

# Data Submit User Guide

## For the Reassigned Numbers Database

Version 1.8

March 14, 2022

### Change History

| Date       | Revision | Change  |
|------------|----------|---|
| 03/22/2021 | 1.0      | Initial User Guide  |
| 03/26/2021 | 1.1      | Cutoff date monthly filings (Sec. 3)  |
| 04/12/2021 | 1.2      | No need to resubmit for less than 5000 duplicate errors (Sec. 4.1)  |
| 05/04/2021 | 1.3      | <ul style="list-style-type: none"><li>• SFTP availability (Sec. 3.3.3)</li><li>• Fix File process (Sec. 7.0)</li><li>• Added screenshots of email notification of processing (Sec. 7.2)</li></ul>   |
| 07/16/2021 | 1.4      | Ability to upload/submit blank reporting of No Disconnects (Sec. 3.3.2)   |
| 09/21/2021 | 1.5      | <ul style="list-style-type: none"><li>• Added text that listing TNs with a Toll Free or Non-Geographic NPA will cause an error (Sec. 3.1)</li><li>• Added explanation of “Invalid last disconnect date/time. Staged: YYYY-MM-DD; Existing: YYYY-MM-DD” (Sec. 6.2, number 5.7)</li></ul> |
| 01/25/2022 | 1.6      | <ul style="list-style-type: none"><li>• 1 million row limit includes header rows (Sec. 3.1, Page 4)</li><li>• Importance of keeping Primary Contact(s) account active to ensure SFTP delivery (Sec. 3.3.3, Page 11)</li></ul>   |

|            |     |   |
|------------|-----|---|
|            |     | <ul style="list-style-type: none"> <li>• Report Zero disconnects process for a test file (Sec. 3.3.2, Page 9)</li> <li>• “Fix File” clarifications – csv format, no need to resubmit for duplicates (Sec. 7.1, Page 22)</li> </ul>  |
| 03/02/2022 | 1.7 | <ul style="list-style-type: none"> <li>• New file format for Reporting No Disconnects via file upload and confirmation email will now be provided for using the “Report No Disconnect Data” button (Sec. 3.3.2, Page 11)</li> <li>• Fix file edit for Reporting No Disconnects (Sec. 7.1, Page 26)</li> </ul> |
| 03/14/2022 | 1.8 | <ul style="list-style-type: none"> <li>• New Section 7.2 file format for Reporting No Disconnects Fix File format (Sec. 7.2, Page 27)</li> </ul>  |

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## 1.0 Introduction

### 1.1 Purpose

This document provides instructions for Service Provider or Service Provider Agents to submit permanently disconnected telephone number data and run reports.

### 1.2 Overview

The Reassigned Numbers Database (RND) system securely houses permanently disconnected United States (US) geographic and toll-free numbers and the most recent permanent disconnection of each of those numbers. RND supports submitting permanently disconnected telephone numbers and querying the RND. To gain access to the RND and submit telephone numbers (TNs), the user must be registered with a user type of Service Provider (SP) or Service Provider Agent (SPA).

SPs submitted seed data to initially populate the RND. In cases of more than 1 million rows of data, the seed data is submitted with multiple files, using different BatchIDs for each CompanyID. After the initial seed data, SPs are required to provide a monthly TN report due by the 15<sup>th</sup> of each month before midnight (ET). If an SP chooses to use an SPA, then the SPA will submit the monthly TN report on behalf of the SP. The latest file submitted for each SP CompanyID will be processed. See section 2.0 for dates when seed data was required.

The SPs or SPAs are required to create a TN monthly report in the defined file format as listed below in section 3.1 (TN Report File Format). This data will be submitted by file upload in the RND using the GUI or by SFTP. Once received, the monthly TN report will be processed into staging where the data will be validated. Notifications of data received and validation will be provided based on submission method. After midnight on the 15<sup>th</sup> of the month ET, all the monthly TN report data will be processed into the RND.

If an error is discovered after the 15<sup>th</sup> of the month, RND Customer Support is available to provide emergency fixes to TNs to add, modify or remove them from the RND. See section 7.0 for the “Fix File” process.

SPs and SPAs will be able to run reports on their monthly TN reports submitted and their TN data in production RND.

### 1.3 System Settings

The RND uses the following standard date and time format for displaying and downloading data: MM/DD/YYYY HH:MM:SS in Eastern Time. Example 02/14/2022 14:35:22.

When entering or editing data in the RND, a red asterisk (\*) will appear next to required fields.

### 1.4 Assistance

Questions or issues on the RND may be directed to RND Customer Support at 833-763-2366 or by email ([support@reassigned.us](mailto:support@reassigned.us)).

The RND will be available during US business hours of 8:00 am and 8:00 pm Monday through Friday ET, excluding recognized holidays which are posted separately on the RND website ([www.reassigned.us](http://www.reassigned.us)). On the 15th day of each month, the RND shall be available from 8:00 am until midnight ET.

## 2.0 Initial Seed Data

Initially, SPs populated the RND with seed data. This data was submitted either via one file for a CompanyID or via multiple files with different BatchIDs for each CompanyID.

See Public Notices DA 20-706 (<https://docs.fcc.gov/public/attachments/DA-20-706A1.pdf>) and DA-21-134 (<https://docs.fcc.gov/public/attachments/DA-21-134A1.pdf>) for important information on initial seed data. Smaller SPs had until October 15, 2021 to submit their initial seed data.

## 3.0 Monthly TN Report File Submissions

To be in compliance, each SP is required to provide a monthly TN report due by the 15<sup>th</sup> of each month before midnight ET, even if the 15<sup>th</sup> falls on a weekend or holiday. While the data should be as current as possible, not all SPs will be able to report numbers disconnected through the 15<sup>th</sup> of the month by the 15<sup>th</sup> of the month. The cutoff date for the data in the monthly file should include disconnects at least through the 10<sup>th</sup> of the month. If there are disconnects that occur after the 10<sup>th</sup> of the month, it is acceptable for those disconnects to be included in the next monthly report. Any number that is permanently disconnected after the cutoff for the monthly file should be included in the following month's file.

If an SP chooses to use an SPA, then the SPA will submit the monthly TN report on behalf of the SP. The SP is responsible for the timely submission of the TN report, even if the SP uses an SPA.

The file should contain permanently disconnected TN data since the last report submitted for one RND-registered SP CompanyID. The RND will contain the latest file submitted for each SP CompanyID by midnight on the 15<sup>th</sup> ET to update the RND. For example, if the SP provides a file with 5000 TNs on the 13<sup>th</sup> of the month, but realizes it has an additional 50 to provide, the SP must resubmit a file with all the TNs, 5050, to be processed. The RND will process the latest file submitted. If the SP has over 1 million rows of data to report and is using the BatchID process, only the specific file in question will be replaced.

### 3.1 TN Report File Format

The TN Report File Format is valid for both initial seed data and monthly TN report submissions as well as both methods of submission including file upload in the GUI and SFTP.

SPs and SPAs will prepare a file in CSV or XLSX data format with one row for each TN and the last date of permanent disconnection with their allocated and ported-in numbers. Each TN Monthly Report File is

limited to 1 million rows. Please note that the 1 million limit includes the header rows, which is potentially an additional 4 rows.

