

1.1 Notes on Non-Geographic Portability Order Form

1.1.1 Complete order forms using electronic entry only.

1.1.2 Acknowledgements to orders shall be returned to the requesting Communications Provider as a separate file with the content described.

1.1.3 The Communications Provider initiating any order is responsible for maintaining the history of the order by updating the appropriate fields (see below) and by maintaining the notes fields.

Field	Mandatory?	Notes
From Com Prov	Yes	The name of the Communications Provider sending the NGNP order (GCP)
To Com Prov	Yes	The name of the Communications Provider receiving the NGNP order
Gaining Com Prov ID	Yes	The CUPID of the GCP
Range Holder's ID	Yes	The CUPID of the RH
Total No. of pages	Yes	This will be "1" for single number orders, "2" or more for multiple number orders
To Losing Com Prov	Yes	The name of the current, or losing, CP in a "subsequent" port
Losing Com Prov ID	Yes	The CUPID of the LCP
Gaining Communications Providers Details		
Com Prov CUPID	Yes	The CUPID of the requesting Communications Provider
Telephone Number to Port:	Yes	The Non-Geographic Number that is to be ported or, for multiple number orders, enter "see attached" and complete Part 2.
Customer Account No.:	Yes	The customer's account that applies to the telephone number to be ported.
Customer Name:	Yes	The customer's name that applies to the telephone number to be ported.
Customer Address:	Yes	The customer's billing address that applies to the number to be ported. (Only the Post Code will be validated)
Com Prov Prefix:	Yes	The Recipient CP's six-digit Number Portability Prefix Code.
Order Number	Yes	A unique identifying number associated with this porting request.
Sequence Number:	No	Used to identify different presentation versions of an individual port request.
Order Sent Date:	Yes	The date that the port request, or a following amendment, is sent
Order Sent Time:	Yes	The time that the port request, or a following amendment, is sent
Sender's Name:	Yes	The name of the person sending the number port request.
Telephone Number:	Yes	The telephone number of the person sending the number port request.
E-mail Address:	Yes	The e-mail address of the person sending the number port request.
Facsimile Number:	No	The fax number of the person sending the number port request.
Order Type and Porting Date		
Main Order Type:	Yes	Check box to indicate order type
Amend Orders	Yes/No	Required if amending an order. An Amend order should have the Main Order Type checked as well as the 'amend' order type.
Maintain DQ entry	No	Check box to indicate if customer still requires directory entry
Requested Porting Date:	Yes	The date the port is required. Check appropriate box to confirm either dated port (activation between 0:00 and 04:00 on the date) or a specific time slot.
"Gaining Com Prov" authorisation statement	Yes	Check box to certify that relevant authorisations, e.g. customer letter(s), have been completed and are in the possession of the Gaining CP.
Order Notes:	No	This is a free-format field for either Operator to make notes.
Acknowledging Communications Provider Details (To be completed by the Range Holder / LCP)		
Receiver's Name:	Yes	The name of the person receiving the NGNP request.
Telephone Number:	Yes	The telephone number of the person receiving the NGNP request.
E-mail Address:	Yes	The e-mail address of the person receiving the NGNP request.
Facsimile Number:	No	The fax number of the person receiving the NGNP request.
Order Received Date:	Yes	The date of receipt of the order by the RH / LCP.
Order Received Time:	Yes	The time of receipt of the order by the RH / LCP.
Order Acknowledged Date:	Yes	The date the order is acknowledged and returned to the GCP.
Order Acknowledged Time:	Yes	The time the order is acknowledged and returned to the GCP.
Accepted/ Rejected:	Yes	If accepted, complete confirmed date. If rejected, supply rejection codes.
Rejection Code(s)	Yes/No	The rejection codes for a rejected order. (If rejecting)
Confirmed Porting Date:	Yes/No	Confirmation of the accepted port date.
Confirmed Porting Time:	Yes/No	If a timed port is requested, confirmation of the accepted port time.
LCP Confirmed Porting Date/Time:	Yes/No	Confirmation of the accepted port date/time by the LCP
RH Confirmed Porting Date/Time:	Yes/No	Confirmation of the accepted port date/time by the Range Holder.

