

Number Management System

User Guide for numbering

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How to register online

New Registration

Steps to Follow:

- 1. Navigate to the 'Ofcom's Number Management System (NMS)' homepage via "https://ofcom.force.com/NMS_loginpage".
- 2. Click the "New Registration" button.

Ofcom's Numbe	er Management System (NMS)
8	
Login	
Fields marked with * are require	d
User ID:*	
Password:*	Registration Button
	Forgotten your password?
	New Registration

After clicking the "New Registration" button, you will be navigated to the page below

- 3. Complete all mandatory fields (marked with an asterisk*).
- 4. Click "Register" button.

Data Prot	rection	
for nev 2. Ofcom person	com Licensing Service allows you to update your contact details, apply v licences and check the details of any licences you currently hold. is committed to protecting your privacy and to processing your al data in a manner which meets the requirements of the Data ion Act	
correct	stering your details you agree: a. that any information provided is and complete to the best of your knowledge and belief, and b. to the your personal data for the purposes described in paragraph 1 above	
lf you do not	agree, you cannot continue your registration.	
The informat	ion you provide and any further information submitted will be used	
by Ofcom for	the purpose of issuing licences. By registering, you confirm that you e terms of this licence agreement.	
My Details Fields marked wi	ith * are required	
Title		
None	~	
First name*		
Middle name		
Last name*		
Email address		
Confirm email	address*	
Main phone nu	imber*	
Mobile numbe	r	
	tion	
Challenge ques		
Place of Birth	~ ~	
Answer to cha	llenge question*	
]	
Cancel	Complete all mandatory fields and Register.	

Note 1: You will be sent an email to your registered email address containing your verification link. You will need this to create your password and complete the registration process.

- 5. Click on the verification link in the email and you will be navigated to the 'Enter new password' page (see Fig 3).
- 6. Provide details as required and click "Confirm".

making communications work for everyone	
Licensing Numbering/ECC	
Enter new Password	Chat is offline
Fields marked with * are required	
Passwords must be at least 8 characters long and contain a mixture of numbers and letters	
New password*	Select Confirm to set New Password.
Re-enter new password*	
Cancel Confirm	

How to login

Existing Users Visit: https://ofcom.force.com/NMS_loginpage

- 1. Enter your Email address and Password
- 2. Click the "Login" button

Ofcom's Number Ma	nagement System (NMS)	
Login Fields marked with * are required		
User ID:*		Login Button
Password:*		
	Forgotten your password?	
	New Registration	

Upon successful login you will be directed to your online account.

making communications work for everyone		Test PA
Licensing Numbering		
Home		
Licensing dashboard	Spectrum Licensing Help Centre	Chat is offline
1 Personal details	🍃 My licences 🛛 🕴	My contact types
Mr Test PA	You have no licences	You have no contact types
 ► targete2c@gmail.com ► 565655234 □ 1234567891 		
You last updated or verified your personal details on: 28/01/2020 09:18	View my licences	Manage my contact types

3. Click on "Numbering" tab on the dashboard

OFCOM making commu for everyone		Numbering tab	Test PA
Home	Licensing Numbering		
New Applications	1 Contact details	≽ All Recent Applications	Contact Roles
Existing Applications	Name: Test PA	Application Case ID Application/Case	Test BA
Invoice and Statements	Email: targete2c@gmail.com Contact Id: 2-712268	ID Status	Licence Bill/Account Contact
Add Contact	To update your contact and company details	View my Applications	
Assign Contact	click the Update Contact Details button below.		
Allocated Number Blocks			
View Contacts	Update Contact Details		Manage my Contact Types
PECN/PECS			

How to change your password

Password Reset

- 1. Click on your Username tab in the top-right corner of the screen
- 2. Select "Change Password" option

Making communications work for everyone	Licensing Numbering	Click on Username tab ar click on Change Password	Change Descured
New Applications	1 Contact details	📂 All Recent Applications	Contact Roles
Existing Applications	Name: Test PA	Application ID Case ID Status	Test BA Licence Bill/Account Contact
Invoice and Statements	Contact Id: 2-712268	00823102 00823102 Approved	Activation Application Internal
Add Contact	To update your contact and company details click the Update	View my Applications	
Assign Contact	Contact details Name: Test PA Email: targets 226/gemail.com Contact ld: 2-712268 To update your contact and company details click the Update Contact Details button below.		
Allocated Number Blocks			
View Contacts	Update Contact Details		Manage my Contact Types
PECN/PECS			

3. Provide details as required and click "**Confirm**" to change password or "**Cancel**" to return to your account home page

	ng communications work veryone		Test PA
Home	Change Password Fields marked with * are required		
New Applications	Old password*		
Existing Applications			ר
Invoice and Statements		Button to return to your Account home page.	
Add Contact			┛┃
Assign Contact	Re-enter new password*		
Allocated Number Blocks	Confirm Cancel		
View Contacts			
PECN/PECS			

4. Click on "Edit My Profile".

OFCOM making communications work for everyone	Tes	st PA
Home	CP Details Contact details PECIV/PECS	
New Applications	Edit Communication Provider(CP) Details	
Existing Applications	Fields marked with " are required Please select Communication Provider to edit account details	
Invoice and Statements		
Add Contact		
Assign Contact		
Allocated Number Blocks		
View Contacts	To edit Profile.	
PECN/PECS		

- 5. Give all details on "Contact details" tab.
- 6. Click on "Contact Details".

Fcom hrange			Contact Details tab)	Ter
me	CP:Details Contact details	PEDAPECS			
w Applications isting Applications	Edit Contact Details Field: mailed with 1 are required.	ewf ication Provider to edit contact details			
voice and Statements id Contact	* Test BA Licence Bill/Account Activation				ĵ,
sign Contact					
ocated Number Blocks nw Contacts	Company Name	Test BA	Contact Type*	Licence Bill/Account Centact Activation Application Internal	Î
OVPECS				Application External Hold down "Ch" to select multiple contacts	
	Edit Contact Details:				
	Title	Mr	 Foressame* 	Test	
	Summe*	ря,	Email*	targete20@gmail.com	
	Telephone*	05065656565	Mobile	1234567891	
	Date of Birth	(eave2-200e)			
	Address Information				
	Street Address*	Whiski Shop,4-7 North Bank Street	Oby+	Edinburgh	
		Enter a street name or postcode in the box above and use: Validatar to confirm the full address Validate			
	Post Code*	DH1 2UP	Country	United Kingdom	ð
	Please select contact re	ole to update address			
	20 Test BA Licence (BR/Account Activation	Contact			Ĵ.