An SP needing to submit more than 1 million rows of data can use the insertion of the “BatchID” on Row 2 of the file. Please see section 3.2 below for the BatchID file format to submit multiple files.

The CompanyID contained in the file must be registered in the RND in an Active status and associated with the user submitting the file in order for the RND to process the data. For SPAs, the CompanyID must be a Client in Active status associated with the SPA’s company in order to process the data. SPAs may not use their own CompanyID to upload data. SPAs can see a list of CompanyIDs associated with their Company by going to Welcome, Company or see the Registration User Guide on the RND website (<https://www.reassigned.us/resources/guides>) for additional details.

#### TN Report File Format information:

1. File Name
  - 1.1. User can pick file name, no limitations
2. CompanyID - required
  - 2.1. Must be the first row
  - 2.2. Must only be one
  - 2.3. The value is required to be registered in the RND prior to using
  - 2.4. Must be in Active status
  - 2.5. Must be associated with the user uploading the file
3. Additional Information – optional
  - 3.1. The user may provide additional data for their own purposes, such as Reporting Period or Internal tracking number. The system will ignore this information.
  - 3.2. Additional Contacts may be provided in a row which will be used to send notifications for this submission.
    - The user may include up to 5 Additional Contact email addresses. It is recommended to use a distribution list if more than 5 are needed.
    - Will be courtesy copied (cc’d) on the confirmation email that the system has processed the file and resulting errors.
    - If more than 5 email addresses are supplied, then the first 5 will be included and the rest will be ignored by the system.
    - If more than one row of Additional Contacts is supplied in the file, the last row will be processed with the first 5 email addresses cc’d on the email.
4. Telephone Number List – required
  - 4.1. Row must exist and will alert the system to start processing disconnected telephone numbers
  - 4.2. TN format - valid formats
    - ##### (example: 2025550100)
    - Must be 10 digits
    - NPA must be 200 or greater
    - NXX must be 200 or greater

- 4.3. NPA may not be a Toll Free or Non-Geographic NPA (e.g., 800, 888, 877, 866, 855, 844, 833, 822, 500, 533, 544, 566, 577, 588, 522, 521, 523, 524, 525, 526, 527, 528, 529, 532, 538, 542, 543, 545, 547, 549, 552, 553, 554, 556, 569, 578, 589, 550, 535, 546, and 558.)
- 4.4. Date format - valid formats
  - YYYY-MM-DD – 2020-05-01
  - MM/DD/YY - 05/01/20
  - MM/DD/YYYY - 05/01/2020
  - M/D/YY - 5/1/20
  - M/D/YYYY - 5/1/2020

The file at a minimum must contain these rows in this order:

- CompanyID
- Telephone Number List
- The Telephone Number(s) that were disconnected and Disconnect Date

For XLSX – the first worksheet will be processed. Any data in additional worksheets will not be processed.

#### Example File Formats:

##### CSV File Format

```
CompanyID,Telco123
Additional Contacts, joe@my.com, tom@my.com
Telephone Number List,
2025550171,2021-02-01
2025550172,2021-02-01
2025550173,2021-02-01
2025550174,2021-02-01
2025550175,2021-02-01
2025550176,2021-02-01
```

##### XLSX Format

|   | A                     | B                          | C                          |
|---|-----------------------|----------------------------|----------------------------|
| 1 | CompanyID             | Telco123                   |                            |
| 2 | Additional Contacts   | <a href="#">joe@my.com</a> | <a href="#">tom@my.com</a> |
| 3 | Telephone Number List |                            |                            |
| 4 | 4055550171            | 1/1/2021                   |                            |
| 5 | 4055550172            | 1/1/2021                   |                            |
| 6 | 4055550173            | 1/1/2021                   |                            |
| 7 | 4055550174            | 1/1/2021                   |                            |
| 8 | 4055550175            | 1/1/2021                   |                            |
| 9 | 4055550176            | 1/1/2021                   |                            |

### 3.2 TN Report File Format for submissions over 1 million rows

An SP or SPA needing to submit more than 1 million rows of data can use the insertion of the “BatchID” on Row 2 of each of the files submitted for the monthly submission. Please use the following BatchID file formats shown below to submit multiple files.

#### Example File Formats with BatchID:

##### CSV File Format

```

CompanyID,Telco123
BatchID,1
Additional Contacts, joe@my.com, tom@my.com
Telephone Number List,
2025550100,11/1/20
2025550101,11/9/20
2025550102,11/9/20
2025550103,11/10/20
2025550104,11/10/20
2025550105,11/10/20
2025550106,11/10/20
2025550107,11/10/20
2025550108,11/10/20
2025550109,11/10/20
  
```

```

CompanyID,Telco123
BatchID,2
Additional Contacts, |joe@my.com, tom@my.com
Telephone Number List,
2025550126,11/10/20
2025550127,11/10/20
2025550128,11/10/20
2025550129,11/10/20
2025550130,11/10/20
2025550131,11/10/20
  
```



## XLSX Format

|    | A                     | B                      |
|----|-----------------------|------------------------|
| 1  | CompanyID             | Telco123               |
| 2  | <b>BatchID</b>        | <b>1</b>               |
| 3  | Additional Contacts   | joe@my.com, tom@my.com |
| 4  | Telephone Number List |                        |
| 5  | 2025550100            | 11/1/20                |
| 6  | 2025550101            | 11/9/20                |
| 7  | 2025550102            | 11/9/20                |
| 8  | 2025550103            | 11/10/20               |
| 9  | 2025550104            | 11/10/20               |
| 10 | 2025550105            | 11/10/20               |
| 11 | 2025550106            | 11/10/20               |
| 12 | 2025550107            | 11/10/20               |
| 13 | 2025550108            | 11/10/20               |
| 14 | 2025550109            | 11/10/20               |
| 15 |                       |                        |

|    | A                     | B                      |
|----|-----------------------|------------------------|
| 1  | CompanyID             | Telco123               |
| 2  | <b>BatchID</b>        | <b>2</b>               |
| 3  | Additional Contacts   | joe@my.com, tom@my.com |
| 4  | Telephone Number List |                        |
| 5  | 2025550126            | 11/10/20               |
| 6  | 2025550127            | 11/10/20               |
| 7  | 2025550128            | 11/10/20               |
| 8  | 2025550129            | 11/10/20               |
| 9  | 2025550130            | 11/10/20               |
| 10 | 2025550131            | 11/10/20               |
| 11 |                       |                        |

## 3.3 Submit TN Report

These methods can be used for the initial “seed” data as well as the monthly submissions. The file format is the same for both methods, as outlined above.

### 3.3.1 Submit TN Report by File Upload in the GUI

In order to submit the monthly TN report by file upload in the GUI, the user must be a registered user. A file must be created according to the information provided above.

