![NANPA - North American Numbering Plan Administrator]

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

Version 1.0

October 28, 2024

CHANGE HISTORY

DATE	REVISION	DESCRIPTION
10/28/2024	1.0	New Guide

Table of Contents

Introduction

Information for the Use of the Documentation

This document provides instructions to assist Service Providers with completing the Thousands-Block Forecast Report (Appendix 3) using an Excel template. Service Providers (SP) and Service Providers Consultant (SPC) users must have an active NAS account and have the OCN and NPA being provided in the forecast in their NAS user profile to submit the Thousands-Block Forecast Report.

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

If you have any difficulties with completing the form or have any questions, please contact NANPA Customer Support at 1-866-623-2282 or support@nanpa.com.

Procedures

To access the *Thousands-Block Forecast Report (Appendix 3) template*, from www.nanpa.com, go to **Resources**, then **NAS User Guides,** click the **XLSX template** link next to **Thousands-Block Forecast**:

- Complete the Excel form as instructed below.
- The file name must follow this naming convention:
  incoming.<OCN>.tb.forecast.<CURRENT MMDDYY>.xlsx
- You can either upload the file directly in NAS (*refer to the CO Code/Thousands-Block Resources NAS User Guide for SP/SPC users for additional instructions*) or send the file to NANPA Customer Support at support@nanpa.com**.**
- If the file is sent to NANPA Customer Support, the file will be verified prior to processing.
  - o 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, it will be noted in the email. (See the **Completion** section.)
  - o 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 do not use the provided template.

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

Illustrations

The following diagram and table will assist in completing the Thousands-Block Forecast Report (Appendix 3).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Service Provider OCN												
2	Frcst Strt Dt												
3	NPA												
4													
5	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
6													
7													
8	Rate Center	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
9													
10													
11													

Figure 1. Thousands-Block Forecast Report for Manual Submission

NOTE: Do not reformat the spreadsheet in any way (e.g. removing spaces or lines or moving any existing fields); doing so will cause your file to be rejected.

Field Name	Instructions
Service Provider OCN	In cell **B1**, enter your 4-character OCN (OCN must exist in your NAS user profile).
Frcst Strt Dt	In cell **B2**, enter the starting date that your forecast submission will cover using the following format: MM/DD/YYYY. For example, if Month 1 will be January 2025 you will enter "01/01/2025" as your forecast start date.
NPA	In cell **B3**, enter the NPA (only list one NPA for forecasts in an overlay area).
LRN NXX(s)/Month for Months 1-12	Enter the number of NXXs in the Month that you intend to apply for an LRN, where no LRNs are needed, enter zero for that given Month.
Rate Center for Months 1-12	Enter the Rate Center Abbreviation and the number of thousands-blocks needed for that given Month. Where no thousands-blocks are needed, enter zero for that given Month.

Timeframe

NANPA 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 NAS to expedite your request.

Completion

After you submit your manual Thousands-Block Forecast Report, NANPA 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 NANP Administration System.

    -or-

- Your forecast submission had the following errors:_____. Upon making the necessary corrections, please resubmit only those forecasts that had errors.

    -or-

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