7. Click on "**Update**" button.

Fcom nuking communications for everyone	work				Test
	CP Details Contact details	PEDMPECS			
lome		PLOAPES			
iew Applications	Edit Contact Details	ad .			
xisting Applications	Please select Communic	ation Provider to edit contact details			
woice and Statements	* Test BA				^
dd Contact	Licence Bill/Account Activation	Contact			-
sign Contact	Contact Details have been up	adated.			
located Number Blocks	Contact Declars have been a	pareno.			
ew Contacts	Company Name	Test BA	Contact Type*	Licence Bill/Account Contact	
ON/PECS	Company name	ROL DH	consect type	Activation	
				Application Internal Application External	- 0
				Hold down "Cot" to select multiple contacts	*
	Edit Contact Details:				
	Title	Mr	Forename*	Test	
	Sumame*	PA	Email*	targete2c@gmail.com	
	Telephone*	05065656565	Mobile	1234567891	
	Date of Birth				
		[03/02/2020]			
	Address Information:				
	Street Address*	Whiski Shop,4-7 North Bank Street	City*	Edinburgh	
		Enter a street name or postcode in the box above and use 'Validate' to confirm the full address			
		Validate			
	Post Code*	EH1 2LP	Country	United Kingdom	,
			Up	odate Button	
	Please select contact ro	le to update address			
	Test BA Licence Bill/Account Activation	Contact	/ -		Ĵ
			¥		
		Upd	ate Cancel		

How to create a Communications Provider Business Account

1. Click on the "New Applications" option from the Account Home page

DFCOM making common for everyone	New Application Tab.	Т
Home	Fields marked with * are required	
New Applications	Select the entity you are applying for. If they are not listed, select Other.*	
Existing Applications	Test BA Licence Bill/Account Contact	
Invoice and Statements	 Other 	
Add Contact		
Assign Contact		
Allocated Number Blocks		
View Contacts		
PECN/PECS		
	Select your application type from the drop-down list.*	
	None *	

Fig 12

2. Select **"Others**". Select the **Application type** from the drop-down list and choose the **Number type** where applicable.

3. Click on "Continue" button.

OFCOM making communications work for everyone		Test PA
Home New Applications Existing Applications Invoice and Statements Add Contact Assign Contact Allocated Number Blocks View Contacts PECN/PECS	Fields marked with * are required Select the entity you are applying for. If they are not listed, select Other. Other Select other and select Number Select other and select Number Types. O7 - Personal Numbers O7 - Personal Numbers O7 - Radiopaging and Mobile Numbers O8 - Non-Geographic Numbers O7 - Radiopaging and Mobile Numbers O8 - Non-Geographic Numbers O7 - Radiopaging and Mobile Numbers O8 - Non-Geographic Numbers O8 - Non-Geographic Numbers O7 - Personal Numbers O8 - Non-Geographic Numbers O8 - Non-Geographic Numbers O7 - Personal Numbers O8 - Non-Geographic Numbers O8 - Non-Geographic Numbers O7 - Personal Numbers O8 - Non-Geographic Numbers	
	Continue	

4. Complete all mandatory fields on '**Communications Provider (CP) Check**' page and click on "**Validate Account**" button.

OFCOM making communic for everyone	ations work	Test PA
Home	Communication Provide	
New Applications	Fields marked with * are required	None Validate Button
Existing Applications		Validate Button
Invoice and Statements	Company / Individual Name*	
Add Contact	Company Registration	
Assign Contact	Number	
Allocated Number Blocks		Validate Account
View Contacts		Cancel
PECN/PECS		

5. Click on "Create Account" button if no result is found.

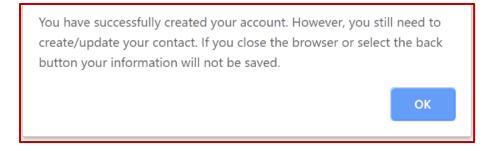
9	making communications for everyone	; work			Test PA
_					
	Home	Communication Provider (CF Fields marked with * are required	P) Check	No result found based on your criteria.	
	New Applications	Legal Type*	Company •	Create Account	
	Existing Applications		NIIT TECHNOLOGIES LIMITE		
	Invoice and Statements	Company / Individual Name*	NIT TECHNOLOGIES LIMITE		
	Add Contact	Company Registration Number*	02648481	Button to create Account	
	Assign Contact		Validate Account		
	Allocated Number Blocks				
	View Contacts		Cancel		
	PECN/PECS				
11					

6. Provide requested details on the form. Please note that you will only be able to save details if all the mandatory fields are completed (mandatory fields are marked with *).

7. Click the "Save" button. (see Fig 16)

ome	Applicant Registration				
nw Applications	Fields marked with " are require	ed -			
inting Applications	Legal Type*	Company .	Status	Current	
voice and Statements	Company Name*	NET TECHNOLOGIES LIMITED	Nature of Business*	Telecommunications	
id Contact	Trading Name		Country of	United Kingdom	
sign Contact	the second second		Incorporation	control conflore of	
ocated Number Blocks	Company Registration	02548481	Incorporation /		
ne Contacts	Number*		Commencement Date	£01405/30301	
CNIPECS	Registered Office				
	Street Address *	Baker & McKenzie, 100 New Bridge Street			
		Enter a street name or postcode in the box above and use 'Validate' to confirm the full address			
		Validate			
	City*	London			
	Postcode*	ECAV 6JA			
	Country	UNITED KINGDOM			
	Telephone Number*	1234567890			
	Email Address*	nittech@gmail.com			
	Website				
	Yes Onternal contact	tact working directly for this Company/Indukid s will receive all correspondence) cantact working on behall of this Company/In		epresentative)	
	Please attach Letter Choose File OP - Formal o				
	C-	ave Button			

Note 2: When the "Save" button is clicked, all the buttons will disable and "Please wait as CP registration is in process..." processing message will display. After processing the popup will be shown on the screen as below.



While 'OK' is clicked 'Update' button shall become visible. This button will allow the user to update their details and associate themselves with the New CP account created.

8. Provide details on the 'Contact Registration Form' and select Contact Type(s). Note that multiple contact types can be selected by holding down your "Ctrl" key.

9. Click "Update" button to save details.

rsking communications work Tir everyoop						Test PA
Home New Applications	Contact Registration Form Fields marked with * are required					
Existing Applications Invoice and Statements	Company Name	NiiTCorp		Contact Type*	Licence Bill/Account Contact Activation Application Internal	^
Add Contact Assign Contact					Application External Hold down "Ctrl" to select multiple contacts	•
Allocated Number Blocks View Contacts	Contact Information:	Mr	٣	Forename*	Test	
PECN/PECS	Sumame*	РА		Telephone*	5656565234	
	Mobile Date of Birth	1234567891		Email*	targete2c@gmail.com	
	Address Information:					
		Enter a street name or postcode in the box above and use 'Validate' to confirm the full address		City*		
	Past Code*	Update button	date Res	Country*	United Kingdom	Y

10. A Communications Provider Business Account can also be created from the Username tab in the top-right corner of the screen.