Submit Report by File Upload:

1. Login to system at <https://www.reassigned.us>
2. Navigate to Submit, TN Disconnect Upload (Figure 3.1)

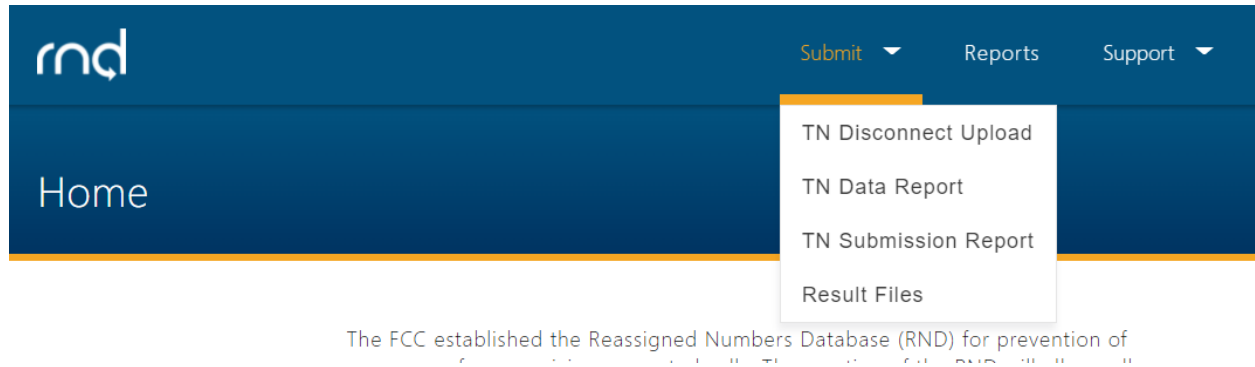


Figure 3.1

3. To select a file to upload under "Upload Disconnect Data" hit "Choose File"
  - 3.1. Files must be CSV or XSLX format. The user will be presented with a screen to certify the upload (Figure 3.2)

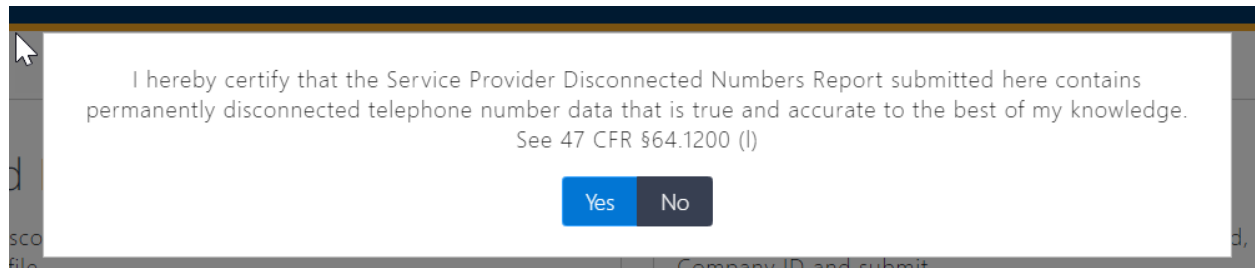
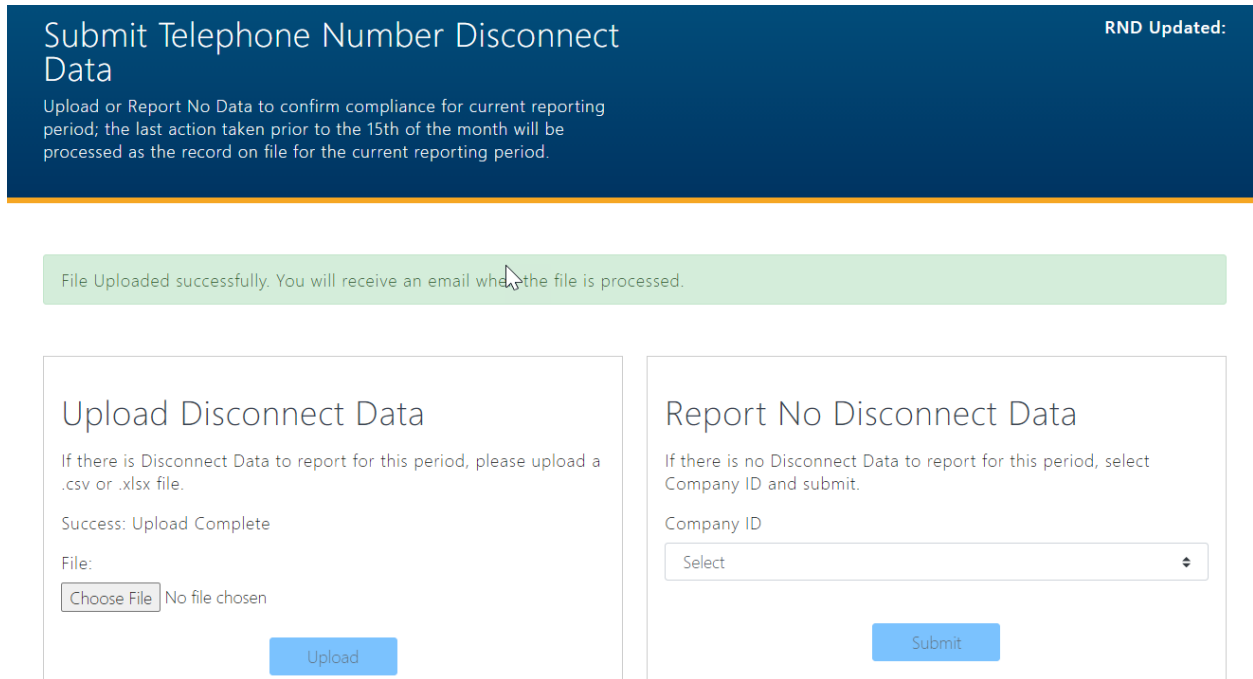


Figure 3.2

4. The system will confirm successful upload on the screen (Figure 3.3)



**Submit Telephone Number Disconnect Data** RND Updated:

Upload or Report No Data to confirm compliance for current reporting period; the last action taken prior to the 15th of the month will be processed as the record on file for the current reporting period.

File Uploaded successfully. You will receive an email when the file is processed.

### Upload Disconnect Data

If there is Disconnect Data to report for this period, please upload a .csv or .xlsx file.

Success: Upload Complete

File:

No file chosen

### Report No Disconnect Data

If there is no Disconnect Data to report for this period, select Company ID and submit.

Company ID

Figure 3.3

5. You will receive an email notification when the file is processed, and any additional contacts will be courtesy copied on the email
6. Please see section 4 (TN Report File Processing) for details on validation errors.

### 3.3.2 No Disconnect TNs to Report for a Monthly Period or Removal of Test file

If there are no permanently disconnected TNs to report for a monthly period, the user must report no disconnected telephone numbers in order to be in compliance. If you “Report No Disconnect Data”, but then determine you do have data to submit before midnight on the 15<sup>th</sup>, the latest data submitted will be processed to the RND. Please note that this same process can be followed to remove a test file if a user wants to test a file submission.

The user can report using the Web GUI or by file upload in the GUI:

## To report No Disconnects via the Web GUI

1. Navigate to Submit, TN Disconnect Upload
2. In the section "Report No Disconnect Data"
  - 2.1. Select CompanyID
  - 2.2. Hit Submit, and click "Yes" to confirm to continue
3. You will see a Green banner stating "Reported No Disconnect Data successfully" on the screen (Figure 3.4) and a confirmation email will be sent to you.

### Submit Telephone Number Disconnect Data

Upload or Report No Data to confirm compliance for current reporting period; the last action taken prior to the 15th of the month will be processed as the record on file for the current reporting period.

