Building	Example: Wing 2	9 alpha/numeric
*Example of a street address containing all the components described above for the End User Location information: 25W 450-1/2 SW Camino Ramon Lane NW, Suite 23A, Floor 12, Wing 2.			
CITY	City	Example: Anycity	35 alpha/numeric
STATE	State	Example: KY	2 alpha
ZIP CODE	Zip code	Example: 09876	10 alpha/numeric
LCON	Local Contact	Example: L Taylor	15 alpha/numeric
TEL NO	Local Contact's telephone number	Example: npanxxxxnn (and extension if applicable)	17 alpha/numeric
BILL SECTION			
Field	Description	Field Entry (requirement) or Example	# Characters
FBI	Final Bill Indicator	Indicates whether a final bill should be sent to either the existing billing address or a different address. Field Entry: D = Different E = Existing (Default)	1 alpha
BILL NM	Bill Name	If final bill is to go to a different address (FBI = D), the Bill Name for the end user customer is required. Example: Anycity Realty	
SBILL NM	Secondary Bill Name	Example: Attn Accounts Payable	
STREET	End User Final Bill Street/Mailing Address	Example: 123 Main St	50 alpha/numeric
FLR	End User Final Bill Street/Mailing Address Floor	Example: 3rd	9 alpha/numeric
RM	End User Final Bill Street/Mailing Address Room	Example: 3054	9 alpha/numeric
CITY	End User Final Bill Street/Mailing Address City	Example: Anycity	35 alpha/numeric
STATE	End User Final Bill Street/Mailing Address State	Example: KY	2 alpha
ZIP	End User Final Bill Street/Mailing Address Zip code	Example: 88776	5 numeric
BILLCON	End User Final Bill Billing Contact Name	Example: J Parsons	15 alpha/numeric
TEL NO	End User Final Bill Billing Contact telephone number	Example: npanxxxxnn	17 alpha/numeric

Local Number Portability Form

ADMINISTRATIVE SECTION			
Field	Description	Field Entry (requirement) or Example	# Characters
PON	Purchase Order Number	From the LSR-Admin	16 alpha/numeric
VER	Version	From the LSR-Admin	3 numeric
ATN	Account Telephone Number	From the LSR-Admin	20 alpha/numeric
NQTY	Number Port Quantity	Number of lines being ported on this request. Example: 4	3 numeric
PG OF	Page of	Page number for this page of request	2 numeric
SERVICE DETAILS			
Field	Description	Field Entry (requirement) or Example	# Characters
REF NUM	Reference Number	Each REFNUM is sequentially numbered starting with 001 (e.g., 002, 003, etc.) Field Entry: 001, 002, etc.	3 numeric
LNA	Line Activity	Always shown as “V” – Conversion to new LEC. Field Entry: V	1 alpha
TDT	Ten digit trigger	Always shown as “Y” – Yes. Field Entry: Y	1 alpha
Ported #	Telephone number to be ported	Example: npanxnxxx	10 numeric
NPT	Number Portability Type	Always shown as “D” – LRN. Field Entry: D	1 alpha

Disconnect Form

ADMINISTRATIVE SECTION			
Field	Description	Field Entry (requirement) or Example	# Characters
PON	Purchase Order Number	From the LSR-Admin	16 alpha/numeric
VER	Version	From the LSR-Admin	3 numeric
ATN	Account Telephone Number	From the LSR-Admin	20 alpha/numeric
DQTY	Disconnect Quantity	Number of lines being disconnected on this request. Example: 004	3 numeric
PG OF	Page of	Page number for this page of the request Example: Page 4 of 4	2 numeric
DISCONNECT INFORMATION			
Field	Description	Field Entry (requirement) or Example	# Characters
REF NUM	Reference Number	Each REFNUM is sequentially numbered starting with 001 (e.g., 002, 003, etc.) Field Entry: 001, 002, etc.	3 numeric
DISC #	Disconnect Telephone Number	Telephone number for the line to be disconnected.	10 numeric
Remarks	Remarks		