How to create numbering applications

To make an application, please follow the following steps:

From the Business Account home page

1. Click the "New Applications" tab.

Ofcom	making communications work for everyone		New Application Tab
Home		Fields harked with * are	,
New Applications		Select the entity you	are applying for. If they are not listed, select Other.*
Existing Applications		Licence Bill/Acco Other	unt Contact
Invoice and Statements	s	U UNE	
Add Contact			
Assign Contact			
Allocated Number Bloc	ks		
View Contacts			
PECN/PECS			
		Select your application t	ype from the drop-down list.*
		None	,

- 2. Select the Communications Provider Business Account that the application is for.
- 3. Select the application type from the drop-down list. The application we are going to use in this instance is **"Allocation"**
- 4. Select the Number type.
 - a. CP contact will be able to select Number type once on the Application selection page.
 - b. Number type selected by the CP contact is going to prepopulate on the Application page.
- 5. Click "Continue"

making communications work for everyone			Test PA
Home	Fields marked with " are required		
New Applications Existing Applications	Select the entity you are applying for. If they are not listed, select Other.*	Please select Number type for Allocation.*	
	Test BA Licence Bill/Account Contact		
	© Other	S1 - 01 or 02 - Geographic Numbers O 03 - Non-Geographic Numbers: Calls charged at a geographic rate	
Invoice and Statements			
Add Contact		Ø 05 - Non-Geographic Numbers	
Assign Contact			
Allocated Number Blocks		07 - Radiopaging and Mobile Numbers	
View Contacts			
PECN/PECS			
	Select your application type from the drop-down list.*		
	Allocation	Continue Button	
	Conti		

OFCOM making communication for everyone	ations work			Test PA
Home	Communication Provider (Cl Fields marked with * are required	P) Check	No result found based on your criteria.	
New Applications	Legal Type*	Company •	Create Account	
Existing Applications				
Invoice and Statements	Company / Individual Name*	NIIT TECHNOLOGIES LIMITE		
Add Contact	Company Registration Number*	02648481		
Assign Contact		Validate Account		
Allocated Number Blocks		Validate Account		
View Contacts		Cancel		
PECN/PECS			-	

Note 3: If you wish to create an Allocation/Return/Transfer, then choose the appropriate application type from the dropdown list.

Note 4: After clicking the "Continue" button, users will be directed to provide utilisation details on allocated number blocks where relevant (see Fig 19). The following activities can be completed:

- 1. Add details as requested and click "Update utilisation".
- 2. In addition, you can also download CSV files by selecting available number blocks and selecting the "Download csv" button, to provide details on the CSV files. Users can also upload CSV files by using the "Import Number Block" button.
- 3. If there are no utilisation details to be provided, click the "Continue to application" button to proceed.

Note 5: Users will be directed to the PECN/PECS section to upload a network diagram for Fixed and/or Mobile networks, dependent on the number type applied for.

6. In order to upload a network diagram, attach the relevant document from your own directory/files and click on the **"Upload PECN/PECS"** button.

making communications work for everyone		Test PA
Home	PECINPECS	
New Applications Existing Applications	PECN/PECS Fields marked with * are required	
Invoice and Statements	Please Upload PECS/PECN diagram for Fixed and Mobile.	
Add Contact	You should note that Ofcom can only allocate number ranges from the UK's telephone numbering plan to Providers of Public Electronic Communications Networks ("PECIA") or Providers of Public Communications Services ("PE	
Assign Contact	who have appropriate arrangements with a provider of a PECIN, as defined in Section 32 of the Communications Act 2003, who are thereby bound by Condition B1 of the General Conditions of Entitlement (Allocation, Adoption Use of Telephone Numbers).	and
Allocated Number Blocks	In order to make your applications, you will be required to update the PECIV/PECS area of NMS with details of your network including providing a confirmation of your hosting/interconnection agreement which will form part ou application assessment.	ж
View Contacts		
PECN/PECS	PEC Type *None v Type *None v	
	Date of Network Delivery Description of Network or [29/01/2020] Service	
	PECN/PECS Attachment * Choose File No file chosen Button to upload Network diagram. Upload PECN/PECS	

8. Click on "Continue" button when diagrams are uploaded.

OFCOM making communications work for everyone					Test PA
Home	PECN/PECS				
New Applications	PECN/PECS Fields marked with * are required				
Existing Applications					
Invoice and Statements	who have appropriate arrangements with a	te number ranges from the UK's telephone numbering p a provider of a PECN, as defined in Section 32 of the Corr			
Add Contact	Use of Telephone Numbers).				
Assign Contact	In order to make your applications, you will application assessment.	be required to update the PECN/PECS area of NMS with	h details of your network including providing a confirm	ation of your hosting/interconnection agreeme	ent which will form part our
Allocated Number Blocks					
View Contacts	PEC Type *	None	 Type * 	None	٣
PECN/PECS	Date of Network Delivery	1/2020]	Description of Network or Service		
	PECN/PECS Attachment * Cho	ose File No file chosen			
	PECS Documents				A
	Action	PEC Type	Туре	Title	Name Date
	View Delete	PECS	Fixed	CHG0015695664 - Release Note.docx	PEC# 29/01/20
	Diagram successfully uploaded. Please of	lick continue.		Contin	ue hutton
	Upload PECK/PECS Continue Continue button				

Note 6: After clicking the "Continue" button, users will be taken to the number application form.

9. A pop-up message will appear on the screen, informing users they have 60 minutes to complete the form and submit the application. A timer is provided in the top-right corner of the screen. It is not possible to save a partially completed application, so please have the necessary information to hand before commencing.

making communications work for everywork	baur34-ofcom.cs86.force.com says You have 60 minutes to complete this form.	Test PA
Home	ок	
New Applications		,
Existing Applications		
Invoice and Statements		
Add Contact		
Assign Contact		
Allocated Number Blocks		
View Contacts		
PECN/PECS		
,		

10. Provide details as required on the form and ensure all mandatory fields (marked with an asterisk*) are completed. After completion, press the "**Submit**" button.

a. Part 1. Communication Provider (CP) Profile

Users are required to review the CP information that has been supplied and confirm that it is complete, accurate and up-to-date. The form provides a link for users to view their CP information in a new window.

b. Part 2: PECS and PECN

Users must confirm the relevant status of their network and/or service provision, selecting at least one of the options provided.

c. Part 3. Application for Number Blocks Search Number Block Section

Select **Number type**, **Number sub type** and the **Service type** from the drop-down fields on the **'Search Network Block'** section. Click the **"Search"** button to view available number blocks.

Users can also enter the **Number type**, **Number sub type** and the **Service type** on the **search field** for a quick search.

A list of available number blocks that match the criteria will be displayed. Select desired number block(s) and click the "Add" button.

Provide the requested details for the selected number block(s).

d. Additional Information

Users can add additional information if required in the 'Additional Information' section. Users can also upload attachments. Attach the relevant document from your own directory/files and click on the **"Upload"** button.

e. **Declaration**

In the Declaration section, tick the check boxes to be able to submit the form.

				Terr	Remaining: 54-26
Number Block Applications -Allocat Fields marked with "are required	tion				
Part 1. Communication Provider (CP) Profile Och here to view CP Datals	response to Part 1 and confirm that it is complet	e, accurate, and up-to-date."			
Part 2. PECS and PECN* Please select at least one option					
	applicant is a provider of a Public Electronic Com	munications families as defined in the	Communications Act of 2023.		
				onths from the date of allocation of the numbers requested in this application.	
	applicant is a provider of a Public Electronic Com				
				wriths from the date of allocation of the numbers requested in this application.	
II I declare on behalf of the applicant, that this confirmation checkbox for Part 2 to proceed.	application is only for Communication identity (C	CUPID) Codes or Reseller Identification	(RRD) Codes(b) and is not for any other type of code or numb	er. If the user checks this declaration, the user is finished with Part 2 and needs t	1 dick the
Part 2.1 Network and/or Senice Provision C	confirmation response to Part 2 and confirm that it is complete	e, accurate, up-to-date.*			
Part 3. Application for Number Blocks Application Details					
Communication Provider		Test BA			
Request Number Blocks Select the number type then cick Search. To refine Search Number Block	ryour search, select a number sub type, service type	and geographic area (where applicable			
Number Type*		Number Sub Type			
-None-		None			
Search Search					
3.3 Additional Information					
Additional Information Comments			Attachments Description		
Add Attachment	Mainan Asarina (1963) Yashan 1000 danatarini				
Choose Files No file chosen					
Upload					
Part 4 Declaration	ton Form and any accompanying material result	fed in to the best of mulknowledge in	nd belief, imae, accurate and up-to-date. I further during that	no material information has been withheld with the intention of causing Otcom	to be misled.*
			Form, all those allocations will be adopted within six months		
			Submit Cancel		

11. A message confirming that the application has been successfully submitted will appear on the screen.

reveryone making communications work	Tes	st PA
Home	Application Submitted Successfully	
New Applications		
Existing Applications		
Invoice and Statements		

How to create Transfer type applications

Transfer application is mainly categorised into two parts.

