



p-ANI Annual Report User Guide

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Prepared For: Service Providers
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Revision History

Date	Version	Description
October 28, 2024	1.0	Initial User Guide

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I. Introduction

According to the *Industry Numbering Committee (INC) p-ANI Administration Guidelines*, carriers are required to submit a p-ANI Annual Report (Appendix 2) on an annual basis on or before April 1 for the period ending on December 31 of the previous year.

II. Purpose

This document provides instructions to assist Service Providers (SP) and Service Provider Consultants (SPC) users with completing the p-ANI Annual Report and uploading this report directly in the NANP Administration System (NAS).

Failure to comply with the instructions in this user guide may delay the submission of the p-ANI Annual Report.

III. Required Information

A SP/SPC user is required to have an active NAS account and the reporting NPA(s), NENA ID and Service Provider OCN in their user profile prior to submitting the p-ANI Annual Report.

p-ANI Annual Report (Appendix 2) template

The XLSX file name must be in the following format: **NENAIID.MMDDYYYY.PANIANNRPT.xlsx**

IV. Process

A SP/SPC user may only upload one p-ANI Annual Report (XLSX file) per NENA ID and Service Provider OCN.

To obtain a list of p-ANI ranges that are required to be reported on, log in to NAS, go to p-ANI, Reports, and then Missing p-ANI Annual Report. Query the report for the OCN and NENA ID in which you are filing the p-ANI Annual Report, then download the report.

Using the Missing p-ANI Annual Report, to combine the NPA and NXX, so it reads as NPA-NXX, insert a new column after column E, then enter the following formula: **=LEFT(D1,3)&"-"&RIGHT(E1,3)** in column E row 1, then copy and paste this formula through the last range. Next, you can copy the p-ANI range information from the Missing p-ANI Annual Report and paste into the p-ANI Annual Report and complete the fields per Table 1 below.

Excel formula (*no spaces used*): **=LEFT(D1,3)&"-"&RIGHT(E1,3)**

Table 1 - Field Name and Instructions

Field Name	Instructions
NENA ID	In cell B3 , enter your NENA Company ID. <i>(Note: the NENA Company ID you enter must exist in your user profile.)</i>
Service Provider OCN	In cell B4 , enter your OCN. <i>(Note: the OCN you enter must exist in your user profile.)</i>
Date Submitted	In cell B10 , enter the date using MM/DD/YYYY format.
NPA-NXX	Starting from cell A14 , enter the NPA-NXX of the p-ANI you are reporting on.
Low	Starting from cell B14 , enter the p-ANI starting number of "XXXX", if you are reporting on just one p-ANI enter it in both the Low and High fields.
High	Starting from cell C14 , enter the p-ANI ending number of "XXXX".
In Use (Y/N)	Starting from cell D14 , if the p-ANI range is "in use", enter "Y". If the p-ANI range is not in use, enter "N" and provide an explanation on why it's not in use in the Comments field.
Comments	Starting from cell E14 , if the p-ANI range is not in use provide an explanation on why it's not in use.

p-ANI Annual Report (Appendix 2)

	A	B	C	D	E
1		p-ANI Annual Report - Appendix 2			ATIS - 0300089.ap2
2					
3	NENA ID 1				
4	Service Provider OCN				
5					
6	Contact Name				
7	Phone				
8	E-mail				
9					
10	Date Submitted				
11					
12		p-ANI Range XXXX			
13	NPA-NXX	Low	High	In Use (Y/N)	Comments
14					
15					
16					

V. Upload p-ANI Annual Report File in NAS

To upload the XLSX file, go to p-ANI, p-ANI Management, then Upload p-ANI Files, once the file is processed, an email will be sent on the status on the file.

The XLSX file name must be in the following format: **NENAIID.MMDDYYYY.PANIANNRPT.xlsx**

VI. Assistance

If you have any questions or issues, please contact NANPA Customer Support at 1-866-623-2282 or support@nanpa.com.