RND Updated:

Reported No Disconnect Data successfully.

#### Upload Disconnect Data

If there is Disconnect Data to report for this period, please upload a .csv or .xlsx file.

Success: Upload Complete

File:

Choose File
No file chosen

Upload

#### Report No Disconnect Data

If there is no Disconnect Data to report for this period, select Company ID and submit.

Company ID

WP1
✓

Submit

**From:** "no-reply@reassigned.us" <no-reply@reassigned.us>

**Date:**

**Subject:** RND Disconnected TN File Processed

You have indicated that there is no disconnect data to report this period for CompanyID \_\_\_\_.

If you have reported this condition in error, please submit a corrected file in the RND system prior to 11:59pm ET on the 15th of the month.

If you have any questions, please contact the RND Customer Support.

Figure 3.4

### To report No disconnects via File Upload in the GUI or SFTP

Prepare the file using the same Format outlined in section 3.1. To report no disconnects for the month, ensure the file format contains, at a minimum, the appropriate CompanyID, and the line with the words “No Disconnect Data to report” below the CompanyID. Use of BatchID and Additional Contacts fields are optional.

Example CSV format:

```

CompanyID,TestID,
BatchID, (optional field)
Additional Contacts,distro@telco.com, (optional field)
No Disconnect Data to report
  
```

Example XLSX format:

|                              |                  |
|------------------------------|------------------|
| CompanyID                    | TestID           |
| BatchID                      | (optional field) |
| Additional Contacts          | (optional field) |
| No Disconnect Data to report |                  |

Upload the file using the normal process for the monthly reporting via File Upload in the GUI or via SFTP transmission as mentioned below in section 3.3.3. An email confirmation will be sent as normal (including to additional contacts noted in the file). The Subject line will state “RND Disconnected TN File Processed”, and will note total processed of 0.

### 3.3.3 Submit TN Report File by SFTP

Monthly TN reports can be submitted via SFTP, and the Primary Contact has the authority to create the SFTP Account.

The file format for SFTP is the same for both methods as outlined above under the TN Report File Format section.

In order to set up the SFTP account, the Primary Contact will:

1. Login at <https://www.reassigned.us>
2. Navigate to Welcome / SFTP Credentials (Figure 3.5)

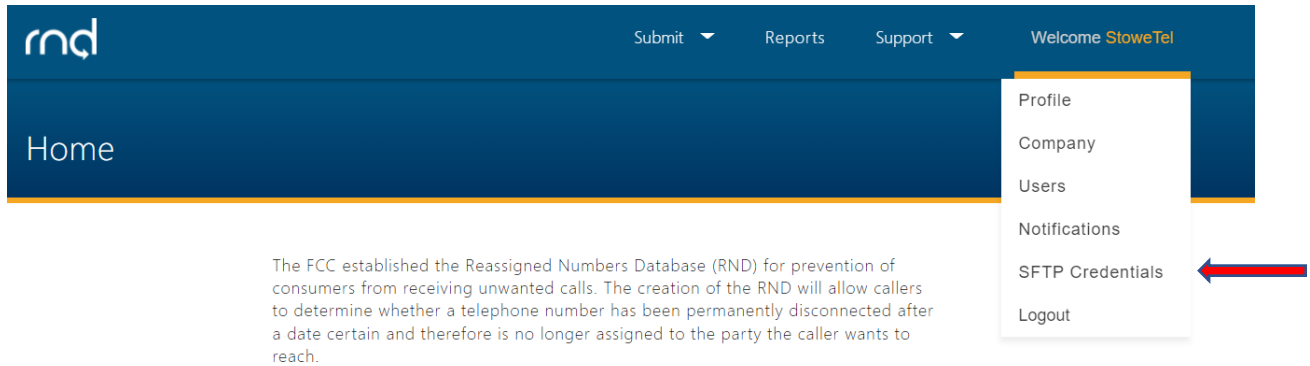
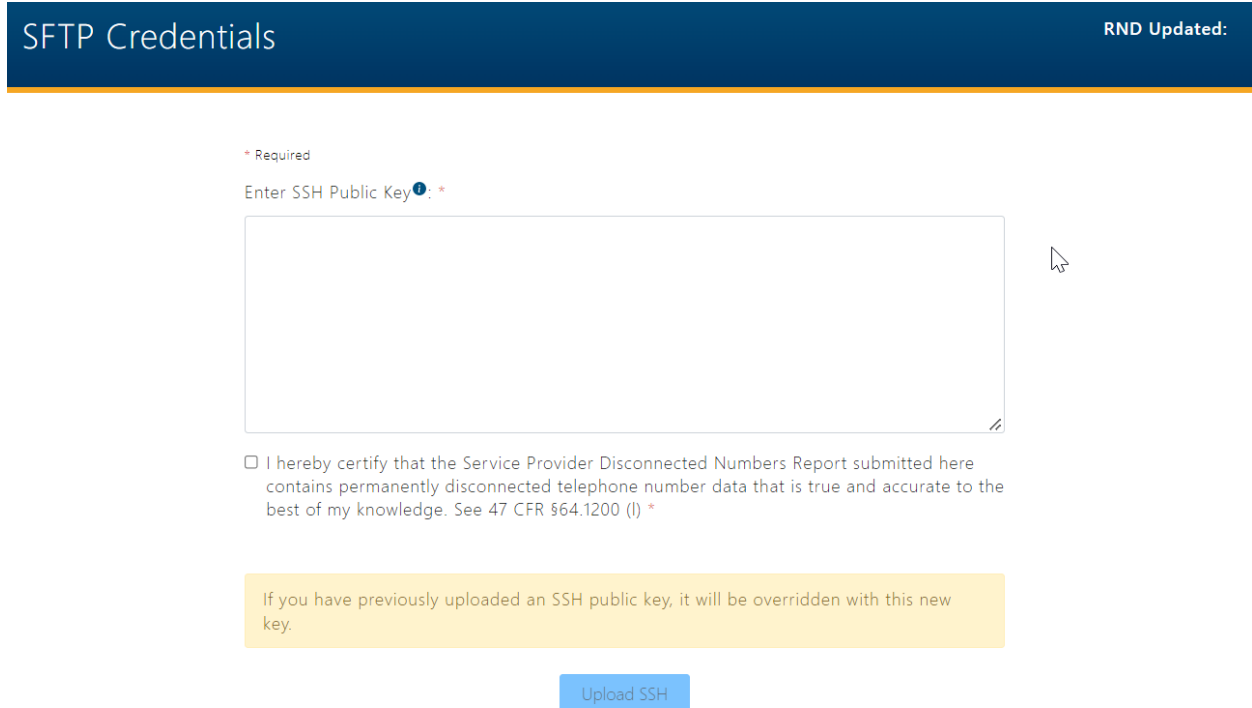


Figure 3.5

3. The info tooltip/popup will provide a link for basic information regarding SFTP
4. After agreeing to the Terms of Use, the user will be presented with a text box in which the user will Upload their SSH Public Key (Figure 3.6)



The screenshot shows the 'SFTP Credentials' form. At the top, there is a header bar with 'SFTP Credentials' on the left and 'RND Updated:' on the right. Below the header, there is a form with a text box labeled 'Enter SSH Public Key' with a required field asterisk. Below the text box, there is a checkbox with the text: 'I hereby certify that the Service Provider Disconnected Numbers Report submitted here contains permanently disconnected telephone number data that is true and accurate to the best of my knowledge. See 47 CFR §64.1200 (l) \*'. Below the checkbox, there is a yellow box with the text: 'If you have previously uploaded an SSH public key, it will be overridden with this new key.' At the bottom of the form, there is a blue button labeled 'Upload SSH'.

