p-ANI Annual Report
User Guide

Dated: March 17, 2025
Version: 1.1
Prepared For: Service Providers
Prepared By: NANPA

Revision History

Date	Version	Description
October 28, 2024	1.0	Initial User Guide
March 17, 2025	1.1	Adding clarification to Section IV.

Table of Contents

I.   Introduction

According to the *Industry Numbering Committee (INC) p-ANI Administration Guidelines*, carriers are required to submit a p-ANI Annual Report (Appendix 2) on an annual basis on or before April 1 for the period ending on December 31 of the previous year.

II.   Purpose

This document provides instructions to assist Service Providers (SP) and Service Provider Consultants (SPC) users with completing the p-ANI Annual Report and uploading this report directly in the NANP Administration System (NAS).

Failure to comply with the instructions in this user guide may delay the submission of the p-ANI Annual Report.

III.   Required Information

A SP/SPC user is required to have an active NAS account and the reporting NPA(s), NENA ID and Service Provider OCN in their user profile prior to submitting the p-ANI Annual Report.

p-ANI Annual Report (Appendix 2) template

The XLSX file name must be in the following format: **NENAID.MMDDYYYY.PANIANNRPT.xlsx**

IV.   Process

A SP/SPC user may only upload <u>one</u> p-ANI Annual Report (XLSX file) per <u>NENA ID</u> and Service Provider <u>OCN</u>.

To obtain a list of p-ANI ranges that are required to be reported on, log in to NAS, go to p-ANI, Reports, and then Missing p-ANI Annual Report. Query the report for the OCN and NENA ID in which you are filing the p-ANI Annual Report, then download the report.

Using the Missing p-ANI Annual Report, to combine the NPA and NXX, so it reads as NPA-NXX, insert a new column after column E, then enter the following formula: **=LEFT(D1,3)&"-"&RIGHT(E1,3)** in column **F** row **1**, then copy and paste this formula through the last range. Open the p-ANI Annual Report Template and delete lines 29-46 (this is only necessary if the number of ranges being reported on exceeds 16). Next, copy the p-ANI range information from the Missing p-ANI Annual Report and paste VALUES into the p-ANI Annual Report.

Excel formula (*no spaces used*): **=LEFT(D1,3)&"-"&RIGHT(E1,3)**

Table 1 - Field Name and Instructions

Field Name	Instructions
NENA ID	In cell **B3**, enter your NENA Company ID. *(Note: the NENA Company ID you enter must exist in your user profile.)*
Service Provider OCN	In cell **B4**, enter your OCN. *(Note: the OCN you enter must exist in your user profile.)*
Date Submitted	In cell **B10**, enter the date using MM/DD/YYYY format.
NPA-NXX	Starting from cell **A14**, enter the NPA-NXX of the p-ANI you are reporting on.
Low	Starting from cell **B14**, enter the p-ANI starting number of "XXXX", if you are reporting on just one p-ANI enter it in both the Low and High fields. **NOTE:** When the cell has a triangle in the upper left corner or the range is rejected with the error message "p-ANI Range does not match our records or does not belong to NENA and OCN provided.", and the reported range is correct, select the impacted cells and right click on the ⚠, then select **Convert to Number** to resolve the issue.
High	Starting from cell **C14**, enter the p-ANI ending number of "XXXX". **NOTE:** When the cell has a triangle in the upper left corner or the range is rejected with the error message "p-ANI Range does not match our records or does not belong to NENA and OCN provided.", and the reported range is correct, select the impacted cells and right click on the ⚠, then select **Convert to Number** to resolve the issue.
In Use (Y/N)	Starting from cell **D14**, if the p-ANI range is "in use", enter "Y". If the p-ANI range is not in use, enter "N" and provide an explanation on why it's not in use in the Comments field.
Comments	Starting from cell **E14**, if the p-ANI range is not in use provide an explanation on why it's not in use.

p-ANI Annual Report (Appendix 2)

	A	B	C	D	E
1		p-ANI Annual Report - Appendix 2			ATIS - 0300089.ap2
2					
3	NENA ID 1				
4	Service Provider OCN				
5					
6	Contact Name				
7	Phone				
8	E-mail				
9					
10	Date Submitted				
11					
12		p-ANI Range XXXX			
13	NPA-NXX	Low	High	In Use (Y/N)	Comments
14					
15					
16					

V. Upload p-ANI Annual Report File in NAS

To upload the XLSX file, go to p-ANI, p-ANI Management, then Upload p-ANI Files, once the file is processed, an email will be sent on the status on the file.

The XLSX file name must be in the following format: **NENAID.MMDDYYYY.PANIANNRPT.xlsx**

VI. Assistance

If you have any questions or issues, please contact NANPA Customer Support at 1-866-623-2282 or support@nanpa.com.