**EASE VFO**

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

**(Request type BB – Activity V)**

#### Job Aid

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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:   |  |  |  | | --- | --- | --- | | **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 the  ACTL/primary location. | | SECNCI | Secondary Network Channel Interface | Identifies the electrical conditions on the circuit at the  Secondary Access Customer Terminal Location (SACTL) or end  user location. | | NPDI | Number port direction | C=Wireline to Wireless  D=Wireline to Wireline | | |

#### 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.   |  |  |  | | --- | --- | --- | | **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. | | IMPCON  TEL 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) |

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| 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=DID  B=RCF  C=Route Index  D= 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

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| **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 Listing  2nd 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

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| **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

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| **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. |