Figure 3.6

5. After uploading, the user will be presented with the success message: SSH Public Key uploaded successfully.

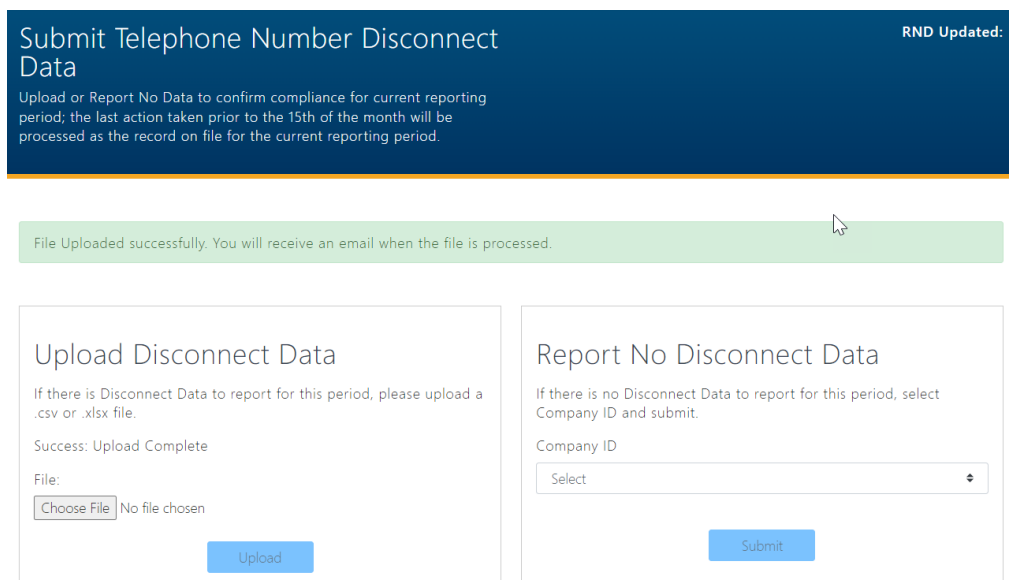
The Primary Contact(s) will be notified via email when the SFTP Credentials are expiring in order to upload a new SSH Public Key to update the SFTP Credentials. SFTP Credentials must be updated every 180 days. Please note that if the Primary Contact(s) RND account has been disabled due to failure to reset the RND password, the SFTP expiration email(s) will not be generated. It is important that the Primary Contact(s) ensure an active account in order for scheduled SFTP uploads to occur.

Passwords will expire every 180 days and the user will be required to set a new password prior to 180 days. When a user's RND password is about to expire, email notifications will be sent to the user to reset the password. The notifications will be sent to 30 days, 14 days, 7 days, 3 days, and 24 hours before expiration.

For more information specific to the SFTP process, see the SFTP User Guide on the RND website (<https://www.reassigned.us/resources/guides>).

### 3.3.4 Confirmation of File Received

If submitting file by File Upload in the GUI, you will receive a message on the screen of a file successfully submitted (Figure 3.7), as well as email confirmation of successful or unsuccessful data transmission of report and/or update files.



The screenshot shows a web interface for the RND (Reassigned Numbers Database). At the top, a dark blue banner reads "Submit Telephone Number Disconnect Data" with a sub-header "RND Updated:". Below this, a green message box states: "File Uploaded successfully. You will receive an email when the file is processed." Below the message box are two side-by-side panels. The left panel, titled "Upload Disconnect Data", contains instructions to upload a .csv or .xlsx file, a success message "Success: Upload Complete", a "File:" label, a "Choose File" button (which shows "No file chosen"), and an "Upload" button. The right panel, titled "Report No Disconnect Data", contains instructions to select a Company ID and submit, a "Company ID" label, a dropdown menu showing "Select", and a "Submit" button.

Figure 3.7

If submitting file by SFTP, you will be sent an email confirmation of successful or unsuccessful data transmission of report and/or update files, and successful database update.

## 4.0 TN Report File Processing

The RND will process the TN Report File after it is uploaded. All valid data will be processed into a staging table which will then be processed each month after the 15<sup>th</sup> at midnight. The confirmation email (RND Disconnected TN File Processed) will be sent to the user who submitted with file and additional contacts included in the TN Report File along with information on total entries processed and total validation errors.

- TN format
  - Valid is 10 numeric digits #####
  - Invalid:
    - TN less than 10 digits – examples 411, 911, 703453
    - TN that is not numeric – example 7034532XXX
    - TN Area Code (NPA) less than 200 – example **199**1234456
    - TN Central Office (NXX) that is less than 200 – example 202**189**8877 or 703**177**2424
    - TN Area Code (NPA) is Toll Free or Non-Geographic NPA (e.g., 800, 888, 877, 866, 855, 844, 833, 822, 500, 533, 544, 566, 577, 588, 522, 521, 523, 524, 525, 526, 527, 528, 529, 532, 538, 542, 543, 545, 547, 549, 552, 553, 554, 556, 569, 578, 589, 550, 535, 546, and 558.)
  - Duplicate TNs in a file,
    - If the disconnect dates are different, then the one with the latest disconnect date will be processed to staging
    - If the disconnect dates are the same, then the first one will be processed into staging, and the second one will be flagged as a duplicate and included in the confirmation email back to the user who submitted the file
- Date Format
  - Valid if YYYY-MM-DD, MM/DD/YY, MM/DD/YYYY, M/D/YY or MM/DD/YYYY
  - Invalid date format
    - DD/MM/YY - If DD/MM/YY is used, the system will interpret as MM/DD/YY and will result in inaccurate date
    - Date is in future – example: 2100-12-01
    - Date is earlier than 1/1/2001 - example 1/1/2000

### 4.1 Email Confirmation of File Processed

Once the file is submitted, the RND will process the file and you will receive an email confirmation. These are the following situations that are included in the confirmation email:



- File processed successfully and no validation errors.
- File processed successfully with “Duplicate numbers detected” – There is no need to resubmit.
- File processed successfully but found validation errors – **please review, fix and resubmit file.**
- File was rejected so that no data was processed and needs to be **reviewed, fixed and resubmitted**; this can happen if
  - The CompanyID is not provided in the file
  - The uploading CompanyID is not active
  - The CompanyID in the file is not active or doesn't exist in the RND
  - The CompanyID is not associated with the user
    - Service Provider Agents did not provide CompanyID of Client
  - Service Provider Agent used their own CompanyID, must use CompanyID of Client
  - Multiple CompanyIDs were provided in the file
  - There is missing or invalid header information.
  - The file contained more than 1 million rows.

