**EASE VFO**

#### Convert to Loop with Local Number Portability (LNP)

**(Request type BB – Activity V)**

#### Job Aid

**Table of Contents**

[Convert to Loop with Local Number Portability (LNP) 1](#_Toc345494552)

[VFO Entry – Convert to loop with LNP 2](#_Toc345494553)

[Introduction 2](#_Toc345494554)

[VFO Entry – Convert to loop with LNP 3](#_Toc345494555)

[Overview 3](#_Toc345494556)

[LSR Form Order Entry 3](#_Toc345494557)

[VFO Entry – Convert to loop with LNP, Continued 4](#_Toc345494558)

[VFO Entry – Convert to loop with LNP, Continued 6](#_Toc345494559)

[Directory – DL Form 13](#_Toc345494560)

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#### VFO Entry – Convert to loop 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 with a loop, request into EASE VFO.**Important Note**: Orders may vary depending on the number of lines porting and the type of loop requested. This job aid is only a guideline. Refer to LSOG guidelines for a complete description of fields.  |

#### VFO Entry – Convert to loop with LNP

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| Overview | The table below outlines the steps for creating a convert to a loop 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 **BB** 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.

|  |  |
| --- | --- |
| **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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#### VFO Entry – Convert to loop with LNP, Continued

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| LSR Form Order Entry (continued) |

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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  | End-user’s telephone number |
| RTR | Confirmation type | E  |
| \* MI – Populate when number porting belongs to another CLEC or if migrating to a loop/w port | Migration Indicator | * C (when porting from another CLEC)
* D (when porting from the Brightspeed switch to your switch)
 |
| CCNA | Customer Code | 3 character ACNA  |
| CC | Company Code (OCN) | 4 character 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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VFO Entry – Convert to loop with LNP, Continued, Continued

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| --- |
| LSR Form Order Entry (continued) |
| Step | Action |
| 9 | In the **Authorization** section fill-in or select the following:

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Data** |
| TOS | Type of Service | * First Character - Populate a **1** if Business or a **2** if Residential.
* Second Character – B for DSO 2 wire or D for T1, EELS.
* Third and Fourth Characters are – (dashes)
 |
| DDD | Desired Due Date | Desired due date.  |
| DFDT (optional) | Desired Frame Due Time | Identifies time for cut-over. Enter as: Two digit hour (01-12)/Two digit minute (00-59)/ AM or PM. ***EX. 0900AM******Note:*** *A call to the Coordination desk is required 48 hrs prior to the due date when a DFDT is populated****.*** |
| CHC (required on Req Typ BB) | Coordinated hot cut | Select Y.  |
| ACTL | Access Customer Terminal location | CLLI Code of the customer facility terminal location or designated collocation area. |
| NC | Network Channel Code | 4 Character field used to identify the channel type (Channel codes can be found in Telcordia Technologies document BR 795-403-100.) |
| NCI | Network Channel Interface | Identifies the electrical conditions on the circuit at theACTL/primary location. |
| SECNCI | Secondary Network Channel Interface | Identifies the electrical conditions on the circuit at theSecondary Access Customer Terminal Location (SACTL) or enduser location. |
| NPDI | Number port direction | C=Wireline to WirelessD=Wireline to Wireline |

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#### VFO Entry – Convert to loop with LNP, Continued

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| LSR Form Order Entry (continued) |

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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.  |

 |
| 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. |

 |
| 12 | Scroll down to the **REMARKS\_INFO** section and add remarks pertaining to the order if desired. |
| 13 | Click the **EU** form ICON. |
| 14 | In the **LOC\_ACCESS section** fill-in the following:

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Data** |
| LOCNUM | Location number (normally 1).  | 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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VFO Entry – Convert to loop with LNP, Continued

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| Steps, (continued) |
| Step | Action |
| 15 | In the **LOC\_ACCESS\_INFO** fill-in the following fields as indicated in the table below.

|  |  |  |
| --- | --- | --- |
| **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) .  |

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VFO Entry – Convert to loop with LNP, Continued

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| Steps, (continued) |

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| --- | --- |
| Step | Action |
| 16 | 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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VFO Entry – Convert to loop with LNP, Continued

