

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

Version 1.4

August 3, 2020

CHANGE HISTORY

DATE	REVISION	DESCRIPTION
5/30/2017	1.1	Updated emails from neustar.biz to team.neustar
01/01/2019	1.2	Updated Pooling Administration contact information and remove Neustar branding due to transition. Updated iconectiv® TruOps Telecom Routing Administration (TRA) branding, contact information, and product information.
10/31/2019	1.3	Updated Thousands-Block Forecast Report Appendix reference from 1 to 4 and Glossary as a result of INC Issue 839.
08/03/2020	1.4	Updated Excel reference from xls o xlsx.

<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 4) 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 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 *Forecast Form* itself.
- To bring up the *Forecast Form* click on **Forecast Form (XLSX)**. Complete the Excel form as instructed below. Save the completed Excel file and send to **Pooling Support** at poolingsupport@somos.com. 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 (Appendix4).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	LoginID	sp@abctelecom.com												
3	OCN	ABCD												
4	Frst Strt 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
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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.

NOTE: Do not reformat the spreadsheet in any way (e.g. removing spaces or lines or moving any existing fields); doing so could cause multiple errors and rejection of your submission.

Field Name	Instructions
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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 4).

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

NOTE: Do not enter any values in the monthly LRN forecast fields except numeric values. Entering of formulas or copying and pasting formulas from another document or system will cause your submission to be rejected. A value must be entered in each **Month** field. If no LRNs are needed in a given **Month**, enter a zero in the field.

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

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

Figure 5 shows an example of a completed Thousands-Block Forecast Report

LoginID	sp@abctelecom.com												
OCN	ABCD												
Frcst Strt Dt	2/2/2008												
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 and specify the month that the new NXX will be placed in service.													
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
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
AMHERST	413	1	1	1	0	0	1	0	0	0	0	0	0
CHICOPEE	413	2	1	2	1	0	2	0	0	0	0	0	0
Directions: Please provide the forecasted number of thousands blocks in each Rate Area that your company expects to take from the pool each month for the 12 months beginning with the Mandated Implementation Date or coincident with the semi-annual NRUF periods of coverage. Only the total quantity of thousands blocks that are forecasted should be entered. Do not include in the forecast the thousands blocks or full NXXs that are already in your inventory. If full NXX(s) is/are forecasted, please reflect this in thousands blocks, e.g., a full NXX = 10 thousands blocks. If further assistance is required, please contact the PA on 866-638-7665.													

Figure 5. Example of a Completed Thousands-Block Forecast Report

Timeframe

The Pooling Administrator will have seven (7) calendar days to process manually submitted forecasts.

If there is an immediate need for numbering resources, it is recommended that you submit the forecast directly in PAS to expedite your request.

Completion

After you submit your manual Thousands-Block Forecast Report, the Pooling Administrator will send an e-mail confirmation within seven (7) calendar days with one of the following results:

- Your forecast submission was submitted successfully into the Pooling Administration System
- or-
- Your forecast submission had the following errors:_____. Upon making the necessary corrections, please resubmit only those forecasts that had errors. If the

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	Refers to all Telephone Numbers (TN) distributed, Assigned or Allocated: (1) To a Service Provider (SP), or (2) to the Pooling Administrator (PA) for the purpose of establishing or maintaining a Thousands-Block Number Pool (See 47 CFR § 52.7 (j)).
(Industry) Inventory Pool	Used in Thousands-Block Number Pooling to describe a reservoir of un-Allocated Thousands-Blocks (NPA-NXX-X) administered by the Pooling Administrator (PA) for purposes of assignment to Service Providers (SP) participating in Thousands-Block Number Pooling.
LERG™ Routing Guide (LERG)	The iconectiv® LERG™ Routing Guide is an output from the BIRRDs database. It is used by Service Providers (SP) and other carriers as a common means to reflect and exchange current and planned Central Office (CO) Code (NPA-NXX) and Thousands-Block (NPA-NXX-X) assignments along with associated routing data. Data is provided for all SPs in the North American Numbering Plan (NANP). It is generated monthly in its entirety, with daily change activity also available. See “Telecom Routing Administration (TRA)” definition.