Here is an example of validation errors sent as an attachment to the email confirmation:

|   | A  | B | C |
|---|--|---|---|
| 1 | The following errors were encountered in the input file: |   |   |
| 2 | Invalid date field: 25/10/2020                           |   |   |
| 3 | Invalid date field: 1/1/22                               |   |   |
| 4 | Invalid tn field: 540699123                              |   |   |
| 5 | Invalid tn field: 1992022000                             |   |   |

Example of duplicates – TNs reported in same file with more than one disconnect date:

|    | A  | B | C |
|----|--|---|---|
| 1  | The following errors were encountered in the input file: |   |   |
| 2  | Duplicate TN / Date pair, skipped: 2025550222 2021-02-24 |   |   |
| 3  | Duplicate TN / Date pair, skipped: 2025550221 2021-02-24 |   |   |
| 4  | Duplicate TN / Date pair, skipped: 2025550233 2021-02-24 |   |   |
| 5  | Duplicate TN / Date pair, skipped: 2025550234 2020-07-12 |   |   |
| 6  | Duplicate TN / Date pair, skipped: 2025550235 2020-07-12 |   |   |
| 7  | Duplicate TN / Date pair, skipped: 2025550236 2021-02-24 |   |   |
| 8  | Duplicate TN / Date pair, skipped: 2025550237 2021-02-24 |   |   |
| 9  | Duplicate TN / Date pair, skipped: 2025550238 2021-02-24 |   |   |
| 10 | Duplicate TN / Date pair, skipped: 2025550239 2021-02-24 |   |   |

Example of errors in reporting a Toll Free Number and a Non-Geographic NPA number:

| A |   |
|---|---|
| 1 | The following errors were encountered in the input file:        |
| 2 | Toll free numbers must only be reported by the TFNA: 8774879000 |
| 3 | Invalid 5** NPA: 5004879001                                     |

Example of TN File rejected due to missing or invalid header information (error will be noted in body of email response and there will be no attachment):

From: "no-reply@reassigned.us" <no-reply@reassigned.us>

Date:

To:

Cc: Support Reassigned <support@reassigned.us>

Subject: RND Disconnected TN File Rejected

The Disconnect TN file name \_\_\_\_\_ was not accepted in the RND system. Please correct the errors and resubmit the file in the RND system prior to 11:59pm ET on the 15th of the month.

Below is a list of error(s) found:

The file could not be processed due to missing or invalid header information. Header must include companyID and Telephone Number List

## 5.0 RND Update

The RND will process the disconnected TN data no later than 8:00 am ET on the 17<sup>th</sup> of the month. The Dashboard will be updated, and an email sent to all users subscribed to the "System Availability" notifications.

## 6.0 Submitter Reports

### 6.1 Telephone Number Data Report

You will be able to pull a report of data in the RND associated with your CompanyID.

1. Navigate to Submit / TN Data Report
2. In the search criteria (Figure 6.1),

## Telephone Number Data Report

Run a report of telephone number data. A search on TN and TN Range will result in an immediate download. A search on NPA and NPA-NXX will result in an email notifying you when the file is ready to download. Please note all date times are in Eastern time.

\* Required

Telephone Number(s) \*

TN

NPA-NXX-XXXX

Disconnect Date Range (maximum 365 days)

mm / dd / yyyy

to

mm / dd / yyyy

Update Date Range (maximum 365 days)

mm / dd / yyyy

to

mm / dd / yyyy

Company ID \*

Arc2411

Username(s)

arccommunicationSecond  
arccommunication

File Type

CSV

Clear

Search

Figure 6.1

3. **Telephone Number** - you must enter telephone number information. The options include
  - 3.1. TN - you can enter a single telephone number using the following format NPA-NXX-XXXX
  - 3.2. TN Range - user can enter a range of telephone numbers using the following format, from NPA-NXX-XXXX to XXXX
  - 3.3. NPA – you can enter a single NPA using the following format NPA
  - 3.4. NPA NXXX(s) - you can enter 1 to 5 using the following format NPA NXX, NPA-NXX, NPA-NXX
4. Disconnect Date Range is optional and is limited to 365 days; if you require to run more than 365 days, simply run the query multiple times for the additional days
5. Update Date Range is optional and is limited to 365 days; if you require to run more than 365 days, simply run the query multiple times for the additional days
6. CompanyID is required and only one may be selected
  - 6.1. This is limited to CompanyIDs associated with your Login
7. Username is optional and is limited to Usernames associated with your company
8. File Type defaults to CSV, but XLSX can be selected instead
9. Then click Search
10. An email will be sent to the user (titled “TN Data Report Results Available”) instructing the user to navigate to Submit / Result Files to download the results file. The same information is included whether CSV or XLSX file format is selected.
11. After selecting Submit / Result Files, the user can download the file (Figure 6.2):

RND Updated:

## Result Files

Download the result files for your records. The result files will only be available for 45 days from the Create Date. Please note all date times are in Eastern time.

### Downloads

| Username  | Type           | Create Date         | Output Filename      | Download  |
|-----------|----------------|---------------------|----------------------|---|
| WinterPk1 | TN Data Report | 08/12/2021 14:46:32 | TNDataReport-WP1.csv | <a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; text-decoration: none;">Download</a> |

Rows per page: 10 ▼    1-1 of 1    < > >>

Figure 6.2

12. The Results (Figure 6.3) includes the following information:

- 12.1. TN
- 12.2. Disconnect Date
- 12.3. Date Time Updated
- 12.4. CompanyID
- 12.5. Username

Results in XLSX (Example Data only)

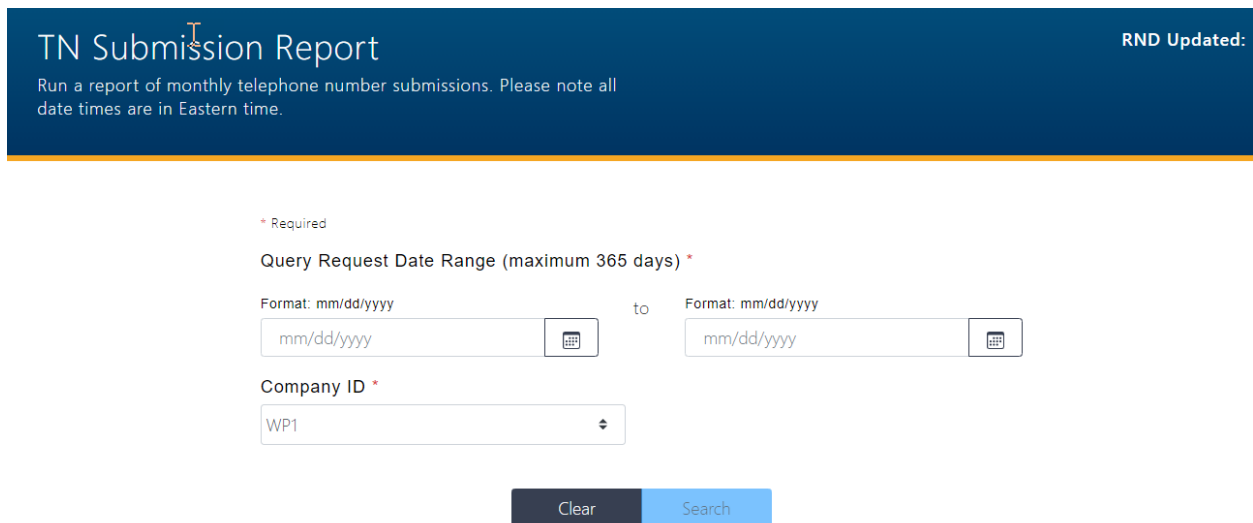
|   | A          | B               | C                 | D          | E                      |
|---|------------|-----------------|-------------------|------------|------------------------|
| 1 | TN         | Disconnect Date | Date Time Updated | Company ID | Username               |
| 2 | 2002002000 | 1/23/2019       | 2/10/2019 0:00    | Arc2411    | arccommunication       |
| 3 | 2002002001 | 2/1/2020        | 2/10/2020 0:00    | Arc2411    | arccommunication       |
| 4 | 2002002002 | 5/23/2020       | 6/16/2020 0:00    | Arc2411    | arccommunicationSecond |
| 5 | 2002002003 | 12/15/2019      | 12/16/2019 0:00   | Arc2411    | arccommunication       |
| 6 | 2002002004 | 8/10/2020       | 9/16/2020 0:00    | Arc2411    | somosTest              |