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| Steps (continued) |

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| --- | --- |
| Step | Action |
| 17 | Use the table below to determine the next step.

|  |  |
| --- | --- |
| 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 18. |

 |
| 18 | Click the **LSNP (**loop,number port) formICON. |

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VFO Entry – Convert to loop with LNP, Continued

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| Steps, (continued) |

|  |  |
| --- | --- |
| Step | Action |
| 19 | In the **LSNP\_ADMIN** section fill-in the following:

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Data** |
| LQTY | Quantity of loops being installed | 3 Character field - can be typed as 1 or 001 for example. |
| NPQTY | Quantity of telephone numbers porting | 3 Character field - can be typed as 1 or 001 for example |

 |
| 20 | In the **LSNP\_SVC\_DET** section fill-in the following:

|  |  |  |
| --- | --- | --- |
| **Field** | **Description** | **Data** |
| 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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VFO Entry – Convert to loop with LNP, Continued

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| Steps (continued) |
| Step | Action |
| 21 | In the **SVC\_INFO** section populate the **CCEA** field with the block and pin information for the loop. |
| 22 | 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** |
| CKR | Customer Circuit reference | TN for the loop |
| ECCKT | Circuit number | Type N (for new circuit number assignment. *Assigned circuit number will be provided on confirmation*. |

Note: For multiple ports, each SVC\_DET\_GRP will need to be filled-in with the appropriate LNUM which references each ported number. |
| 23 | Use the table below to determine the next step.

|  |  |
| --- | --- |
| **If** | **Then** |
| ELT is C (Change listing) | Click the DL form. Refer to page 13 for assistance in completing this form. |
| ELT is A (retain listing as is) or B (do not retain listing) | Go to step 24.  |

 |
| 24 | 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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VFO Entry – Convert to loop with LNP, Continued

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| LSR Form Order Entry (continued) |

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| --- | --- |
| Step | Action |
| 25 | Determine the next step by utilizing the table below.

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

**Note:** The **STATUS** field on the order will state Errored as shown below. * Go to step 26 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 26. |

 |
| 26 | Click the running man  ICON to submit the order. **Result**: The Status field on the order will change to Sent, then to Submitted |
| 27 | Congratulations! You have now completed the steps to complete a basic Local Number Portability with a Loop, convert order. |

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####  Directory – DL Form

|  |  |
| --- | --- |
| **Step** | **Action** |
|  **Use the steps below if populated a C in the ELT field to change the directory listing. Reminder – all data entered on the DL form that will appear in the directory is CASE SENSITIVE. Type the fields is the appropriate upper and lower case.** |
| 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. Note: Listing type selected must correspond with your directory contract.  |
| STYC | SL (Straight Line) or CI if a caption listing |
| TOA (Type of Account) | R (Residential) or B (Business)  |
| DOI (Degree of Indent) | 0 (Zero) for straight-line listings. Select the applicable indentation number if a caption listing.  |
| 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 –**

|  |  |
| --- | --- |
| **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.  |

 |

Directory – DL Form, continued

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

|  |  |
| --- | --- |
| **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. . |

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

|  |  |
| --- | --- |
| **Field** | **Data** |
| LNLN (Listed Last Name) | End-user’s **last** name or if a business – the business name**Note1** : If the business name begins with ‘The’, you may wish for ‘The’ to fall at the end rather than the beginning of the listing. **Note 2:** If listing is a caption the LNLN is the caption header.  |
| 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

|  |  |
| --- | --- |
| **Step** | **Action** |
| 6 | Determine the next step by using the table below.

|  |  |
| --- | --- |
| **If the listing is** | **Then** |
| Straight line | Go to the next step |
| Caption | Populate the following in the LIST\_TEXT\_Group:* LTXTY = Select the applicable listing type for line being listed (line appearing beneath the caption header)
* LPHRASE = TDD or TTY type info only and if applicable
* LTXNUM = Line of text reference number (begin with 1 and increases for each separate line of text)
* Ltext – line of text (listing information that falls under the caption header)
* Continue to the next step.

**Reminder** – ALL entry of data appearing in the directory is CASE sensitive.  |

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

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

 |
| 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 identified.**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. |