# WBC Informational update on Openreach amend ORDI Process

BT WHOLESALE

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# Change to ORDI address correction process- New Formwize

Due to upgrades Openreach are making to their addressing databases, Openreach will change the format for submitting address corrections in the ORDI Request (Openreach Data Integrity Request) Formwize.

In addition, they are introducing an email process to request further information from you should the Addressing team need further information/clarification prior to making an address correction.

This was first notified by Openreach in March 2023 and  again in November 2023.

The  old format is being withdrawn for use effective from January  2024 . All CP's registered with ORDI will need to CONSUME  the new Formwize format.

# Change to ORDI address correction process- New Formwize

Before a CP organisation can raise a request into the ORDI robot, they need to be registered as a new user.

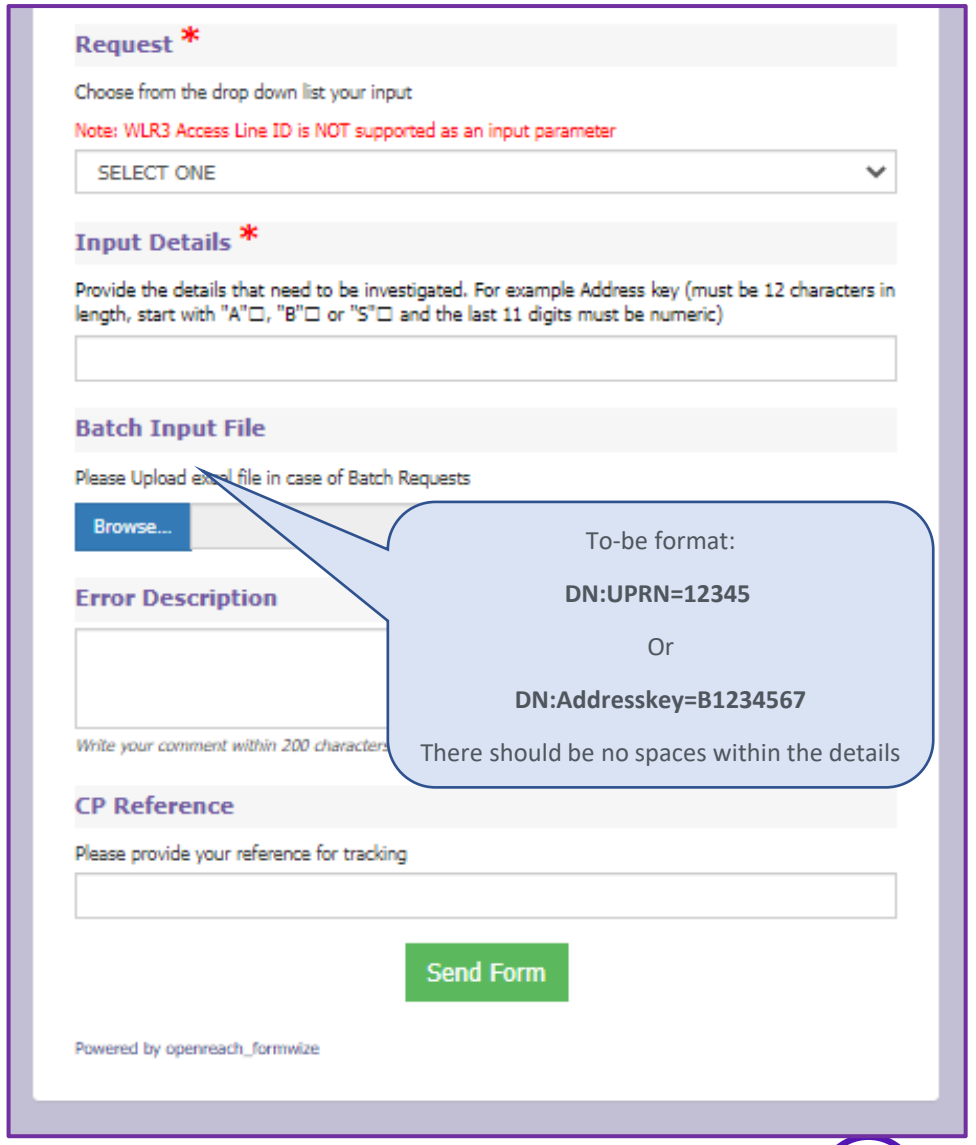
To complete this task, the nominated registrar within the CP organisation needs to send in a request for new user access.

This should be in the form of an email to ordi@openreach.co.uk.

The subject field must contain the word registration. The email addresses of the users need to be included within the body of the email together with your DUNS ID.

An acknowledgement will be sent to the registrar when the users have been registered
A copy of the ORDI user guide can be found at Network addressing (openreach.co.uk)

# Change to ORDI address correction process- New Formwize.



# Change to ORDI address correction process

| New Format input | Example Format |
|---|---|
| As-is format:<br>DN:Address=AddressFields<br>To-be format:<br>**<*AssetID*>:UPRN=12345**<br>Or<br>**<*AssetID*>:Address key=B1234567**<br>Where **<*AssetID*>** is a DN / ServiceID / MPF ID / ONT ref | **SGEA12345678:UPRN=98765**<br>Or<br>**01473123456:AddressKey=B1234567** |

Once validated, the request will be passed to the Openreach addressing team. If the team require further information or clarification ,they will email you (cc'ing the ORDI team).

**Please use the drop menu and choose "Amend address" option.**

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