**EASE VFO**

#### Convert with Local Number Portability

**EASE - Port Job Aid**

**Version 1.5**

**01-06-2012**

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#### VFO Entry – Convert with LNP

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| Introduction | This document provides the necessary information for the required fields and the steps to enter a Convert to LNP request into EASE VFO.**Important Note**: Orders will vary depending on the service and features requested. This job aid is only a guideline. Refer to LSOG guidelines for a complete description of fields.  |

Convert with LNP - Process

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| Overview | The table below outlines the steps for creating a convert with LNP order request in EASE VFO.  |

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| LSR Form Order Entry | Take the following steps to populate the **LSR** form on the order.**Remember:** More or less fields may be required depending on what type of order you are entering. |

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| Step | Action |
| 1 | With the **Order List** in view, roll your cursor over the **Order** tab and select **New** from the drop-down menu,**Result:** The **Order Initiation** window appears. |
| 2 | Select your **Managed ESP** company code used for submitting orders, from the **Managed ESP** drop-down menu. |
| 3 | Type a PON in the **Order Number** field or use the pre-populated number.**Note:** The PON can be up to sixteen alpha, numeric, or alpha-numeric characters. |
| 4 | Select the applicable **OCN** from the **OCN** drop-down menu.**Note:** This may or may not be the same OCN as the Managed ESP.  |
| 5 | Select the **CB** from the **Service** drop-down menu. |
| 6 | Select **V** from the **Activity** drop-down menu. |
| 7 | Use the following table to determine the next step.

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| **If**  | **Then** |
| Using a template for the order | Click the **Template** drop-down menu and select the applicable template name. |
| No template is being used | Go to step 8. |

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| Step | Action |
| 8 | In the **LSR ADMIN** section fill-in the following:

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| **Field** | **Description** | **Data** |
| LOCQTY | # of service locations | 1-3 characters indicating amount of locations (normally 1 or 001)  |
| ATN | Account number assigned by NSP | End-user’s telephone number |
| RTR | Confirmation type | E (only option supported by BRIGHTSPEED) |
| \* MI – Populate only when number belongs to a resale type CLEC | Migration Indicator | C (when porting from a resale type CLEC) |
| CCNA | Customer Code | 3 dgt ACNA  |
| CC | Company Code (OCN) | 4 digit OCN is pre-populated |
| **Note:** The **ACT** field will auto-populate. The **DTSENT** field populates when order is accepted by BRIGHTSPEED |

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| 9 | In the **Authorization** section fill-in or select the following:

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| --- | --- | --- |
| **Field** | **Description** | **Data** |
| TOS | Type of Service | Populate a **1---** if Business or a **2---** if Residential. |
| DDD | Desired Due Date | Desired due date.  |
| NPDI | Number port direction | Select the applicable port direction.A= Wireless to wirelessB= Wireless to wirelineC= Wireline to wirelessD=Wireline to wireline |

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| Step | Action |
| 10 | Scroll to the **CONTACT** section and fill-in the fields as noted in the table below.

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| **Field** | **Description** | **Data** |
| INIT | Who initiated the order | Creator’s name |
| INIT TEL NO | Contact telephone number | Creator’s telephone number.  |

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| 11 | Scroll down to the **IMPCON** field found after the **INIT\_ADDR** section (no information is required in the **INIT\_ADDR** section). Fill-in the information as shown in the table below.

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Data** |
| IMPCON | Installation contact | Creator or contact for the order.  |
| IMPCONTEL NO | Installation contact telephone number | Creator or contact for the order. |

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| 12 | Click the **EU** form ICON. |
| 13 | In the **LOC\_ACCESS section** fill-in the following:

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Data** |
| LOCNUM | Location number (normally 1). **Note:** If additional location numbers are needed for OPS (OPX MEU must be marked), click the **Add** link on the right of this section.  | 3 Character field - can be typed as 1 or 001 for example.  |
| NAME | End-user name | Type in end-user’s first and last name or the business name.  |
| AAI  | Additional address information | Unit, suites, bldg information  |

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Convert with LNP - Process, continued

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| Steps, (continued) |

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| Step | Action |
| 14 | In the **LOC\_ACCESS\_INFO** fill-in the following fields as indicated in the able below.

