

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

Version 3.0

January 01, 2019

CHANGE HISTORY

DATE	REVISION	DESCRIPTION
12/14/2012	1.0	New Guide
05/31/2017	2.0	Update to p-ANI Support Email.
01/01/2019	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 an Annual Report (Appendix 2) to the RNA on an annual basis (on or before April 1st) for the period ending on December 31st of the previous year.

Purpose

This document provides instructions to assist Service Providers (SP) and Service Provider Consultants (SPC) with completing the p-ANI Annual Report (Appendix 2) for manual submission to the Routing Number Administrator (RNA). This document is not intended for those SPs and SPCs who submit their annual reports 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 annual report in their RNAS user profile in order to submit the p-ANI Annual Report.

Failure to comply with the instructions in this user guide may delay the submission of the annual report.

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 Annual Report (Appendix 2) template

To access the *p-ANI Annual Report (Appendix 2) template*, from <http://www.nationalpani.com>, go to **Documents**; click the **Excel** link next to **p-ANI Annual Report**.

Procedure

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

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

To obtain a list of your Assigned p-ANI ranges that you are required to report on via the p-ANI Annual Report, log in to the RNA System, and go to Reports, then Missing Annual Reports. Query the report for the OCN and NENA ID in which you are filing the Annual Report for, and download the report in Excel. To show the NPA and NXX information 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. Once that is completed, then you can copy and paste the p-ANI range information from the Missing Annual Report into the Annual Report template, and complete as required (*per the instructions in Table 1-1 on page 6*).

Below is the formula (*no spaces used*):

=LEFT(D1,3)&"- "&RIGHT(E1,3)

The following table and figures will assist in completing the p-ANI Annual Report (Appendix2).

Figure 1 - p-ANI Annual Report

	A	B	C	D	E	F	G	H
1			p-ANI Annual Report			ATIS - 0300089.ap2		
2	Username	<input type="text"/>						
3	NENA ID	<input type="text"/>						
4	OCN	<input type="text"/>						
5								
6	Date Submitted							
7								
8		p-ANI Range XXXX						
9	NPA-NXX	Low	High	In Use (Y/N)	Remarks			
10								
11								
12								
13								

Table 1-1 Field Name & Instructions

Field Name	Instructions
Username	In cell B2 , enter your RNAS username.
NENA ID	In cell B3 , 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 B4 , enter your 4 character OCN. <i>(Note: the OCN you enter must exist in your RNAS user profile.)</i>
Date Submitted	In cell B6 , enter the date using MM/DD/YYYY format.
NPA-NXX	Starting from cell A10 , enter the NPA-NXX of the p-ANI you are reporting on.
Low	Starting from cell B10 , 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 C10 , enter the p-ANI ending number of "XXXX".
In Use (Y/N)	Starting from cell D10 , 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 is not in use in the remarks field.
Remarks	Starting from cell E10 , if the p-ANI range is not in use provide an explanation on why it is not in use.

Routing Number Administrator (RNA)

Timeframe

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

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 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 Annual Report, the RNA will send an e-mail confirmation within five (5) business days of receipt with one of the following results:

- Please note that this email serves as confirmation that your p-ANI Annual Report was processed and no errors were found in the initial analysis of this submission.

-Or-

- Your p-ANI Annual Report has been received and processed by the p-ANI Administrator; however there were errors found during the processing of your file, the rows where an error was found were not accepted in the system. Please correct your file and resubmit it to panisupport@somos.com. Failure to correct the errors identified may result in p-ANI resources being withheld.

-Or-

- Your p-ANI Annual Report has been received and processed by the p-ANI Administrator; however your file was not accepted in the system. Below is a list of errors found during the processing of your file, please correct your file and resubmit it to panisupport@somos.com. Failure to correct the errors identified may result in p-ANI resources being withheld.