Location Routing Number (LRN)	A 10-digit (NPA-NXX-XXXX) number Assigned to a Switching Entity/Point of Interconnection (POI) by a CO Code Holder to a Switching Entity/POI for routing Local Number Portability (LNP) Ported Telephone Numbers (TN) in a Local Number Portability (LNP) environment. See “Administrative Numbers” definition.
Mandated Implementation Date	During the Supplemental Implementation Meeting process, the date identified by the appropriate regulatory body by which Thousands-Block Number Pooling is to be implemented. Also called the Implementation and Pool Start/Allocation Date.
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	The is the 3-digit code that occupies the A, B, and C positions in the 10-digit North American Numbering Plan (NANP) format that applies throughout the NANP area, also called Area Code. 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. Geographic NPAs are NPAs which correspond to discrete geographic areas within the NANP area. 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, 900.
NXX NXX-X	Network Numbering Exchange Network Numbering Exchange identifying the thousands block

OCN (Operating Company Number)	A four position alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all Service Providers (SP) in their submission of utilization and forecast data (FCC 00-104 ¶41 and Public Notice DA 00-1549). Relative to Central Office (CO) Code (NPA-NXX) assignments addressed by these guidelines, National Exchange Carrier Association (NECA) assigned Company Codes are used as OCNs. Companies with no prior Central Office (CO) Code (NPA-NXX) or Company Code assignments shall contact NECA (www.neca.org ; 800-228-8597) 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 the iconectiv® Telecom Routing Administration (TRA) (www.trainfo.com ; 866-672-6997). See “Administrative Operating Company Number (AOCN)” definition.
Overlay	An NPA overlay occurs when more than one NPA code serves the same geographic area.
Pooling Administrator (PA)	Refers to the entity responsible for administering a Thousands-Block Number Pool (47 CFR § 52.7 (g)). The PA is responsible for the neutral administration of Thousands-Blocks (NPA-NXX-X) from Central Office (CO) Codes (NPA-NXX) in areas where Thousands-Block Number Pooling has been ordered or implemented. The PA is an impartial non-governmental entity that is not aligned with any particular telecommunications industry segment and is under contract to the Federal Communications Commission (FCC).
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	A uniquely defined point (Vertical & Horizontal Coordinates) located within an Exchange Area from which mileage measurements are determined. These measurements can be used with the tariffs in the message rating processes. See “Exchange Area” definition. A Rate Center is used for Numbering Resource applications and reports to associate Telephone Numbers (TN) with a geographic area, as defined by the relevant regulatory agency.
Service Provider (SP)	A Telecommunications Carrier or other entity that receives Numbering Resources from the North American Numbering Plan Administrator (NANPA), the Pooling Administrator (PA) or, from a Telecommunications Carrier for the purpose of providing or establishing telecommunications service. For the purposes of these guidelines, the term S includes an interconnected VoIP SP. (47 CFR §52.5 (e)).
Service Provider Inventory	The Inventory of all geographic North American Numbering Plan (NANP) Telephone Numbers (TN) Allocated by the North American Numbering Plan Administrator (NANPA)/Pooling Administrator (PA) to a CO Code/ Thousands-Block Holder.
Thousands-Block	A range of one thousand Telephone Numbers (TN) within a Central Office (CO) Code (NPA-NXX) beginning with X000 and ending with X999, where X is a value from 0 to 9.
Thousands-Block Number Pooling	A process by which the 10,000 numbers in a Central Office (CO) Code (NPA-NXX) are separated into ten sequential blocks of 1,000 numbers each (Thousands-Block (NPA-NXX-X)), and all ten thousand Telephone Numbers (TN) within each CO Code continue to be associated with the same Rate Center designation (i.e., V&H coordinates), but can be distributed among multiple Service Providers (SP) at the Thousands-Block level (47 CFR § 52.20 (a)).