Figure 6.3

## 6.2 TN Submission Report

This report will include submissions that have been processed into the RND including Monthly TN Reports, No Disconnect Data, and fixes for a specified CompanyID.

1. Navigate to Submit / TN Submission Report
2. In the search criteria (Figure 6.4) enter the following
  - 2.1. **Query Request Date Range** which is limited to 365 days
  - 2.2. **Company ID**: you can select one CompanyID, if you require to run for multiple CompanyIDs, simply run the report for each one



The screenshot shows the 'TN Submission Report' interface. At the top, it says 'Run a report of monthly telephone number submissions. Please note all date times are in Eastern time.' and 'RND Updated:'. Below this is a search criteria form. It has a section for 'Query Request Date Range (maximum 365 days)' with two date pickers. The first date picker is labeled 'Format: mm/dd/yyyy' and has a calendar icon. The second date picker is also labeled 'Format: mm/dd/yyyy' and has a calendar icon. Below the date pickers is a 'Company ID' dropdown menu with 'WP1' selected. At the bottom of the form are two buttons: 'Clear' and 'Search'.

Figure 6.4

3. Select Search
4. You are able to download a report (Figure 6.5) for a specific submission on each row of the Results in CSV or XLSX format, which includes the following:
  - 4.1. **CompanyID** - Service Provider CompanyID setup in the upload monthly report
  - 4.2. **Username** - username of RND user who uploaded the monthly report
  - 4.3. **Date Submitted** - Date Time TN submitted to the RND
  - 4.4. **Date Updated** - Date Time RND was updated with TN data
  - 4.5. **TN** - telephone number included in the monthly report
  - 4.6. **Disconnect Date** - disconnect date associate with TN
  - 4.7. **Exception Found** – exception file, for example the TN was already in the RND but with a more recent date, or if the TN was submitted twice in one file. The exception noted will state “Invalid last disconnect date/time. Staged: YYYY-MM-DD; Existing: YYYY-MM-DD”.

Please note there is no action required; this is just notification as to why the TN reported was not processed into the monthly RND.

- 4.8. Note: Data included in this file was successfully uploaded to the RND. If there were TNs with validation issues, a notification would have been sent to the person who uploaded the file as well as any additional contacts listed in the original upload file.

## TN Submission Report

\* Required

**Query Request Date Range \***

09/01/2020

to

09/18/2020

**Company ID**

Arc2411
▼

Search

**Summary Data**

| Company ID | Username         | Date Submitted | Date Updated | Total TNs Successfully Submitted | Total Exceptions Found | Download  |
|------------|------------------|----------------|--------------|----------------------------------|------------------------|---|
| Arc2411    | arccommunication | 09/10/2020     | 09/10/2020   | 2                                | 0                      | <div style="display: flex; justify-content: center; gap: 5px;"> <span style="background-color: #003366; color: white; padding: 2px 10px; border: none; cursor: pointer;">CSV</span> <span style="background-color: #333; color: white; padding: 2px 10px; border: none; cursor: pointer;">Excel</span> </div> |

Rows per page: 10 ▼    1-1 of 1    |< < > >|

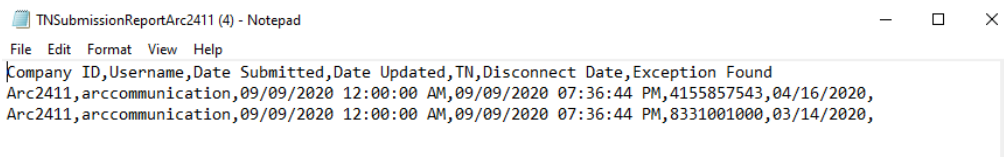
Download summary data:  
[CSV](#) or [Excel](#)

Figure 6.5

When downloading for a specific submission row, a results file will be created and an email you when it is ready to download under Submit / Results Files.

5. The results will display in a table (Figures 6.6 and 6.7)
  - 5.1. **CompanyID** – Service Provider CompanyID setup in the upload monthly report
  - 5.2. **Username** – username of RND user who uploaded the monthly report
  - 5.3. **Date Submitted** – date monthly report was submitted to the RND
  - 5.4. **Date Updated** - Date with RND was updated with monthly report data
  - 5.5. **Total TNs Successfully Submitted** -
    - 5.5.1. Monthly Report: Number of TNs submitted with no validation issues when uploaded to the RND prior to the 15<sup>th</sup> of the month.
    - 5.5.2. Update TNs:
    - 5.5.3. No Data: will be 0
  - 5.6. **Total Exceptions Found** -
    - 5.6.1. Monthly Report: Number of TNS had an exception error such as a duplicate was found in the same file
    - 5.6.2. Update TNs: will be 0; note all validation issues are emailed when file is processed
    - 5.6.3. No Data: will be 0
  - 5.7. If you “Report No Disconnect Data” for a monthly reporting period, a row will display with 0 Total TNs Successfully Submitted, and 0 Total Exceptions Found
  - 5.8. If you submit an TN Update Fix File though the RND Customer Support, a row will display on the report with the date of the fix (not being between the 16 until the RND is updated)
  - 5.9. You are able to download the table.

### Sample CSV



```

Company ID,Username,Date Submitted,Date Updated,TN,Disconnect Date,Exception Found
Arc2411,arccommunication,09/09/2020 12:00:00 AM,09/09/2020 07:36:44 PM,4155857543,04/16/2020,
Arc2411,arccommunication,09/09/2020 12:00:00 AM,09/09/2020 07:36:44 PM,8331001000,03/14/2020,
  
```

Figure 6.6

### Sample XLSX

|   | A          | B                | C                      | D                      | E          | F               | G               |
|---|------------|------------------|------------------------|------------------------|------------|-----------------|-----------------|
| 1 | Company ID | Username         | Date Submitted         | Date Updated           | TN         | Disconnect Date | Exception Found |
| 2 | Arc2411    | arccommunication | 09/09/2020 12:00:00 AM | 09/09/2020 07:36:44 PM | 4155857543 | 04/16/2020      |                 |
| 3 | Arc2411    | arccommunication | 09/09/2020 12:00:00 AM | 09/09/2020 07:36:44 PM | 8331001000 | 03/14/2020      |                 |
| 4 |            |                  |                        |                        |            |                 |                 |

Figure 6.7



## 6.3 Result Files for Download

Files created by running reports will be accessible on this page for 45 days. It is recommended that you download a copy of each file for long-term storage. These files are available to any user associated with your company.