For Gaining CP

Raising Transfer request by a Gaining CP is similar to raising an Allocation request. While raising the Transfer request user needs to select Losing CP as well. Refer below screenshot.

Search Number Block Section

Select Losing CP, Number type, Number sub type and the Service type from the drop-down fields on the 'Search Network Block' section. Click the "Search" button to view available number blocks.

Number Block Applications - Transfer redd maned with "air repared				Time Remaining : 54:0				
Part 1. Communication Provider D2R Partiels Claims measure that defaunties provided in response to Part 1 and confirm that 1 is complete, accurate, and up to date."								
Ner 2. PKS and PKOP* Neas sets 21 kills or or uption								
I declare on behalf of the applicant, that the applicant is a provider of a Public Electronic Communications Service as defined in the C	Communications Act of 2003.							
I declare on behalf of the applicant, that the applicant shall commence the provision of a Public Electronic Communications Service	as defined in the Communications Act of 2003 within	n six months from the date of allocation of the numbers requested in this app	fication.					
I declare on behalf of the applicant, that the applicant is a provider of a Public Electronic Communications Network as defined in the	e Communications Act of 2003.							
I declare on behalf of the applicant, that the applicant shall commence the provision of a Public Electronic Communications Network	rk as defined in the Communications Act of 2003 withi	in six months from the date of allocation of the numbers requested in this ap	plication.					
I declare on behalf of the applicant, that this application is only for Communication Identity (CUPID) Codes or Reseller Identification	(RID) Codes(s) and is not for any other type of code or	r number. If the user checks this declaration, the user is finished with Part 2 a	and needs to click the confirmation checkbox for Part 2 to proceed.					
Part 2.1 Network and/or Service Provision Confirmation I there reviewed the information provided in response to Part 2 and confirm that it is complete, accurate, up-to-date.*								
Part 3. Application for Number Blocks Application Details								
	Test PA							
Loosing CP.								
Select the number type then clck is with to refine your search, select a number sub type, service type and geographic area (where applicable)								
Losng CP								
road n.								
Number Tige*	Number Sub Type							
None 🗸	None	~						
Service Type								
0								
0								
Search								
South								
3.3 Additional Information								
Additional information Comments		Attachments Description						
Maximum Augustum (11012) Nacional (11012)								
Norban (1997) distributions tail								
Choose Files No file chosen								
Uplead								
Part 4 Declaration								
I declare that all information in this Application Form and any accompanying maturial provided is to the best of my knowledge and to I hereby confirm on behalf of the applicant that in the event the applicant is allocated the numbers requested in this Application For			Ofcom to be misled.*					
Sand Cover								

For Losing CP

After Gaining CP request for transferring number block/s then it will go to Losing CP to approve/reject the request.

1. Login with Losing CP and go to **Existing applications** tab.

CRECORD making communicat		isting Applica	ation tab.			Rel28 PA
Home	Existing Allocation Applica	ations				
New Applications	Show 10 v entries					
Existing Applications	Application ID	Created Date	CP Name	Application/Case Status	Number Type	Action
Invoice and Statements	00863907	17/04/2020	Rel28 BA	Approved	S1 Geographic No	t Applicable
Add Contact	Showing 1 to 1 of 1 entries Previous 1 Next					
Assign Contact	Existing Reservation Appl	ications				
Allocated Number Blocks	Show 10 • entries					
View Contacts	Search:					
	Application ID	Created Date	CP Name	Application/Case Status	Number Type	Action
PECN/PECS			No a	pplications submitted		

2. In Existing Transfer Application for Approval section, you can see application Losing CP needs to approve.

Existing Transfer Applications For Approval									
Show 10 • entries Application reference									
Application ID	Created Date	Gaining CP	Application/Case Status	Number Type	Action				
App-02000	17/04/2020	Rel35 BA	Not Applicable	S1 Geographic	Approve/Reject				
Showing 1 to 1 of 1 entries Previous 1 Next									

- 3. When Losing CP click on **Approve/Reject** command link then it will redirect to another page where Losing CP can approve/reject number block.
 - a. If Losing CP clicks on "**Approve**" button, then it is redirected to Ofcom Team to further take action.
 - b. If Losing CP clicks on "Reject" button, then the request / application is rejected.
 - c. In case there are multiple number block request in single application, Losing CP can partially approve/reject the application. Then approved number blocks are forwarded to Ofcom Team to process further.

DFCOM making communica for everyone	itions work		
Home	Number bl	ocks	
New Applications		1243	Status
Existing Applications			Carling
Invoice and Statements	Approve		Confirm
Add Contact		Back	
Assign Contact			
Allocated Number Blocks			
View Contacts			
PECN/PECS			

4. When you click on **Approve** button after checking Number blocks. A message will appear to confirm.

con	making comm for everyone	nunications work					
Home		After ye	ou have approved or	rejected all numb			
New Applications		Numbe	Number blocks				
Existing Application	วทร		Number blocks	Status			
Invoice and Stater	ments	2	1243	Approved			
Add Contact		Арр	prove Reject	Confirm			
Assign Contact			Back				
Allocated Number	Blocks	_					
, View Contacts		А	pprove Butte	on			
PECN/PECS							

5. After confirming a new message will appear that Application is now with Ofcom' Numbering Team.

com	making communications v for everyone	work					
Home	1	Thank you for your confirmation. This application is now with Ofcom's Numbering Team.					
New Applications Number blocks							
Existing Applications		Numbe	er blocks	Status			
Invoice and Statements	2	ð 12	243	Approved			
Add Contact		Approve	Reject	Confirm			
Assign Contact			Back				
Allocated Number Blocks	6						
View Contacts							
PECN/PECS							

How to make discount management application

Steps to follow:

- 1. Login to your account.
- 2. Click "New Applications".

making commi for everyone	New Application tab				Akanksha Jai
Home New Applications	Licensing Numbering				
Existing Applications	L Contact details		t Applications		Contact Roles
Existing Applications	Name: Akanksha Jain Email: niyatiseth03@gmail.com	Application ID	Case ID	Application/Case Status	AIRTEL LIMITED Licence Bill/Account Contact
Invoice and Statements	Contact Id: 2-689451	00783197 00783197 New	Application Internal Test Gaining CP BA 0987		
Add Contact		00783196	00783196	Approved	Application Internal
Assign Contact	To update your contact and company details click the Update Contact Details button below.	v	iew my Applic	ations	Director
Allocated Number Blocks					
View Contacts	Update Contact Details				Manage my Contact Types
PECN/PECS					

- 3. Select the Communication Provider you are applying on behalf and select "**Discount**" as type of application.
- 4. Click on "Continue" button.

