## **Notes on Non-Geographic Portability Order Form**

### Complete order forms using electronic entry only.

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

### 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.

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| --- | --- | --- |
| 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. |