



Mass CO Code Modification User Guide for Service Providers and Service Provider Consultants

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Change History

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1. Introduction

1.1. Purpose

This document provides instructions to assist Service Providers (SP) and Service Provider Consultants (SPC) with completing mass CO code modification requests to be submitted to NANPA. This document is not intended for those SPs and SPCs who submit individual CO code modification requests directly in the NANP Administration System (NAS). An SP/SPC user using this manual submission process is required to have an active NAS account and the OCNs and NPAs associated with the CO codes being modified in their NAS user profile in order to submit a mass modification.

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

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.

1.2. Scope

The process of modifying data for assigned resources is governed by a set of industry-defined forms (e.g., Part 1, Part 1B and Part 3). 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.

2. Process

2.1. Task Overview

This document is intended to assist SP/SPC users with submitting mass CO code modification requests rather than submitting individual requests directly in NAS. Mass modifications may only be submitted for Intra-company OCN, switching/POI entity and homing tandem CLLI updates. This process only updates the data in NAS. This process requires the use of an excel spreadsheet provided by NANPA.

PLEASE NOTE: For all mass modification requests it is the Service Providers responsibility to update the BIRRDS (ACD and NXD) records.

2.2. Requirements

The minimum number of CO code for a mass modification request is 50 CO codes. Any spreadsheet submitted with less than 50 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.
4. File names must **not** have any spaces or special characters. Appropriate file names contain only alpha characters (a-z, A-Z), numeric characters (0-9), underscore (_) and period (.) with no spaces.
5. The spreadsheet must conform to the mass modify template provided by NANPA.
6. Each CO code record in the spreadsheet must have a unique **Record Number** or the CO code will not be updated in NAS.
7. Duplicate CO code records will be rejected.

Failure to comply with these requirements may delay or prevent the submission of your mass modification request.

2.3. Preparations

Before submitting a mass modification request, the SP/SPC user must verify that they are an active NAS user and that the OCN(s) and NPA(s) for the CO codes being modified are in their user profile.

2.4. Procedure

2.4.1. Locating the Excel Mass Modification Template

To access the *CO Code Mass Modification template*, from www.nanpa.com, go to **Resources**, then **NAS User Guides**, click the **XLSX template** link next to **CO Code Mass Modifications**:

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 **Requirements** section)
- If the file is not in an acceptable format, it will be rejected and returned to the user for correction and resubmission. (See the **Requirements** section) Possible unacceptable formats are outlined in Section 2.2.

2.4.2. Completing the Mass Modification Template (XLS)

The user will complete the following fields:

- Enter a valid and active NAS username in the **Username** field.
- Headquarters Address Fields, this must be completed by the Service Provider Consultant (SPC) users, it does not apply to Service Provider users:
 - Headquarters Address - Enter the headquarter address information for the OCN(s) associated with the modifications in the **Headquarter Addr1** and **Headquarter Addr2** fields. **NOTE:** Service Provider Consultant (SPC) users may only submit modifications for multiple OCNs when the headquarter address is the same for all OCNs being submitted.
 - Headquarters City - Enter the headquarter city for the OCN(s) associated with the modifications in the **Headquarter City** field.
 - Headquarters State - Enter the headquarter state for the OCN(s) associated with the modifications in the **Headquarter State** field.
 - Headquarters Zip - Enter the headquarter zip code for the OCN(s) associated with the modifications in the **Headquarter Zip** field.
- Record Number - 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 **RecordID** field. This field must be numeric and cannot be duplicated.

- NPA - Enter the NPA of the CO Code being modified (NPA-NXX) in the **NPA** field.
- NXX - Enter the NXX of the CO code being modified (NPA-NXX) in the **NXX** field.
- Service Provider OCN - Enter the OCN of the CO code being modified in the **Service Provider OCN** field.
- Parent Company OCN - Enter the Parent Company OCN of the CO code being modified in the **Parent Company OCN** field.
- Switch ID - Enter the switch CLLI of the CO code being modified in the **Switch ID** field. This is an eleven character alpha-numeric field; spaces are allowed and are considered a character.
- HomingTandemOperatingCompany - Enter the name of the company owning the tandem in the **HomingTandemOperatingCompany** field.
- TandemHomingCLLI - Enter the tandem homing CLLI of the CO code being modified in the **TandemHomingCLLI** field. This is an eleven-character alpha-numeric field.
- Requested Effective Date - Enter the requested effective date of the CO code being modified in mm/dd/yyyy format in the **Requested Effective Date** field (e.g. 01/31/2025).
- Type Of Change - Enter one of the following values (**exactly as it is shown here**) in the **Type of Change** field:
 - SWITCH
 - INTRA OCN
 - TANDEM
 - You may request **multiple changes** for a CO code, by separating the type of change with a comma (e.g. SWITCH,INTRA OCN).
- Part 1 Comments - Enter any comments that are to be added to the Part 1 in the **Part 1 Comments** field. This field can be no more than 1024 alpha-numeric and special characters.

2.4.3. Submitting the Mass Modification File (XLS)

- Step 1. Verify that the file meets the requirements outlined in Section 2.2 and that the data in the file meets the requirements in Section 2.4.2.
- Step 2. Send the Mass Modification File via email to support@nanpa.com with the subject line "Mass Modification Request." Per the TBCOCAG, if the request is for an Intra OCN change, the applicant shall indicate on the email transmission to NANPA the reason for the change (merger/acquisition, OCN change within company or other).
- Step 3. Once the request has been processed, NAS will generate Part 3 emails (the Part 3 forms will also be available in NAS). The NANPA will provide an email with the results, which will include the tracking numbers for each CO code processed successfully. For any CO code rejected, the email will include the reason the modification was rejected.

Reminder:

For all mass modification requests, it is the Service Providers responsibility to update the BIRRDS (ACD and NXD) records. For updating BIRRDS you will need to follow the new BIRRDS Utility Request Procedures. The document is posted at the iconectiv TRA GUI under the Procedures page. The AOCN will need to email the spreadsheet that is returned by NANPA, named NAS-ACD-NXD-Only-Utility, to the BIRRDS Administrator (BIRRDSadmin@iconectiv.com) for ACD and NXD updates.