Home	Fields marked with * are required		
New Applications	Select the entity you are applying for. If they are not listed, select Other.*		
Existing Applications	AIRTEL LIMITED Licence Bill/Account Contact		
Invoice and Statements	Application Internal		
Add Contact	 Other 	Select 'Discount' to create a	1
Assign Contact		Number block application.	
Allocated Number Blocks		/	1
View Contacts	None		
PECN/PECS	Allocation Return		
	Transfer Discount		
	Service Charge		
	None		

Please note: Non – BT/KCOM you will be able to provide the following details: Ported quantities, Extraction Date and Receiving communication provider.

For BT/KCOM you will be able to provide details of Ported quantities, Extraction Date receiving communication provider, Payphone quantities and WLR quantities

5. For Non-BT/KCOM provide details for the following fields: Ported Quantity, Extraction Date and Receiving Communication Provider fields.

Creating communication for everyone	ons work			Akanksha Jain
Home	Fields marked with * are required			
New Applications	Discount Application			
Existing Applications	Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
Invoice and Statements		[17/12/2019]		
Add Contact	Showing 1 to 1 of 1 entries Add Row			
Assign Contact	Note :- Extraction date should be in correct	format (dd/mm/yyyy) to make Rece	iving CP searchable	
Allocated Number Blocks		Submit Cano	el	
View Contacts				
PECN/PECS				

Note*- Communication Provider which does not have any chargeable number block allocated will not be able to create discount application.

6. For BT/KCOM CP's provide details for the following fields: Ported Quantity, Payphone Quantity, WLR Quantity, Extraction Date and Receiving CP fields.

making communication for everyone	ons work				Akanksha Jain
Home	Fields marked with * are required Payphone Quantity				
New Applications					
Existing Applications	Discount Application				
Invoice and Statements	Ported Quantity*	WLR Quantity*	Extraction Date*	Receiving CP*	Delete Link
Add Contact			[17/12/2019]		
Assign Contact	Showing 1 to 1 of 1 entries Add Row				
Allocated Number Blocks	Note :- Extraction date should be in con	rect format (dd/mm/yyyy) to m	ake Receiving CP searcha	able	
View Contacts		Submit	Cancel		
PECN/PECS					

7. Click the "Add Row" link to create multiple discount request with different Receiving CP

OFCOM making communication for everyone	ons work			Akanksha Jain
Home	Fields marked with * are required			
New Applications	Discount Application			
Existing Applications	Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
Invoice and Statements		[17/12/2019]		
Add Contact	Showing 1 to 1 of 1 entries Add Row			
Assign Contact	Note Extraction date should be in correct for	ormat (dd/mm/yyyy) to make Rece	iving CP searchable	
Allocated Number Blocks		Submit Cano	el	
View Contacts	Add row button		-	
PECN/PECS				

8. To remove certain details on a row, click on the "Delete Row" link.

	Fields marked with * are serviced			
Home	Fields marked with * are required			
New Applications	Discount Application			
Existing Applications	Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
				Delete Row
Invoice and Statements		[10/06/2020]		
Add Contact				Delete Row
Assign Contact		[10/06/2020]		↑
Allocated Number Blocks	Showing 1 to 2 of 2 entries Add Row			
Anocated Number BIOCKS		rrect format (dd/mm/yyyy) to make Reco	eiving CP searchable	Delete Row Link.
View Contacts				
PECN/PECS		Submit Can	cel	
About Ofcom	About this website			
What is Ofcom?	Accessibility			
Contact Us	Cookies Policy			
	Terms of Use			
Nations and regions lobs	Copyright and inform	ation re-use		

9. Click the "Submit" button to submit the details you provided on the application

Upon clicking on the submit button to submit the discount application a pop-up message shall be displaced reading "Do you want to proceed?" "success message will appear on the screen.

10. Click "**OK**" button to proceed with submission or cancel to stay on the page.

A success message shall be displayed when the application is submitted

	naking communications or everyone	work	preprod-ofcom.cs87.ford Do you want to proceed?	e.com says	Ok Button	Akanksha Jain
Home			with * are required			
New Applications		Discount Appli	cation			
Existing Applications			Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
		100		17/12/2019	TESTING COMPANY	
Invoice and Statements				[17/12/2019]		
Add Contact		Showing 1 to 1 o	of 1 entries			
Assign Contact		Add Row Note :- Extract	ion date should be in correc	t format (dd/mm/yyyy) to ma	ke Receiving CP searchable	
Allocated Number Blocks				Submit	Cancel	
View Contacts						
PECN/PECS						

11. Success message will appear on the screen.

making communication for everyone	is work			Akanksha Jain
Home	Application Created Successfully.			
New Applications	Fields marked with * are required			
Existing Applications	Discount Application			
Invoice and Statements	Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
Add Contact	100	17/12/2019	TESTING COMPANY	
Assign Contact	Showing 1 to 1 of 1 entries	[17/12/2019]		
Allocated Number Blocks	Note :- Extraction date should be in correc	ct format (dd/mm/yyyy) to ma	ake Receiving CP searchable	
View Contacts		Submit	Cancel	
PECN/PECS				

12. You shall receive an email notification for the successful submission of the Discount application

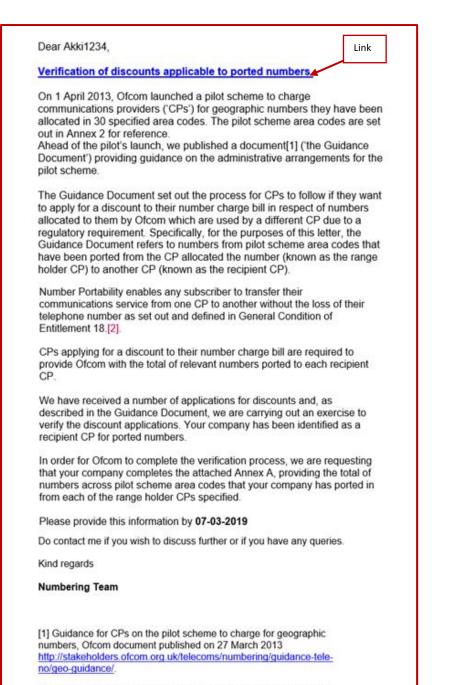
	making communications wor for everyone
Dear akkijain3	
Your discount application has been succ	cessfully submitted.
Once we have verified the information p whether you request has been approved	
Kind regards	
Ofcom Numbering Team	
Ofcom Riverside House	Switchboard: +44 (0)20 7981 3000 or +44 (0)300 123 3000
Za Southwark Bridge Road London SE1 9HA	www.ofcom.org.uk

How to provide details of ported number as receiving communication provider

When a Discount Application is submitted by a Communication provider to another Communication provider, the receiving Communication provider will also get an email notification to provide details of the numbers received **see image 8**

Steps to Follow

1. Click on the "Verification of discounts applicable on ported numbers" link. Kindly refer below screenshot.



2 "Number Portability" means a facility whereby Subscribers who so request can retain their Telephone Number on a Public Communications 2. Enter the Ported Quantity value on Discount Verification screen.

