

This document provides a comprehensive process of managing functions of numbering resources in Self-Care Portal of eService for AITI customers.

User Guide for SCP Numbering Resources AITI eServices

Revision History

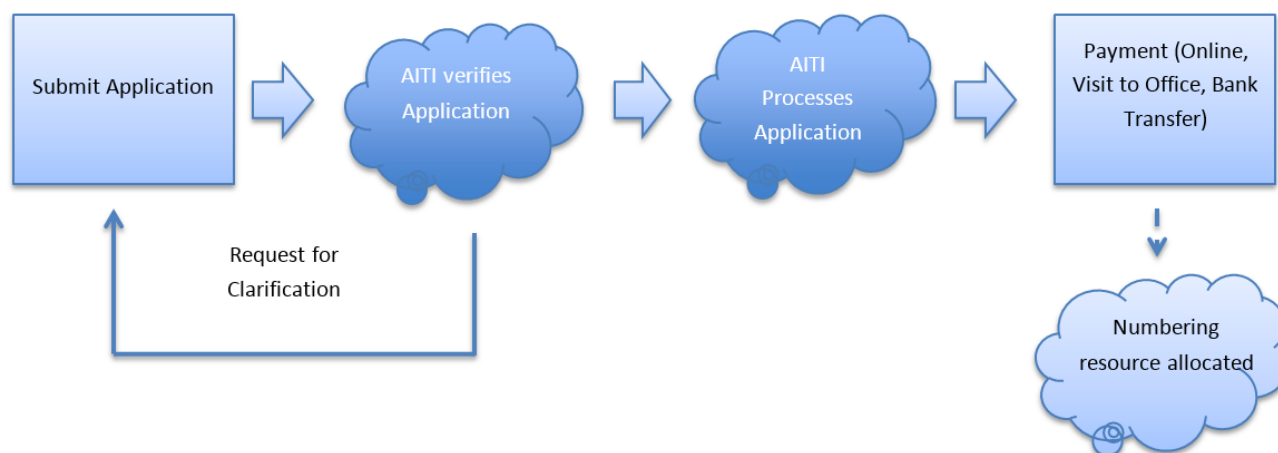
Version	Revision Date	Summary of Changes	Changes Marked

TABLE OF CONTENTS

1	GENERAL WORKFLOWS OF APPLICATIONS WITH BILLING PROCESS	3
2	NEW NUMBER OR BLOCK	4
3	WITHDRAW NUMBER OR BLOCK	8
4	UTILIZATION REPORTING	9

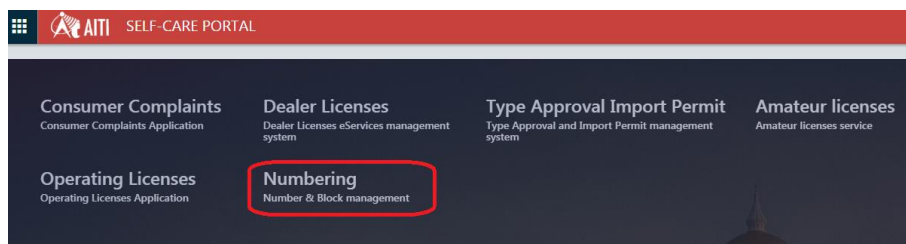
1 GENERAL WORKFLOWS OF APPLICATIONS WITH BILLING PROCESS

The workflow bellow shows the process of numbering resources allocation.



2 NEW NUMBER OR BLOCK

- a) Log In to SCP, navigate to **Numbering** module.



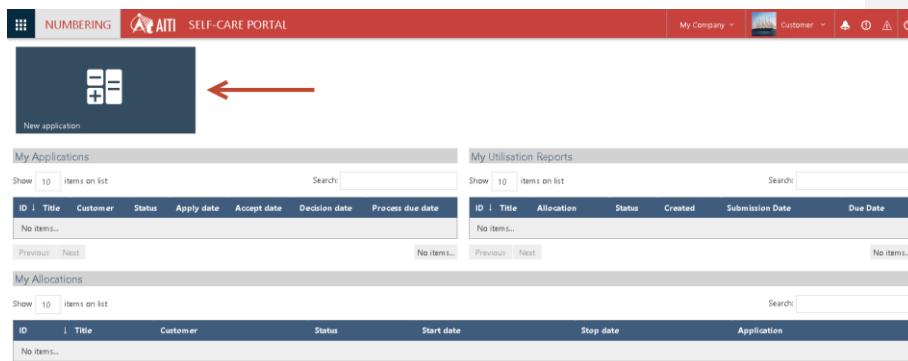
- b) To apply for number or block, customers should act on behalf of a company (See Related Persons in Customer Accounts).

