

Service Order Administration (SOA) Request Form

Please submit orders to TNS Orders via the email address or fax number below. Questions regarding the initial implementation of this service may be directed to Chris Elijah at (360) 493-6189.

Email: tns-orders@tnsi.com or Fax to 360-923-3459

Reason for submitting this form

1. New Change Name Change

If adding a region(s) to an existing contract, please indicate "change" and complete this form.

General Information

2. Today's Date: _____ Subscriber ID: _____

Customer Name: _____ SPID: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

3. Customer Name as you would like it to appear in the NP Databases
(Limit of 15 characters and no special characters)

_____ - TNS:SPID

Contact Information

4. Primary Administrative/Implementation Contact for SOA:

Name: _____ Phone: _____

Cell Phone: _____ E-mail: _____

5. Primary Billing Contact for SOA (if different from above):

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ E-mail: _____

Application Setup Information

6. Does your company have previously ported data that will need to be migrated into TNS's SOA application?

Yes _____ No _____

7. Will your company be integrating to the SOA API? Yes _____ No _____

If yes, please indicate type: CORBA _____ SOAP _____

8. Regions in which you will provide NP service (circle all that apply):

Western Midwest Southeast
 West Coast Southwest Mid Atlantic Northeast

9. Does your company have NPAC Service Agreements executed for the regions identified above?

Yes _____ No _____

Please include a copy of the signature page(s) from your company's NPAC User Agreements for each NPAC region requested along with a completed SOA setup form.

Note: SOA setup will begin upon confirmation of the executed NPAC Regional Service Agreements. Please allow up to 30 days after NPAC Agreement confirmation for Transaction Network Services to complete the NP SOA setup process.

Miscellaneous Information

10. List your company's Service Provider(s) (SP) for LIDB, CNAM, CLASS, WSMS and ISVM database services. Include the service provider's name and Destination Point Code (DPC) for all applicable regions and services. Note: the SSN will always be 000.

	LIDB SP Name and DPC	CNAM SP Name and DPC	CLASS SP Name and DPC	WSMS SP Name and DPC	ISVM SP Name and DPC
Northeast					
Mid-Atlantic					
Midwest					
Southeast					
Southwest					
Western					
West Coast					

Use this form to submit additions or changes for these services. Please contact the Transaction Network Services NP Help Desk at 1-800-416-3882 for assistance and scheduling of additional SOA requests and changes.