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| --- | --- | --- |
| **Field** | **Description** | **Data** |
| LCON | Local contact | Type contact name for access.  |
| Tel\_NO | Local contact’s number | Type access contact’s telephone number. |
| EUMI | End-user moving indicator | Select the correct choice:**N**=End-user is not moving**Y**=End-user is moving |
| ELT | End-user listing | Select the correct choice:**A= Retain listing as is** (no changes to listing information or DA records - no DL form) (must have supporting DL contract)**B= Do not retain listings** (listing will be removed - no DL form)**C=Change end-user listing** (DL form is required) **Note:** If this field is left blank, the default is B – remove listing.  |

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| Steps, (continued) |

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| Step | Action |
| 15 | Scroll to the **SVC ADDR GRP** section and fill-in the following fields as applicable for the end-user’s address.

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Data** |
| AFT | Drop-down to select format of address | Not required unless needed.  |
| SAPR | Address number prefix | Not required unless needed. |
| **SANO** | Street address number | Indentifies the house number.  |
| SASF | Service address suffix | Indentifies the suffix for the street address. **Example:** ½  |
| SASD | Street direction | **Examples:** N, S, E, W, NE, NW, SE, SW |
| **SASN** | Street name | **Examples**: Street Name, Highway etc. |
| SATH | Street type | Thoroughfare portion of street address. **Examples:** DR, LN, ST |
| SASS | Street Directional Suffix | Identifies the directional suffix**Examples:** N, S, E, W, NE, NW, SE, SW |
| **CITY** | City name | Type in complete city name. |
| **STATE** | State abbreviation | 2 character abbreviation |
| **Zip** | 5 character zip code | 5 character zip code.  |

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Convert with LNP - Process, continued

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| Steps (continued) |

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| Step | Action |
| 16 | Use the table below to determine the next step.

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| If | Then |
| Any telephone numbers on the BRIGHTSPEED account are disconnecting  | In the EU\_DISCONNECT \_INFO section populate the following:**DNUM –** Disconnect reference number**.** **DISC\_NBR-** The telephone number being disconnected**DISC\_CKT-** The circuit being disconnected.**Note1:** If more than one telephone number is being disconnected, use the ADD or COPY link in this section to add new disconnect sections.**Note2:** If operator intercept is needed for the disconnected numbers use the **TRANFERS\_OF\_CALLS\_GRP** section per LSOG guidelines or EASE Help Text for the specific fields. |
| No telephone numbers with BRIGHTSPEED are disconnecting | Go to step 17. |

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| 17 | Click the **NP (**number port) formICON. |

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| Steps, (continued) |

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| Step | Action |
| 18 | In the **NP\_ADMIN** section fill-in the following:

|  |  |  |
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| **Field** | **Description** | **Data** |
| NPQTY | Quantity of lines being ported | 3 Character field - can be typed as 1 or 001 for example. |

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| 19 | In the **NP\_SVC\_DET** section fill-in the following:

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Data** |
| TDT | Ten digit trigger | Optional field select **Y** if desired or leave blank  |
| PORTED\_NBR | Ported Telephone  | Type in the telephone number that is porting.  |
| NPT | Number port type | Select the applicable port type:A=DIDB=RCFC=Route IndexD= Local number routing |

**Note:** If multiple lines are porting, click the **Add:** or **Copy** link in this section. **Add** adds additional blank sections and **Copy** copies the information populated in this section to the new section. The amount of sections needed can be populated in the **Section** field |

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Convert with LNP - Process, continued

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| Steps (continued) |

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| Step | Action |
| 20 | In the **SVC\_DET\_GRP** section fill-in the following:

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Data** |
| LOCNUM | Service location number | 3 Character field - can be typed as 1 or 001 for example. |
| LNUM | Indentifies the line  | 3 Character field - can be typed as 1 or 001 for example.**Exampl**e for 1st line 1 or 001, for 2nd line, 2 or 002.  |
| LNA | Line Activity | Select **V** |

Note: For multiple ports, each SVC\_DET\_GRP will need to be filled-in with the appropriate LNUM which references each ported number. |
| 21 | Use the table below to determine the next step.

|  |  |
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| **If** | **Then** |
| ELT is C (Change listing) | Click the DL form. Refer to page 12 for assistance in completing this form. |
| ELT is A (retain listing as is) or B (do not retain listing) | Go to step 22.  |

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| 22 | Click the green checkmark ICON on the top right of the order.**Result:** The order goes through a system edit check. |

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| --- | --- |
| Step | Action |
| 23 | Determine the next step by utilizing the table below.

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| **If** | **Then** |
| An Error box displays. | * Correct the errors indentified.