Ofcom	making communications work for everyone			
		Dis	count Verification	
	Show 10 Search:	~ entries		
		Ported Quantity		CP Name
	Showing 1 to 1 Previous 1		akkijain3	Click on "Submit" button
		Su	bmit Cancel	

- 3. Click the Submit button.
- 4. Success message will be displayed upon successful submission of the details provided.

٦

OFCOM for everyone	munications work e		
	Records upda	ted Successfully	
	Discount	Verification	
	Show 10 v entries Search:		
	Ported Quantity	CP Name	
	20	akkijain3	
	Showing 1 to 1 of 1 entries Previous 1 Next		
	Submit	Cancel	

How to view existing numbering applications

Users can select the **"Existing Applications"** option from the **Business Account home page** to view the submitted application.

- If the application is in "**New**" and "**In complete**" stage user can edit the existing application and can remove the number blocks by clicking "Remove selected number block/s".
- If the application is **"In progress"** stage user cannot update the existing application. However, user can remove the number block/s from existing application.

Ofcom	making communications work for everyone	Existing A	pplication Tab					Test PA
Home		Existing Allocation Applications						
New Applications		Show 10 • entries						
Existing Applications		Search		20 L				1.4.4
Invoice and Statements	5	Application 10 00823102	Created Date 30/01/2020	CP Name Test BA	Application/Case Stats Approved	s Number Typ S1 Geograph		Action Not Applicable
Add Contact		Showing 1 to 1 of 1 entries Previous 1 Next						
Assign Contact		Existing Reservation Applications						
Allocated Number Block	ks	Show 10 • entries						
View Contacts		Search						
PECN/PECS		Application ID	Created Date	CP Name	Application to applications submitted	vCase Status	Number Type	Action
		Showing 0 to 0 of 0 entries Previous Next			о аррисатоти зартисно			
		Existing Return Applications						
		Show 10 * entries						
		Search: Application ID	Created Date	CP Name	Analization	/Case Status	Number Type	Action
		Approxime to	Created Date		o applications submitted	Capit Systems	searce the	Petron
		Showing 0 to 0 of 0 entries Previous Next						
		Existing Transfer Applications						
		Show 10 • entries						
		Search	6	(T) 1		1		
		Application ID	Created Date	CP Nat	ne o applications submitted	Application/Case Status		Number Type
		Showing 0 to 0 of 0 entries Previous Next						
		Existing Discount Applications						
		Show 10 • entries						
		Search						
		Application ID	Created Date		CP Name o applications submitted	Application/Case Status		Action
		Showing 0 to 0 of 0 entries Previous Next						
		Existing Service Charge Applications						
		Show 10 * entries						
		Search: Application 10	Created Date		CP Name	Application/Case Status		Action
		Appication is	Created Date		applications submitted	Appication/Lase status		Action
		Showing 0 to 0 of 0 entries Previous Next						
		Existing ECC Applications						
		Show 10 • entries						
		Search:	6			for the second		A refer
		Application ID	Created Date		CP Name applications submitted	Application/Case Status		Action
		Showing 0 to 0 of 0 entries						
		Previous Next			Cancel			

DECOM making comm for everyone	Click on	the Appli	ication Id			Shazia Ansari-PA
Home	Existing Allocation A	pplicatio'.s				
New Applications	Show 10 v en	trie				
Existing Applications	Application	Created Date	CP Name	Application/Case Status	Number Type	Action
Invoice and Statements	00904588	03/06/2020	ShazTelecom	Approved	S7 Personal Number	Not Applicable
Add Contact	00904586	02/06/2020	testTelecom	Approved	S1 Geographic	Not Applicable
	00904584	29/05/2020	ShazTelecom	New	S1 Geographic	Cancel
Assign Contact	00904583	28/05/2020	ShazTelecom	Cancelled	51 Geographic	Not Applicable
Allocated Number Blocks	00904582	28/05/2020	ShazTelecom	Cancelled	51 Geographic	Not Applicable
	00904581	28/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable
View Contacts PECN/PECS	Showing 1 to 10 of 44 Previous 1 2					
	Existing Reservation	Applications				
	Show 10 T er	tries				
	Search:					
	Application ID	Created	Date CP Name	Application/Case	Status Numb	er Type Action
				No applications submitted		
	Showing 0 to 0 of 0 en Previous Next	ntries				

Existing Allocation Application:

OFCOM making communication for everyone	ons work Shazia Ansari-PA
Home New Applications	Number Block Applications -Allocation Fields marked with * are required
Existing Applications Invoice and Statements Add Contact	Part 1. Communication Provider (CP) Profile Click here to view CP Details
Add Contact Assign Contact Allocated Number Blocks	Part 2. PECS and PECN* Please select at least one option
View Contacts PECN/PECS	 I declare on behalf of the applicant, that the applicant is a provider of a Public Electronic Communications Service as defined in the Communications Act of 2003. I declare on behalf of the applicant, that the applicant shall commence the provision of a Public Electronic Communications Service as defined in the Communications Act of 2003 within six months from the date of allocation of the numbers requested in this application.
	 I declare on behalf of the applicant, that the applicant is a provider of a Public Electronic Communications Network as defined in the Communications Act of 2003. I declare on behalf of the applicant, that the applicant shall commence the provision of a Public Electronic Communications Network as
	defined in the Communications Act of 2003 within six months from the date of allocation of the numbers requested in this application. I declare on behalf of the applicant, that this application is only for Communication Identity (CUPID) Codes or Reseller Identification (RID) Codes(s) and is not for any other type of code or number. If the user checks this declaration, the user is finished with Part 2 and needs to click the confirmation checkbox for Part 2 to proceed.

	Part 2.1 Network and/or Service Provision Confirmation					
Part 3. Application for Nu Application Details	mber Blocks					
Communication Provider	ShazTelecom					
Request Number Blocks						
Selected Number Blocks						
Show 10 • entries						
Number Blo	cks In Service Date*	Service Description*				
1234	29/05/2020 [08/06/2020]	fgf				
9897	29/05/2020 [08/06/2020]	as				
Showing 1 to 5 of 5 entries Previous 1 Next						

Existing Return application:

Show 10 • en	tries Clic	k on the Ap	plication ID		
Application ID	Created Date	CP Name	Application/Case Status	Number Type	Action
00904577	28/05/2020	ShazTelecom	New	S1 Geographic	Cancel
00904576	28/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable
00904575	28/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable
00904568	22/05/2020	ShazTelecom	Cancelled	S8 Special	Not Applicable
00904560	20/05/2020	ShazTelecom	Approved	S1 Geographic	Not Applicable
00904556	20/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable

Home	Number Block Applications -Return					
New Applications	Fields marked with * are required					
Existing Applications	Part 3. Application for Number Blocks Application Details					
Invoice and Statements						
Add Contact	Communication Provider ShazTelecom					
Assign Contact	Request Number Blocks					
Allocated Number Blocks	Selected Number Blacks					
View Contacts	Show 10 v entries					
PECN/PECS	Search:					
	Number Blocks					
	24					
	Showing 1 to 1 of 1 entries Previous 1 Next					
	Remove Selected Number Block/s					
	3.3 Additional Information					
	Additional Attachments Information Description Comments					

Existing Transfer application:

Note: Only gaining CP has access to edit the existing application.