1. Navigate to Submit / Result Files
2. Downloads Displays (Figure 6.8)
  - 2.1. Username - the user who requested the report
  - 2.2. Type
    - 2.2.1. TN Submission Report Details – this is from Submit / TN Submission Report
    - 2.2.2. TN Data Report – this is from Submit / TN Data Report
  - 2.3. Create Date – date when the report was requested
  - 2.4. Output Filename – this will include the Report Name and the CompanyID specified when running the report
  - 2.5. Download – the format downloaded will match what was specified when the report was requested.

### Result Files

Download the result files for your records. The result files will only be available for 45 days from the Create Date.

#### Downloads

| Username               | Type                         | Create Date         | Output Filename                                | Download                 |
|------------------------|------------------------------|---------------------|--|--------------------------|
| arccommunicationSecond | TN Submission Report Details | 12/01/2020 13:06:07 | TNSubmissionReportDetail-Arc2411-08102020.xlsx | <a href="#">Download</a> |

Rows per page: 10 ▼ 1-1 of 1 |< < > >|

Figure 6.8

## 7.0 Update TNs after 15<sup>th</sup> of the Month

If the user requires updates to TNs after the 15<sup>th</sup> of the month TN report submission, the user will need to prepare a file with only the TNs requiring updates. Through a request to the RND Customer Support, the user will be able to Modify or Remove a TN in the RND.

The Modify action will be used to update the TN disconnect date to be before or after the date in the RND but never in the future. The Modify action can also be used for adding TNs that should have been reported as disconnects.

For Remove, the user may indicate that this TN should not have been previously provided to the RND. The RND will verify that there is no historical data to revert to in the case of a Remove action.

## 7.1 Update TN Fix File format – CSV only

The fix file format is the same as the TN Monthly Report except it has a line for Help Desk Fix (Figure 7.1), an additional column for each TN, and it must be in CSV format; XLSX will not be accepted. The user must indicate Modify or Remove for each TN. If the user wants to receive a copy of the validation email notification, please add an email address to Additional Contacts. Please note that if submitting a Fix File with no TN disconnects to report please refer to Section 7.2 below.

```
CompanyID,609,
Additional Contacts,Joe@609.com,Tom@609.com
Help Desk Fix,2021-04,
Telephone Number List,
5715550133,3/12/21,Modify
5712020134,3/12/21,Modify
5715550137,4/15/21,Remove
5715550138,4/15/21,Remove
```

Figure 7.1

Process:

1. Prepare Fix File
  - a. Add email addresses to Additional Contacts in the File to receive Validation Email Notifications
2. Email RND Customer Support with the Update TN file
  - a. In subject indicate URGENT Update TNs
3. RND Customer Support will review the information and contact the user with any questions
4. RND Customer Support will process Update TN File in the system
5. If the user has added the user's email address to Additional Contacts, the user will receive an email notification from the system
  - a. Review email for any validation errors that the system detected
  - b. For Validation Errors
    - i. Create a New File
    - ii. Include only corrected TNs which had validation errors
    - iii. Submit new file with corrected TNs
6. RND Customer Support will reply to the initial email with verification that file has been processed and the RND has been updated

## 7.2 Update TN Fix File format – CSV only For Reporting No Disconnects

Please note that if submitting a Fix File with no TN disconnects to report please add the “Help Desk Fix, YYYY-YY,” and replace the Telephone Number List Line with No Disconnect Data to report, as shown in Figure 7.2 below. The BatchID and Additional Contacts fields are optional.

```
CompanyID,ABCD,
BatchID,1,
Additional Contacts, ABC@telcom.com,abcdistro@telcom.com
Help Desk Fix, 2022-03|
No Disconnect Data to report,
```

Figure 7.2

Process:

1. Prepare Fix File
  - a. Add email addresses to Additional Contacts in the File to receive Validation Email Notifications
2. Email RND Customer Support with the Update TN file
  - a. In subject indicate URGENT Update TNs
3. RND Customer Support will review the information and contact the user with any questions
4. RND Customer Support will process Update TN File in the system
5. If the user has added the user’s email address to Additional Contacts, the user will receive an email notification from the system
6. RND Customer Support will reply to the initial email with verification that file has been processed and the RND has been updated

## 8.0. Email Notification of Processing

RND users will be sent email notifications for each file uploaded. Here is an example email notification of a successful upload (Figure 8.1):

### RND Disconnected TN File Processed

NR no-reply@reassigned.us  
To: J. [redacted]  
Cc: Support Reassigned; [redacted]

Reply Reply All Forward ...  
Thu 4/15/2021 9:51 AM

The Disconnect TN file name [redacted] has been processed. If any validation errors are found, they will be in an attachment to this email. Please correct the errors and resubmit the file in the RND system prior to 11:59pm ET on the 15th of the month.

I

Total Entries Processed: 32

Total Validation Errors: 0

If you have any questions, please contact the RND Customer Support.

 RND Customer Support  
Phone: 833-763-2366  
Email: [support@reassigned.us](mailto:support@reassigned.us)  
Web: [www.reassigned.us](http://www.reassigned.us)  
Reassigned Numbers Database

This email may contain material that is confidential and/or privileged. It is intended for the sole use of the intended recipient. Any review, reliance or distribution by others without express permission is strictly prohibited. If you are not the intended recipient, please contact the sender and delete all copies.

Figure 8.1

Here is an example of an email notification of a file upload with error(s) (Figure 8.2):

### RND Disconnected TN File Rejected

NR no-reply@reassigned.us  
To: [redacted]  
Cc: Support Reassigned

Reply Reply All Forward ...  
Wed 4/28/2021 10:25 AM

The Disconnect TN file name [redacted] was not accepted in the RND system. Please correct the errors and resubmit the file in the RND system prior to 11:59pm ET on the 15th of the month.

I

Below is a list of error(s) found:

The file could not be processed due to missing or invalid header information. Header must include companyID and Telephone Number List.

If you have any questions, please contact the RND Customer Support.

 RND Customer Support  
Phone: 833-763-2366  
Email: [support@reassigned.us](mailto:support@reassigned.us)  
Web: [www.reassigned.us](http://www.reassigned.us)  
Reassigned Numbers Database

This email may contain material that is confidential and/or privileged. It is intended for the sole use of the intended recipient. Any review, reliance or distribution by others without express permission is strictly prohibited. If you are not the intended recipient, please contact the sender and delete all copies.

Figure 8.2

## 9.0. Acronym List

These are terms or acronyms used with in the document.

Company ID – Company Identifier

CSV – Comma Separated Values file format

ET – Eastern Time

GUI – Graphical User Interface

NPA – Number Plan Area

NXX – Central Office (exchange) code

RND – Reassigned Numbers Database

SFTP – Secure File Transfer Protocol

SP – Service Provider

SPA – Service Provider Agent

TN – Telephone Number

YYYY-MM-DD – Year-Month-Day

XLSX – Excel™ file format