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

AITI Mark Market Market

User Guide BAP Customer Accounts Management SCP Numbering Resource

Revision History

Version	Revision Date	Summary of Changes	Changes Marked

Page | 1

User Guide BAP Customer Accounts Management SCP Numbering Resource

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

User Guide	BAP	Customer
Accounts Manag	gement	

SCP Numbering Resource

1 GENERAL WORKFLOWS OF APPLICATIONS WITH BILLING PROCESS

The workflow bellow shows the process of numbering resources allocation.



Any enquires, email to <u>helpdesk@aiti.gov.bn</u>

Page | 3



2 NEW NUMBER OR BLOCK

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

III 🦓 AITI SELF-CARE PORT.	AL		
Consumer Complaints Consumer Complaints Application	Dealer Licenses Dealer Licenses eServices management system	Type Approval Import Permit Type Approval and Import Permit management system	Amateur licenses Amateur licenses service
Operating Licenses Operating Licenses Application	Numbering Number & Block management		

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.

	III NUMBERING AITI	SELF-CARE PORTAL					Companies	- Customer -	* © A Ø
	88						🏚 My Company 🤜	-	
d)	Click New applicat	<i>ion</i> tile.							
		SELF-CARE PORTAL					My Company	~ Customer ~	♣ 0 ≜ 0
	New application	←	_						
	My Applications				My Utilisation Reports				
	Show 10 items on list		Search:		Show 10 items on list			Search:	
	ID I Title Customer Status A	pply date Accept date	Decision date	Process due date	ID Title Allocation	n Status	Created :	Submission Date	Due Date
	No items				Na items				
	Previous Next			Na items	Previous Next				No items
	My Allocations								
	Show 10 items on list							Search:	
	ID Title Custo	mer	Status	Start date		Stop date		Application	
	No items								

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e) New application form will open.

I/We certify that to the best of m	y/our knowledge the informatio	n given above are correct.	And I/We hereby agree to follow a	terms and conditions issued by	the Authority for Info-communi	cations Technology Industry of I	Brunei Darusalam (AITI)	
Validate	Apply	Cancel						
Customer				Status				
My Company				Draft				
General Blocks/Numb	ers Processing Hist	ory Clarification	Documents					
General Blocks/Numb	ers Processing Hist	ory Clarification	Documents	Application initiator				
General Blocks/Numb	ers Processing Hist	ory Clarification	Documents	Application initiator Customer				
General Blocks/Numt Apply date Contact person Customer Customer comments	ers Processing Hist	ory Clarification	Decuments	Application initiator Customer				

- f) Input at least one number/block in *Blocks/Numbers* tab:
 - i. Select number/block from drop-down list

General Blocks/Numbers Processing History Clarifi	cation Documents		
Number/#lock	Service	3-nd Party	
There are no items to show in this view of the "Number Allocations" lis	. To add a new item, didc "New".		
Number/Block	Service	3-rd Party	
(None)			
(Nom)			
100		Add Block/Number	
18008800			
\$100000			

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

Service name		
Senice	3-rd Party	
	Service name	Service 3-rd Party

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.

	NUM	BERING	AITI 🦓	SELF-CARE PORTAL		
Num	bering	Applicati	ions			
	All Items	All Column	s General View	Find an item	Q	
~	Edit		Title		Customer	Status
			NR-NE-S00006 *	£	ABC Co.	Applied

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

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Page | 6



SCP Numbering Resource

- 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 A	opplications							N
1	Show	10 items on list					Search:		SI
	ID ↓	Title	Customer	Status	Apply date	Accept date	Decision date	Process due date	
	4	NR-NE- \$00006	ABC Co.	Processing	30/03/2017	30/03/2017		01/06/2017	

- 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 payed 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

a) Login to SCP, navigate to Numbering module.

	NUMBERIN	g 🕅 🗛	SELF-C	ARE POR	TAL						My Company	r ~ Customer ~	* O A Ø
New ap	spplication	=											
My App	plications							My Utilisatio	n Reports				
Shaw 1	() items on lis	it.			Sean	dh:		Show 10 its	ıms on list			Search:	
ID 1	Title	Customer St	atus Aj	pply date	Accept date	Decision date	Process due date	ID ↓ Title	Allocation	Status	Created	Submission Date	Due Date
10	NR-NE- \$00010	My Company Ag	ppraved 1,	/12/2017	1/13/2017	1/13/2017	3/17/2017	No items					
Previous	S00010	My Company Ag	pproved 1,	/12/2017	1/13/2017	1/13/2017 Resu	3/17/2017 ults pages 1 from 1	No items Previous Ne	at				No items
Previous My Allo	NR-NE- S00010 Is 1 Next ocations	My Aş Company Aş	ppraved 1,	/12/2017	1/13/2017	1/13/2017 Resu	3/17/2017 ults pages 1 from 1	No items Previous Ne	at				No items
Previous My Allo Shaw 10	NR-NE- S00010 as 1 Next Ocations	My Aq Company Aq	ppraved 1,	/12/2017	1/13/2017	1/13/2017 Resu	3/17/2017 ults pages 1 from 1	No items Previous Ne	at			Search:	No items
10 Previous My Alic Shaw 10	NR-NE- S00010 as 1 Next ocations 10 items on lis 1 Docume	My Ag Company Ag st nt Title	pproved 1,	/12/2017 Ct	1/13/2017 stomer	1/13/2017 Resu	3/17/2017 ults pages 1 from 1 Status	No items Previous Ne Start dat	at re	Stop dat	te	Search: Application	No items

b) Click Withdraw.

Withdraw	•		
ustomer	Number/Block	Status	
My Company	444	Issued	
Start date	Termina	tion date	

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.

- 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*.

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



SCP Numbering Resource

4 UTILIZATION REPORTING

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

- a) Login to SCP, navigate to Numbering module.
- b) Open Utilization Report

	NUMBERIN	ig 🕅	AITI SEU	F-CARE POR	TAL							My Company 👻	Customer	- 4	• •	<u>à</u> 0
Nev	application															
My Applications								My Utilisation Reports								
Show 10 items on list			Search:				Show 10 items on list				Search:					
ID I	Title	Customer	Status	Apply date	Accept date	Decision date	Process due date	ID J	Title	Allocation	Status	Created	Submissic	n Date	Due	Date
11	NR-NE-	My	Approved	1/13/2017	1/13/2017	1/13/2017	3/17/2017	4	NR-UR-800008	NR-500013	Claimed	1/13/2017 7:25 P	м		2/24	/2017
10	NR-NE- \$00010	My Company	Approved	1/12/2017	1/13/2017	1/13/2017	3/17/2017	Prev	vious 1 Next					Resu	ilts page	s 1 from 1

c) Add file with utilization report by clicking Add document.

Utilization Reports - NR-UR-B00008								
Submit								
Allocation	Status							
NR-S00013 © NEW	Claimed							
General History Clarification Documents								
Documents								
File								
Add document								
	Save Cancel							

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

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