Existing Transfer A	pplications	Click on t	he Annlica	tion ID		
Show 10 T	entries					
Application	D Creat	ted Bate	CP Name	Application/C	ase Status	Number Type
App-02394	8/0	5/2020 Sh	azTelecom	Not Applic	able	S1 Geographic
App-02393	18/0	5/2020 Sh	azTelecom	Not Applic	able	S1 Geographic
App-023/9	01/0	5/2020 Sh	azTelecom	Not Applic	able	S1 Geographic
00904585	02/0	6/2020 te	stTelecom	New		S1 Geographic
00904572	24/0	5/2020 Sh	azTelecom	Approve	ed .	S1 Geographic
				Approved		
Previous 1 Ne	entries		azTelecom	Approve	d	S1 Geographic
Showing 1 to 8 of 8 Previous 1 Ne	entries xt pplications For Appro		azTelecom	Арргом	:d	51 Geographic
Showing 1 to 8 of 8 Previous 1 Ne Existing Transfer A Show 10 T	entries xt pplications For Appro			Approve ion/Case Status	d Number Type	51 Geographic
Showing 1 to 8 of 8 Previous 1 Ne Existing Transfer A Show 10 T Search:	entries xt pplications For Appro entries	wal	Applicat			
Showing 1 to 8 of 8 Previous 1 Ne Existing Transfer A Show 10 T Search: Application ID	entries xt pplications For Appro entries Created Date	oval Gaining CP	Applicat Not	ion/Case Status	Number Type	Action
Showing 1 to 8 of 8 Previous 1 Ne Existing Transfer A Show 10 T Search: Application ID App-02437	entries xt pplications For Appro entries Created Date 08/06/2020	oval Gaining CP Vodafone test	Applicat Not	ion/Case Status Applicable	Number Type S1 Geographic	Action Approve/Reject
Showing 1 to 8 of 8 Previous 1 Nee Existing Transfer A Show 10 Table Search: Application ID App-02437 00904587	entries pplications For Appro entries Created Date 08/06/2020 02/06/2020	Gaining CP Vodafone test Akash first compa	Applicat Not	ion/Case Status Applicable pproved	Number Type S1 Geographic S1 Geographic	Action Approve/Reject Action already dor

Existing	Discount ap	plication:
----------	-------------	------------

Showing 1 to 5 of 5 entries Previous 1 Next	Click o	n the Applica	tion ID	
Existing Discount Application				
Show 10 • entries				
Search:				
Application ID	Created Date	CP Name	Application/Case Status	Action
009045	08/06/2020	testTelecom	New	Cancel
00904551	19/05/2020	ShazTelecom	Incomplete	Not Applicable
00904548	18/05/2020	testTelecom	New	Cancel
00904535	11/05/2020	ShazTelecom	Cancelled	Not Applicable
00904534	11/05/2020	ShazTelecom	Cancelled	Not Applicable
Existing Service Charge App Show 10 • entries	lications			
Search:				
Application ID	Created Date	CP Name	Application/Case Status	Action
00904539	11/05/2020	ShazTelecom	New	Cancel
00904538	11/05/2020	ShazTelecom	New	Cancel
00904537	11/05/2020	ShazTelecom	New	Cancel
Showing 1 to 3 of 3 entries Previous 1 Next				
Previous 1 Next Existing ECC Applications				

User can update the existing application if the application is "New" and "In complete" stage.

Home	Fields marked with * are required			
New Applications	Discount Application			
Existing Applications	Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
Invoice and Statements	10	09/06/2020	Telecom Company	
Add Contact	Showing 1 to 1 of 1 entries Note :- Extraction date should be in corre			
Assign Contact Allocated Number Blocks	Click here to enter Comments on related	Case	Cancel	
View Contacts PECN/PECS				
About Ofcom	About this website			

How to view invoices and statements (in relation to charges for certain geographic numbers)

To view invoices (when issued by Ofcom and made available for viewing on NMS):

1. Click on "Invoices and Statements" tab from the Business Account homepage

Home Licensing Numbering New Applications Contact details All Recent Applications Contact Roles Existing Applications Name: Test PA Application ID Case ID Application/Case Test BA	
Existing Applications Name: Test PA Applications Application/Case Test BA	
Email: targete2c@gmail.com Fiphikatori in Case in Status Licence Bill/Account Contact	
Invoice and Statements Contact ld: 2-712268 00923102 00923102 Approved Appr	
Add Contact To update your contact and company details click the Update View my Applications	
Assign Contact Details button below.	
Allocated Number Blocks	
View Contacts Update Contact Details Manage my Contact Types	
PECN/PECS	

2. Click the 'Invoice Number' to view invoices in excel Format. Click the 'Invoice Type' to view invoice in PDF Format.

Making communications work for everyone								Akash Test
	Home	Invoices and Statements						
	New Applications	Show 10 ∨ entries						
Í	Existing Applications	Search:	CP Name	Invoice Type (PDF)	Invoice Date	Invoice Amount	Payment Status	Payment
	Invoice and Statements	72029435	Akash first company		27/05/2020	£ 23,030,245,375,342.46		
l	Add Contact	Showing to 1 of 1 entries Previous 1 Next	5					
l	Assign Contact			Invoice Typ	e			
Í	Allocated Number Blocks	Invoice Numbe	r					
Í	View Contacts							
ļ	PECN/PECS							

How to View the Discount Amount

Steps to follow:

- 1. Login to the online portal
- 2. From the Home page click on the Invoice and statement Tab

making communications work for everyone	Invoice and Statement tab		Test PA
Home	Licensing Numbering		
New Applications	2 Contact details	📂 All Recent Applications	💿 Contact Roles
Existing Applications	Name: Test PA Email: targete2c@gmail.com	Application ID Case ID Application/Case	Test BA Licence Bill/Account Contact
Invoice and Statements	Contact Id: 2-712268	00823102 00823102 Approved	Activation Application Internal
Add Contact	To update your contact and company details click the Update	View my Applications	
Assign Contact	Contact Details button below.		
Allocated Number Blocks			
View Contacts	Update Contact Details		Manage my Contact Types
PECN/PECS			

3. Click on the Final Invoice Number.

Making communications we for everyone	ork						Akash Test
Home	Invoices and Statements						
New Applications	Show 10 v entries						
Existing Applications	Search: Invoice Number	CP Name	Invoice Type	Invoice Date	Invoice Amount	Payment Status	Payment
Invoice and Statements	2029435	Akash first company	Final Invoice	27/05/2020	£ 23,030,245,375,342.46	Awaiting payment	Click here to pay
Add Contact	Showing 1 to 1 of 1 entries Devious 1 Next						
Assign Contact							
Allocated Number Blocks	umber						
View Contacts	iniber						
PECN/PECS							

How to add a Contact

1. Click on "Add Contact" from the Business Account homepage.

OFCOM making communications work for everyone		Test PA
Home New Applications	Add Contact Fields marked with * are required Please select Communication Provider to add contact details.	
Existing Applications Invoice and Statements	Test BA	
Add Contact Assign Contact Allocated Number Blocks	Add Contact tab	
View Contacts PECN/PECS		

- 2. Select the Communication Provider and complete all mandatory fields on **"Add Contact"** page.
- 3. Click on "Create Contact" button.

