NANP Administration System (NAS) Mass Modification User Guide
for Service Providers and Service Provider Consultants

Version 7.0
September 28, 2023

Change History

DATE	REVISION	DESCRIPTION
09/19/2018	1.0	New Guide
01/01/2019	2.0	Changed email address
09/01/2019	3.0	Addition of Section 3-After Mass Modification Approval
02/18/2021	4.0	Update references and data entry elements from Tandem Homing CLLI to Homing Tandem CLLI.
6/14/2021	5.0	Updated the Auto Process field to reflect Y as the appropriate entry (replaced A) in Section 2.4.2.
12/19/2022	6.0	Updated support email to support@nanpa.com
9/28/2023	7.0	Updated expedite field as a result of INC Issue 953.

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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 North American Numbering Plan Administrator (NANPA). An SP/SPC user using this manual submission process is required to have an active NANP Administration System (NAS) Login ID and the OCNs and NPAs associated with the central office codes (NXXs) being modified in their NAS user profile in order to submit a mass modification spreadsheet. Please note that both pooled and non-pooled CO codes are entered on the NAS mass modification spreadsheet.

If you have difficulties or questions regarding completion of the form, please contact the NANPA Help Desk at 866-638-2282 or via email to support@nanpa.com.

1.2. Scope

NAS automates the CO code administration function. NAS manages the NXXs assigned to SPs. The process of modifying data for assigned NXXs is governed by a set of industry-defined forms (e.g., Part 1 - Central Office Code (NXX) Assignment Request, Part 3 – Administrator Response/Confirmation). 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. NANPA CO Code Administration processes the modification requests received 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. Mass modifications may only be submitted for Intra-company OCN, Switch CLLI, and homing tandem CLLI updates. This process only updates the data in NAS. This process requires the use of an excel spreadsheet provided by the NANPA.
PLEASE NOTE: For all mass modification requests it is the Service Providers responsibility to update the BIRRDS (ACD and NXD) records and any NPAC records accordingly.

2.2. Requirements

The minimum number of CO codes for a mass modification request is 50 CO codes. Any spreadsheet submitted with less than 50 CO codes 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.
5. The spreadsheet must conform to the mass modify template provided by the NANPA.
7. Each record in the spreadsheet must have a unique *Record Number* or the CO code will not be updated.
8. Duplicate CO code records will be rejected.

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 Excel Spreadsheet

To access the acceptable mass modification excel spreadsheet, go to the NANPA website at http://www.nanpa.com. Then, click on **NAS User Guides** under the **NANPA Fast Track**, or click directly on https://www.nationalnanpa.com/tools/nasUser_guide.html

The mass modification excel spreadsheet must be populated as instructed in Section 2.4.2 of this guide, and if the file is in an acceptable format it will be processed. Part 3 Administrator Response/Confirmation emails will be sent confirming acceptance of each CO code change. If there are any errors, NANPA Code Administration will send those records that fail back to the applicant.

2.4.2. Completing the Mass Modification Form (XLS)

The user will complete the following fields:
Enter a valid and active NAS user id in the **LoginID** field.

- Leave the **Auto Process** field populated with the **Y**.

- Leave the **Remarks** field blank, and the NANPA will populate. For Intra OCN changes the reason for the change (merger/acquisition, OCN change within company or other) is required. If the reason for the change is not due to merger/acquisition, the remarks must also indicate if there are assigned numbers on the CO codes. See Section 6.3.1 of the CO Code Administration (NXX) Guidelines (COCAG) for more information.

- Headquarters Address Fields: Enter the headquarter address information for the OCN(s) associated with the modifications in rows 2, 3, 4 and 5.

- RecordID (Column A) - 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 (Column B) - Enter the NPA of the CO code being modified (NPA-NXX) in the NPA field.
- NXX (Column C) - Enter the NXX of the CO code being modified (NPA-NXX) in the NXX field.
- Pooling * (Column D) – Enter an X in column D if the code is pooled. If the code is non-pooled leave the column blank.
- LATA (Column E) - Enter the LATA of the NXX.
- OCN (Column F) - If an intracompany OCN change is being made, enter the new OCN.
- TypeofChange (G) - Enter one of the following for Type of Change:

> Switch CLLI
> Homing Tandem CLLI
> Change OCN: Intra-company

If the intent is to change both the Switch CLLI and Homing Tandem CLLI, enter the following:

> Switch CLLI, Homing Tandem CLLI

If the intent is to change both the Switch CLLI and Homing Tandem CLLI, and OCN, enter the following:

> Switch CLLI, Homing Tandem CLLI, Change OCN: Intra-company

Parent Company OCN (Column H) - Enter the Parent Company OCN of the CO code being modified in the Parent Company OCN field. This field must be four characters including zeroes.

SwitchCLLI (Column I) - Enter the switch CLLI of the CO code being modified in the Switch CLLI field. This is the eleven-character Telcordia™ COMMON LANGUAGE CLLI™ Location Identification of the applicant's switch or POI.

WireCenter (Column J) - Enter the Wire Center. It is acceptable to use the Rate Center abbreviation in this column. Rate Center abbreviations can be found at www.nanpa.com, under **NRUF**, **Submission Methods and Resources**, under "Other NRUF Related Documentation".

RateCenter (Column K) - Enter the Rate Center. It is acceptable to use the Rate Center abbreviation in this column. Rate Center abbreviations can be found at www.nanpa.com, under **NRUF**, **Submission Methods and Resources**, under "Other NRUF Related Documentation".

HomingTandemOperatingCompany (Column L) - Enter the name of the company owning the tandem.

HomingTandemCLLI (Column M) - Enter the Homing Tandem CLLI. This is an eleven-character descriptor provided by the owning entity for the purpose of routing calls.

RequestedEffectiveDate (Column N) - Enter the requested effective date of the CO Code being modified in mm/dd/yyyy format in the Requested Effective Date field (e.g. 09/01/2016). From the date of application, the effective date must be populated with a date of no less than 59 calendar days for non-pooled codes and no less than 66 calendar days for pooled codes.

Expedite Indicator (Column O) - Enter an N only.

Expedite Explanation (Column P) - Leave blank.

Comments (Column Q) - this field should be populated if there are any other remarks needed to provide direction.

OCN Change Reason (Column R) - if Column G TypeofChange is a Change OCN: Intra-company, then enter one of the following: Merger/Acquisition; OCN Change within Company; or Other. If OCN Change within Company or Other is entered, please also enter "Code has Assigned Numbers" in Column S.

OCN Change Other Reason Text (Column S) - This field must be populated if the OCN Change Reason (Column R) indicates either OCN Change within Company or Other.

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 excel spreadsheet as an email attachment to support@nanpa.com with the subject line "Mass Modification Request." Per Section 6.3.1 of the COCAG, if the request is for an Intra OCN change the applicant shall indicate on the email transmission to the 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 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 via View Forms). If there are any NXX records rejected, NANPA will notify the applicant of the reason the modification was rejected.

3.0. After Mass Modification approval

REMINDERS:
For all mass modification requests it is the Service Providers responsibility to update the BIRRDS (ACD and NXD) records and any NPAC records accordingly.

After NANPA has approved the mass modification request, NANPA will provide (via email) a specific excel spreadsheet for the service provider's AOCN to populate and email directly to BIRRDSadmin@iconectiv.com