Note: A company should be registered by AITI as a telecom operator.

- c) Select a company from companies list.



- d) Click **New application** tile.



- e) New application form will open.

NUMBERING AITI SELF-CARE PORTAL My Company Customer

NR-NE-500010 - Edit Item

Validate Apply Cancel

Customer: My Company Status: Draft

General Blocks/Numbers Processing History Clarification Documents

Apply date: [text box]

Contact person: Customer Application initiator: Customer

Customer comments: [text area]

- f) Input at least one number/block in **Blocks/Numbers** tab:

- i. Select number/block from drop-down list

General Blocks/Numbers Processing History Clarification Documents

Number/Block: [dropdown menu] Service: [text box] 3rd Party: [text box]

Number/Block: 100 1000000 10000000

Add Block/Number

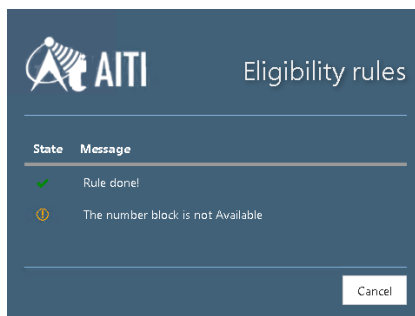
- ii. Enter the service name
- iii. Enter 3rd party (the end customer name) if short number is requested
- iv. Click **Add Block/Number**

General Blocks/Numbers Processing History Clarification Documents

Number/Block: 100 Service: Service name 3rd Party: [text box]

Add Block/Number

- v. System will inform if number or block is not available (reserved or allocated)

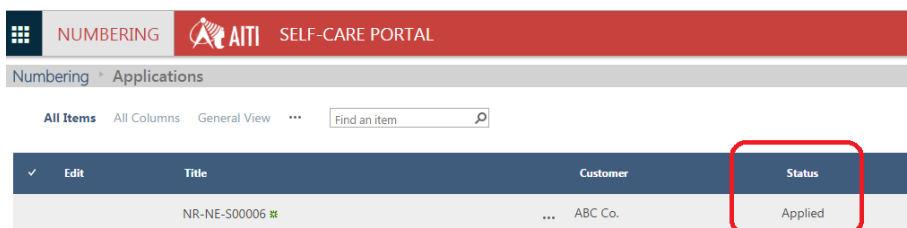


- vi. If number or block is available, a line with request details will appear in the table. You may apply up to 5 numbers or blocks in one application.

- g) Click **Validate** to see what data is required to be filled.

Note: If system requires you to attach documents of certain types, please follow to 'Documents' tab and upload files there.

- h) Where all required inputs are entered and documents attached, click <Apply> button. Application status will be changed to 'Applied' and Application will be available for AITI officer to process.



Note: Application can be saved as draft and submitted later by clicking Save button. Draft application will have 'Draft' Status.

- i) AITI may require clarifications on your application. They may change equipment reference, which will require additional documents submitted or field values corrected. Please refer to 'Clarification Request Processing' for details.
- j) Once the clarification is completed, the application status will change to **Processing**.
- k) When the application is accepted, the accepted date field of the application is going to be set to the date of acceptance and the process due date will be also updated. All the details are available in the **Processing** tab.

My Applications							
Show 10 items on list		Search:					
ID	Title	Customer	Status	Apply date	Accept date	Decision date	Process due date
4	NR-NE-S00006	ABC Co.	Processing	30/03/2017	30/03/2017		01/06/2017

- l) Once it is approved or rejected, you will receive a notification of the result. Decision Date will be updated.
- m) If application is **Approved**, number allocation will be created.
- n) Based on the payment exempt status one of the following two cases will occur:
 - i. If the application is exempted from payment, then Number Allocation start and stop dates are updated automatically and the status of the number allocation will be 'Issued'.
 - ii. If the application is not exempted from payment, then an invoice will be generated. Invoice should be paid to issue the number allocation. The number allocation will have 'Pending payment' status until the invoice is paid and the status changes to 'Issued' when the payment is received. Please refer to 'Billing (Invoicing and Payment)' guide for more detail to proceed with Payment management.