OFCOM Palag contraction and for mergen					Test IV
Home New Applications	Add Contact Fields marked with *a	w rejurned umunication Provider to add contact details.			
Existing Applications	* Test BA	A CONTRACT OF CONTRACT OF CARD LOSS NAMES, MELANCE.			
Invoice and Statements					
Add Carelant Assign Contact	Company Name	Test BA	Contact Type*	Licence Bill/Account Contact	-
Allocated Number Blocks				Activation Application Internal Application External	
View Contacts				Hold down "Ctrl" to select multiple contacts	
PECNIPECS	Contact Informa	tion:			
	Tele	w .	Forename*	Testing	
	Sumame*	BA	Telephone*	03445678901	
	Mobile		Email*	test@gnal.com	
	Date of Birth	[01/07/2020]			
	Address Inform	ation			
	Street Address*	The Wash, 11 North Bank Street	City*	Edinburgh	
		Enter a street name or postcode in the box above and use 'Validate' to confirm the full address Validate			
	Post Code*	EH1 2LP	Country*	United Kingdom	÷
		Create Contact Button	entact Reset Cancel		

After filling all mandatory fields, contact is added with a message **"Contact Added Successfully"** on the page.

DFCOM making communications work for everytee					Test PA
Home New Applications Existing Applications Investige and Statements	Add Contact Pakts marked with * are required Please select Communicati # Test BA	on Provider to add contact details.]
Add Contact Assign Contact	Contact Added successfully				
voige context Allocated Humber Blocks View Contacts PECRUPECS	Company Name	Test BA	Contact Type*	Licence Bill/Account Contact Activation Application Internal Application External Held deven "Cot" to select multiple contacts	*
	Contact Information:				
	Title	None V	Forename*		
	Surname*		Telephone*		
	Mobile		Email*		
	Date of Birth	[30/01/2020]			
	Address Information:				
	Street Address*		City*		
		Enter a street name or postcode in the box above and use 'Validate' to confirm the full address Veetos			
	Post Code*		Country*	United Kingdom	•
		Enute Carte	act Resul Cancel		

How to assign a Contact to another Communications Provider

1. Click on "Assign Contact" option on the Business Account homepage

making communications work for everyone			Test PA
Home	Licensing Numbering		
New Applications	👤 Contact details	📂 All Recent Applications	Tontact Roles
Existing Applications	Name: Test PA Email: targete2c@gmail.com	Application ID Case ID Status	Test BA Licence Bill/Account Contact
Invoice and Statements	Contact Id: 2-712268	View my Applications	Licence Bill/Account Contact
Add Contact	To update your contact and company details click the Update	view my Applications	
Assign Contact	Contact Details button below.	Contact	
Allocated Number Blocks	Ű		
View Contacts	Update Contact Details		Manage my Contact Types
PECN/PECS			

- 2. Select the Communications Provider and enter details as required.
- 3. Click on "Save" button.

Note 5: All mandatory fields on "Assign Contact" page must be completed to be able to submit the form.

making communications work for everyone		Test PA
Home New Applications	Assign Contact Fields marked with * are required Please select Communication Provider to assign Contact*	
Existing Applications Invoice and Statements	Test BA Licence Bill/Account Contact Activation	*
Add Contact Assign Contact	For you to assign yourself as a contact you must have permission from the CP and you must have the CP's unique reference number	
Allocated Number Blocks View Contacts	Contact Id * Contact Email * The Galact M can be found on the contact's home page under the Cantact Details section	
PECIMPECS	Contact Type * Licence Bill/Account Contact Activation Application Internal Application External Hold down "Cerl" to select multiple contacts Save Button Save Cancel	

Classification: CONFIDENTIAL

How to view allocated number blocks

1. Click on "Allocated Number Blocks" from the Business Account homepage to view allocated number blocks.

<u> </u>	DFcom making of for every	communications work yone					Tes	st PA
ļ	Home		View Allocated Number B Please select Communicatio		Number Blocks.		*	
	New Applications		Test BA					
	Existing Applications							
	Invoice and Statements Add Contact		Number type	S1 Geographic 🔻	Number Sub type	Geographic Numbers (01.	•	
	Assign Contact		Service Type	Available O Chosen				
ľ	Allocated Number Blocks			Geographic				
	View Contacts			0				
	PECN/PECS		Block Code		Geographic Area	Aberdeen	*	
Ĺ		Allocated N	lumber Blocks tab	Search	Modify Search			

- 2. Select a Communication Provider (CP) to view allocated number blocks.
- 3. To update utilisation details
 - Enter utilisation figure in the field provided (figure should be the percentage of numbers in use in the allocated block).
 - Enter the date of block adoption in the 'Adoption Date' field.
- 4. Click the "Update Utilisation" button to submit details.
- 5. There is a validation rule needs that will allow all dates after Number Block' Allocation Date' in 'Adoption Date'.

Note 6: Users can also download the number blocks allocated to their Communications Provider into a CSV file by clicking the "Download csv" button. The CSV file will need to be updated with utilisation details and then uploaded to NMS using the "Import Number Block" button.

If there are no utilisation or adoption date details to be provided, click "Cancel" and you will be taken to your Business Account homepage.

OFCOM nation such for everyon	(Test PA
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How to view contacts

1. Click on "**View Contacts**" from the Business Account homepage to view all contacts related to associated business accounts.

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Invoice and Statements		
Add Contact		
Assign Contact		
Allocated Number Blocks		
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- 2. Select a Communication Provider (CP) to view contacts.
- 3. List of associated contacts will appear.

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			Show Cont Contact	tact Roles	and Update			
			Show	Contact Roles	Update Contact	Delete Contact	Cancel	

Note 7: Only 1 contact can be updated at a time and logged user cannot be removed/deleted

- 4. To update First Name, Last Name
 - a. Enter updated First Name and Last Name.
 - b. Select the contact to be updated.
 - c. Click "**Update Contact**" button.
- 5. To update contact roles, email
 - a. Select the contact for which contact role to be updated
 - b. Click "Show Contact Roles" button.

- c. Enter updated email and select updated contact types.
- d. Select the contact role to be updated. In case, multiple contact roles are required to be updated, select all after updating the information.
- e. Click "Update Contact" button.
- f. Success Message "Contact Updated Successfully" will appear.

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		Ram	PA	No	
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			Show C	ontact Roles	Update Contact Delete Contact Cancel

- 6. To delete the contact
 - a. Select the contact to be deleted (Logged-in user cannot be deleted).
 - b. Click "Delete Contact" button.

- c. Confirmation box will appear.
- d. Once clicked "OK", Success Message "Contact Deleted Successfully" will appear.

making communications work for everyone	rk preprod-ofcom.cs87.force.com says Are you sure you want to Delete? OK Cancel
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- 7. To delete the contact role for any contact
 - a. Select the contact for which contact role to be deleted
 - b. Click "Show Contact Roles" button.
 - c. Click "Remove" link against row.

- d. Confirmation box will appear.
- e. Once clicked "**OK**", Success Message will appear.

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How to view PECN/PECS

Select Communication Provider (CP) to view and edit PECN/PECS details.

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Home New Applications Existing Applications Invoice and Statements Add Contact	PECN/PECS Fields marked with * are required Please select Communication Provider to edit PECN/PECS details © Test BA	
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Click on **"Update PECN/PECS"** to update the "type" and "PECN/PECS Attachment" for the Communication Provider.

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