**Note:** The **STATUS** field on the order will state Errored as shown below. * Go to step 24 when the order reaches the Validated status.
 |
| No Error box displays | The status will state validated and you are ready to submit the order. Go to step 24. |

 |
| 25 | Click the running man ICON to submit the order. **Result**: The Status field on the order will change to Sent, then to Submitted |
| 26 | Congratulations! You have now completed the steps to complete a basic Local Number Portability Convert order. |

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 Directory – DL Form

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| **Step** | **Action** |
|  **Use the steps below if populated a C in the ELT field to change the directory listing.**  |
| 1 | In the **LISTING\_CNTRL** section of the **DL** form fill-in or select the following data for each field:

|  |  |
| --- | --- |
| **Field** | **Data** |
| LACT (Listing Activitiy) | N (New)  |
| RTY (Record Type) | LML (Local Main Listing)1st Character: F=Foreign L=Local S=Secondary Listing2nd Character: AL=Additional Listing AM=Additional Main AU=Alternate user listing CM=Client main CR=Cross-reference listing ML=Main listing |
| LTY (Listing Type) | Valid Values: 1=Listed, 2=Non-listed, 3=Non-published, 4=Non-published emergency, 5=Non-published special, 6=Omit DA, 7=No appearance, 8=Temporary listing.  |
| STYC | SL (Straight Line) |
| TOA (Type of Account) | R (Residential) or B (Business)  |
| DOI (Degree of Indent) | 0 (Zero) for straight-line listings. |
| LOCNUM (Location Number) | 3 Character field - can be typed as 1 or 001 for example. |
| DL Number (DLNUM) | 3 Character field - can be typed as 1 or 001 for example. |

 |
| 2 | In the **LISTING\_IND** section of the **DL** form fill-in or select the following data for each field:

|  |  |
| --- | --- |
| **Field** | **Data** |
| DirName | Required only for a Foreign Listing.  |

**Also –**

|  |  |
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| **If** | **Then** |
| The listing is a dual listing (two first and/or last names will be listed together). | Select Y in the **DLNM** (Dual Listing) field, and go to step 3.  |
| The listing is not a dual listing  | Go to step 3.  |

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Directory – DL Form, continued

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| **Step** | **Action** |
| 3 | In the **LISTING INSTRUCTION** section fill-in the following data if needed.

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| --- | --- |
| **Field** | **Data** |
| LTN (Listed TN) | End-users TN to be listed. **Note:** If the telephone number is a non-standard number such as an 800 number, the TN is entered in the **NSTN** field.  |
| PLA (Place Listing As) | Indicates how a listing with a numerical value will be alphabetized. Type complete listing in word form **Example** – The listing of - **1040 Tax -** could be alphabetized in the directory as **One Zero Forty Tax**, **Ten Forty Tax**, depending on the wording used in the PLA field. . |

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| 4 | In the **LIST\_NAME\_GRP** section fill-in the following data if needed.

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| --- | --- |
| **Field** | **Data** |
| LNLN (Listed Last Name) | End-user’s **last** name or if a business – the business name**Note**: If the business name begins with ‘The’, you may wish for ‘The’ to fall at the end rather than the beginning of the listing.  |
| LNFN (Listed First Name) | The end-user’s first name(s) or the remaining words of the business name.  |

 |
|  5 | In the **LIST\_ADDR\_GRP** section fill-in the following data if needed.

|  |  |
| --- | --- |
| **Field** | **Data** |
| LANO | HSN |
| LASF | FRACTION |
| LASD | DIRECTION |
| LASN | STREET NAME |
| LATH | TYPE |
| LASS | SUFFIX |
| LALO | N/A |
| LALOC | CITY |
| LAST | STATE |
| LAZC | ZIP CODE |
| ADI | O = Omit address in DA and directory |

**Note**: If units, suites etc are to be listed with the address, you must set the listing up as a caption listing. A monthly additional text charge applies.  |

Directory – DL Form, continued

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| **Step** | **Action** |

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| 6 | In the **ADVERTISING** section fill-in the following data if needed (Business Only).

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| **Field** | **Data** |
| YPHV | Classified heading identifier number. |

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| 7 | Click the green checkmark ICON on the top right of the order.Result: The order goes through an error check. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 8 | * Determine the next step by utilizing the table below.

|  |  |
| --- | --- |
| **If** | **Then** |
| An Error box displays. | Correct the errors indentified.**Note:** The **STATUS** field on the order will state Errored as shown below.  |
| No Error box displays | The status will state validated and you are ready to submit the order. |

 |

|  |  |
| --- | --- |
| 9 | Click the running man ICON to submit the order. **Result**: The Status field on the order will change to Sent, then to Submitted  |