3 WITHDRAW NUMBER OR BLOCK

Commented [AL1]: Needs to be updated with further testing

- a) Login to SCP, navigate to Numbering module.

The screenshot shows the AITI Self-Care Portal interface. At the top, there's a navigation bar with 'NUMBERING' and 'AITI SELF-CARE PORTAL'. Below this, there's a 'New application' button. The main content area is divided into two sections: 'My Applications' and 'My Utilisation Reports'. The 'My Applications' section shows a table with columns: ID, Title, Customer, Status, Apply date, Accept date, Decision date, and Process due date. The 'My Utilisation Reports' section shows a table with columns: ID, Title, Allocation, Status, Created, Submission Date, and Due Date. Below these, there's a 'My Allocations' section with a table showing allocations. A red arrow points to the 'Withdraw' button in the 'My Allocations' table.

- b) Click **Withdraw**.

The screenshot shows the 'Number Allocations' form for NR-S00002. At the top, there's a 'Withdraw' button. Below this, there's a form with fields for Customer (My Company), Number/Block (444), and Status (Issued). There are tabs for General, Applications, Usage reports, and History. The 'General' tab is selected, showing fields for Start date (3/9/2017), Termination date, and Termination notes.

- c) On the application form, click **Apply** button.

Note: Application can be saved as draft and submitted later by clicking Save button. Draft application will have 'Draft' Status.

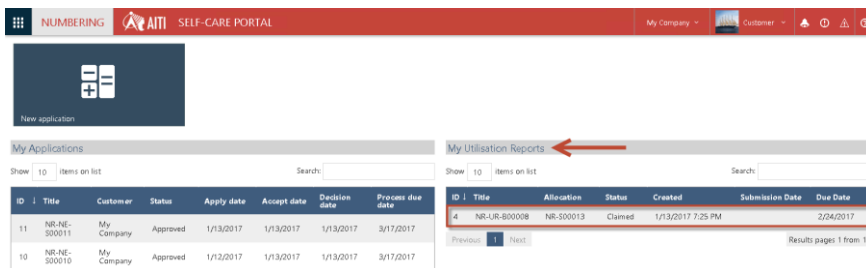
- d) AITI may require clarifications on your application. They may change equipment reference, which will require additional documents submitted or field values corrected. Please refer to 'Clarification Request Processing' for details.
- e) Once the clarification is completed, the application status will change to **Processing**.

4 UTILIZATION REPORTING

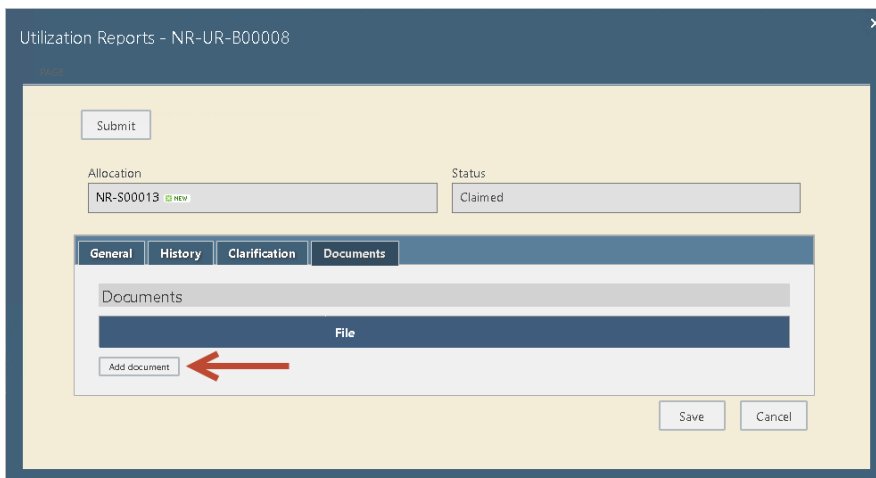
Commented [AL2]: Needs to be updated with further testing

A utilization report on your number or block is requested, you will receive notification. Also, you may find it on the Numbering landing page.

- Login to SCP, navigate to Numbering module.
- Open **Utilization Report**



- Add file with utilization report by clicking **Add document**.



- Click **Submit** button. Your utilization report(s) for the number or block is sent to AITI.
- Once it is approved, you will receive a notification.