Porting Process DE

Porting Guidance for Customer
On how to fill
DE GNP Porting Letter of Authority (LOA)

Process Description-

We have a copy of standard porting LOA for porting geographic numbers (GNP) as following for a walkthrough with details-

Anbieterwechselauftrag von _____ Wildix OÜ _____

tick if the service is still active at the losing provider or if the contract was ceased but the contract termination date is in the future

(cease) [v] **Kündigung von Anschlüssen beim Endkundenvertragspartner abgebend (EKPabg)**
(separate Kündigung beim bisherigen Anbieter nicht erforderlich)
Hiermit kündige/n ich/wir den zu unten gemachten Angaben gehörenden Anschluss bei: **(name of the losing provider/**
zum nächst möglichen Termin.
_____

(port) [X] **Hiermit beauftrage/n ich/wir die Portierung (Mitnahme) der angegebenen Rufnummer/n.**

Name/Firma :	ABC GmbH	(Company Name)	Vorname:	_____
Straße:	ABC-Strasse	(Street name)	Hausnr.: 3	(building number)
PLZ: 12345	(postal code) Ort:	Berlin	(city/location)	Site address required matching the local area co

(add up to 10 single numbers, only if they belong to the same service connection)

Ortsnetzkennzahl **Rufnummer/n** (Achtung, es muss mindestens eine Rufnummer angeben werden!)

[X] **alle Nr. der Anschlüsse portieren**

030 (local area code)	123400	123401	123402
	123403	123455	123405
123406	123407	123411	123432

mark only if cust. wants to port all numbers from the contract/access line

Telekommunikations-anlagen: **Durchwahl-RN** - **Abfragestelle** **Rufnummernblock:**
number with range:
1234 - 0 **von** 00 (range start) **bis** 99 (range end)
(main number) (switchboard number
- is the same as the first digit from the range start - Rufnummernblock von -

ATTENTION!! single numbers have to be requested separately from numbers with ranges,
a separate porting form is required for each number with range

(signature and company stamp
- both mandatory for companies)

Ort, Datum: Musterhausen,13.02.2013 **Unterschrift:** _____
(location, date) Vertragspartner und ggf. Firmenstempel

Ort, Datum: Musterhausen,13.02.2013   **Unterschrift:**

(location, date)

von den beteiligten Endkundenvertragspartnern (EKP) auszufüllen

WBCI-GF: ____ **Vorab-ID:** ____ **Änderungs- / Storno-ID** _____

PKlauf: _____ **Wechseltermin:** _____ **neuer Wechseltermin:** _____

Portierungsfenster: [X] 06:00 - 8:00 Uhr [ ] 06:00 - 12:00 Uhr [ ] _____

Rückinformation an: _____ **über Fax/E-Mail:** _____ **Tel.:** _____

Ressourcenübernahme: [ ] ja [X] nein   **Sicherer Hafen:** [ ]   **Storno ausgeführt:** [ ] ja [ ] nein

Zustimmung: ZWA [ ] NAT [ ] ADA [ ]   **Datum:** _____   **Ist-Technologie:** _____

WITA: [ ] **S/PRI:** [ ] **WITA-Vertragsnummer / Line-ID:** _____

Grund: _____

Ablehnung: ADF [ ] KNI [ ] VAE [ ] RNG [ ] WAI [ ] AIF [ ] SON [ ]

Ortsnetzkennzahl _____

Rufnummer/n	PKI abg		PKI abg	Bei Telekommunikationsanlagen:
_____ - _____		_____ - _____		**Durchwahl-RN** - **Abfragestelle**
_____ - _____		_____ - _____		_____ - _____
_____ - _____		_____ - _____		**Rufnummernblock**
_____ - _____		_____ - _____		**von** _____ **bis** _____
_____ - _____		_____ - _____		**PKI abg** _____

Ansprechpartner _____ **über Fax/E-Mail:** _____ **Tel.:** _____

interne Bemerkungen

Porting order from _____ Wildix OÜ _____

☐ **Please terminate the service connection/access line at the losing provider (EKPabg)**
(separate cease order at the current provider not required). With this I am asking to
terminate the below mentioned access line at the losing provider: _____

☐ **With this I am requesting the porting of the below mentioned number/numbers.**
(customer name and first name if residential)

Company /   Surneme: _____   First name: _____

Street name: _____   Building nr: _____

PLZ : (postal code) _____   City: _____   ATTENTION address must match the local area code

☐ Port all single nr. from the access line   **Local area code** _____   **single numbers**   add up to 10 single numbers, only if they belong to the same service connec
Attention, at least one single number of the service connection to be mentioned!)

_____ _____ _____
_____ _____ _____
_____ _____ _____

Number with range as type: **Main number:** _____   **Switchboard nr.** _____   **Range start** _____   **Range end** _____

(switchboard number)

- is the same as the first digit from the range start

TENTION!! Do not enter single numbers and ranges on the same form
a separate porting form is required for each number with range
a separate form for single numbers

_____

Location, Date: _____   **Unterschrift:** _____

(signature and stamp both required for companies
For residential only signature is required)

WBCI-GF:	_____	Vorab-ID:		Änderungs- / Storno-ID	_____
PKlauf: _____		Wechseltermin: _____		neuer Wechseltermin: _____	
Portierungsfenster:	☐ 06:00 - 8:00 Uhr		☐ 06:00 - 12:00 Uhr	☐	_____
Rückinformation an: _____		über Fax/E-Mail: _____		Tel.:	

1. **Please terminate the service connection/access line at the losing provider (EKPabg)** – If you do not mark this box porting without contract termination "Kündigung von Anschlüssen ..." is only possible for number with ranges if the contract was terminated and the cease date is in the past. As long the contract is still active at the losing provider or terminated with a future cease date, porting incl. contract termination should be requested (tick the box: Kündigung von Anschlüssen…)

2. **With this I am requesting the porting of the below mentioned number/numbers**- This always has to be marked

According to the German regulatory rules:

A range is defined as a multiple of 10 or 100 or 1000 or 10000 numbers, the multiplier by definition smaller or equal to 10.

This means 10, 20, 300, 500, 3000 is fine, 1200 is wrong.

The last digit of the **range start must be '0'**, the last digit of the **range end must be '9'**.

We are not allowed to port a part of a number range or to split a range in more ranges; according the regulatory rules in Germany we are only allowed to port full number range as they were originally assigned

A number is formed of maximum 11 digits including the digits of the range and without counting the leading Zero of the local area code.

There are some exceptions for single numbers that can't be ported because they are too long, technically not portable.

Exception for single numbers in Berlin, Frankfurt, Munchen, Hamburg:

If we have a local area code of 3 digits (030) the complete number, without counting the leading 0 should be formed of:

· *max. 10 digits for single numbers (with a local area code of 3 digits 030, 069, 089, 040…) ex 030 12345678 (030 123456789 would be too long, 11 digits)*

· *max. 11 digits for numbers with number ranges (030 123456780 – 123456789 would be ok 11 - digits)*

Note: Please keep a copy of latest invoice handy while filling out the LOA with following inputs required.

FOR INTERNAL SYSTEM RECORDS The switchboard number (Switchboard nr. / Abfragestelle) is the same with the first digit of the range start (Runummernblock von)