

EXCEL p-ANI Forecast Submission User Guide for Service Providers and Service Provider Consultants

Version 3.0

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CHANGE HISTORY

DATE	REVISION	DESCRIPTION
03/19/2012	1.0	New Guide
05/31/2017	2.0	Update to p-ANI Support Email.
01/1/2019	3.0	Update RNA contact information and remove Neustar branding due to transition.

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Introduction

According to the *Industry Numbering Committee (INC) p-ANI Administration Guidelines*, carriers are required to submit a Forecast Report (Appendix 1) to the RNA prior to making their first request for p-ANIs in an NPA; and on a semi-annual (on or before April 1st and on or before October 1st) basis thereafter for all NPAs in which they currently operate and any additional NPAs where they have a forecasted need for p-ANIs. Carriers must also submit a revised forecast if their forecasted demand changes.

Purpose

This document provides instructions to assist Service Providers (SP) and Service Provider Consultants (SPC) with completing the p-ANI Forecast Report (Appendix 1) for manual submission to the Routing Number Administrator (RNA). This document is not intended for those SPs and SPCs who submit their forecasts directly in the Routing Number Administration System (RNAS).

A SP/SPC using this manual process is required to have an active RNAS account and have the NPA, NENA Company ID and OCN being provided in the forecast in their RNAS user profile in order to submit the p-ANI Forecast Report.

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

If you have any difficulties with completing the form or have any questions, please contact p-ANI Support at 1-888-415-5234 or panisupport@somos.com.

Required Information

p-ANI Forecast Report (Appendix 1) template

To access the *p-ANI Forecast Report (Appendix 1) template*, from <http://www.nationalpani.com>, go to **Documents**, click the **Excel** link next to **p-ANI Forecast**.

Procedure

SPs and SPCs may only submit one p-ANI Forecast Report (Excel file) per NENA Company ID and OCN.

Send the p-ANI Forecast Report (Excel file) to p-ANI Support at panisupport@somos.com.

Important Note: This forecast will replace whatever previously existed in the RNAS for the NENA Company ID, OCN, and NPA(s) entered on the spreadsheet.

The following table and figures will assist in completing the p-ANI Forecast Report (Appendix1).

Table 1-1 Field Name & Instructions

Field Name	Instructions
Username	In cell B4 , enter your RNAS username.
NENA ID	In cell B5 , enter your 3-5 character NENA Company ID. <i>(Note: the NENA Company ID you enter must exist in your RNAS user profile.)</i>
OCN	In cell B6 , enter your 4 character OCN. <i>(Note: the OCN you enter must exist in your RNAS user profile.)</i>
NPA	Starting from cell A9 , enter the NPA in which the forecast is being made.
Months 1-6	Starting from cell B9 , enter the number of p-ANIs you will be requesting from the RNA for Months 1-6.
Months 7-12	Starting from cell C9 , enter the number of p-ANIs you will be requesting from the RNA for Months 7-12.
Months 13-18	Starting from cell D9 , enter the number of p-ANIs you will be requesting from the RNA for Months 13-18.

If you are completing a forecast for the **April 1st reporting deadline (March 31st)**, refer to *Figure 1* below. **Note:** The “current reporting cycle” in *Figure 1* shows *October through March*.

If you submit your file **on or after April 1st**, then refer to *Figure 2 on page 7*, since the reporting periods will have changed, and you will need to complete the forecast for the periods noted in each column of the example. **Note:** The “current reporting cycle” in *Figure 2* shows *April through September*.

	A	B	C	D	E
1					
2			p-ANI Forecast Report		
3					
4	Username				
5	NENA ID				
6	OCN				
7					
8	NPA(s)	Months 1 - 6	Months 7 - 12	Months 13 - 18	
9		↓	↓	↓	
10					
11		Months 1-6 will be for the current reporting cycle of October - March.	Months 7-12 will be for the upcoming reporting cycle of April - September.	Months 7-12 will be for the upcoming reporting cycle of October - March (of following year).	
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

Figure 1 – p-ANI Forecast Report (April 1st Deadline)

If you are completing your forecast for the **October 1st reporting deadline** (September 30th), refer to *Figure 2* below. **Note:** The “current reporting cycle” in *Figure 2* shows *April through September*.

If you submit your file **on or after October 1st**, then refer to *Figure 1* above on page 6, since the reporting periods will have changed, and you will need to complete the forecast for the periods noted in each column of the example. **Note:** The “current reporting cycle” in *Figure 1* shows *October through March*.

	A	B	C	D	E
1					
2		p-ANI Forecast Report			
3					
4	Username				
5	NENA ID				
6	OCN				
7					
8	NPA(s)	Months 1 - 6	Months 7 - 12	Months 13 - 18	
9		↓	↓	↓	
10					
11		Months 1 - 6 will be for the current reporting cycle of April - September	Months 7 - 12 will be for the upcoming reporting cycle of October - March	Months 7 - 12 will be for the upcoming reporting cycle of April - September (of the following year)	
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

Figure 2 – p-ANI Forecast Report (October 1st Deadline)

Routing Number Administrator (RNA)

Timeframe

The RNA will have five (5) business days to process manually submitted forecasts.

If there is an immediate need for p-ANI resources, it is recommended that you submit the forecast directly in RNAS to expedite your request.

Processing of File

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.
 - If the number of errors is **more** than 20, the individual forecasts that were rejected can be resubmitted via spreadsheet.
 - If the number of errors is **20 or less**, the individual forecasts must be resubmitted via the RNAS GUI.
- If the file is not in an acceptable format it will be rejected and returned to the user for correction and resubmission. Possible unacceptable formats include, but are not limited to:
 - Spreadsheets with formulas
 - Spreadsheets not compatible with Office 2007.
 - Spreadsheets that were not submitted on the provided spreadsheet template.

Notification

After you submit your manual p-ANI Forecast Report, the RNA will send an e-mail confirmation within five (5) business days of receipt with one of the following results:

- Your forecast submission was submitted successfully into the Routing Number Administration System
- or-
- Your forecast submission had the following errors:_____. Upon making the necessary corrections, please resubmit only those forecasts that had errors. If the number of errors listed is **less** than 20, the corrected forecasts must be submitted via RNAS. If the number of errors listed is **more** than 20, the corrected forecasts may be resubmitted via the Excel spreadsheet.
- or-
- Your forecast submission is not in an acceptable format. Please correct the following errors:_____. Please resubmit upon making the necessary corrections.