



Dedicated E-Line NNI Standalone Order Job Aid



Connection of the Customers network and the Verizon Ethernet network configured as Port and Access.

Things to Know

- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aids:

Dedicated E-Line: NNI Standalone

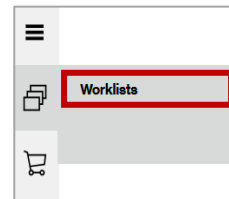
- Complete the Quote process
- The Quote will be displayed in the Order Worklist once submitted

Getting Started

Note: All required fields are denoted with an asterisk (*)

From the Hamburger menu, select **Worklist**

1. Choose the **Order** Worklist
2. Enter the submitted **Quote ID** onto the search bar of the **Order Worklist** (or search directly from the worklist)
3. Click the Order Name field to open and **start the order submission process**



1

Order | Repair | Request | Availability | Voice

2 DEL050824-001

Filter by: All Companies All Owners All Product Categories All Activity Apply

Order Name	Project ID	Product	Product Offering	Submitted Date	Requested Due Date	Status	Milestone
3 DEL050824-001		Dedicated E-Line	Product Offering			New	

Common Order Status:

- New**- A new Quote was submitted to Order
- Open**- Order saved but not submitted for processing
- Submitted**- Order submitted for processing
- In Progress**- Order is being worked
- Cancelled**- Order has been cancelled
- Error**-An Order Error that requires attention
- Completed** -The Order process is complete



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Administration

- Click the pencil to modify the Order Name aka PON (max length 16)
- Click the Flag to move a priority order towards the top of the order worklist (once the order is saved)

DELO50824-001

Product Selected: Dedicated E-Line-NNI Standalone

Make the following selections

1. Select Sublocation: Structure Type | Elevation Type | Unit Type (example below)
2. Enter Sublocation: Structure Value | Elevation Value | Unit Value (example below)
3. Select Billing Account Number
 - Existing (Must manually enter the actual BAN in a separate field)
 - New (Provide billing address details to create a new ban)
 - BAN (Choose a particular ban from the dropdown box)
4. Add Project ID (if needed)
5. Add RPON (if needed)
6. Add Remarks (optional)

Click **Next**

Administration

Location: 9700 PAGE A

Additional Location Details:

1 Structure Type: Building | Elevation Type: Floor | Unit Type: Suite

2 Structure Value: Main | Elevation Value: 1 | Unit Value: 101

Company: Verizon | Term: 1 Years | Contract: C123789456

4 Project ID: Enter Project Id | 3 Billing Account Number (BAN/Bill ID): Existing

5 Related Order Number (RPON): | Billing Account Number (BAN/Bill ID):

6 Remarks:
 Tip: Use Alphanumeric and characters except Slashes

Next

Configuration

Choose the appropriate **Configuration** Details:

1. Physical Interface: Optical | Electrical
2. Connector: FC | AC | LC
3. Fiber Type: Single | Multi

Click **Next**

DELO50824-001

Product Selected: Dedicated E-Line-NNI Standalone

1 Administration | 2 Configuration | 3 Contacts | 4 Delivery | 5 Summary

NNI Configuration

Speed: 10Gbps | Circuit Alias:

NNI Access: On-NetType 1

Physical Interface*: 1 Optical | Electrical | 2 Connector*: FC | AC | LC

Fiber Type*: 3 Single | Multi | Interface*: 1000Base-LX | NDP: No

Next



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Contacts

Provide **Contact** details

- Technical Contact
- Primary Customer Contact
- Signatory Contact
- End Customer (Local Contact)
- Alternate Local Contact

Click **Next**

Technical Contact:

Name*: Required

Email*: Required

Phone*: Required

Time Zone*: Select Time Zone

* This is a General Example *

Primary Customer Contact:

Name*: Required

Email*: Required

Phone*: Required

Time Zone*: Select Time Zone

Primary Proactive Notification Contact:

Name*: Required

Email*: Required

Phone*: Required

Time Zone*: Select Time Zone

Signatory Contact:

Name*: Required

Email*: Required

Phone*: Required

Time Zone*: Select Time Zone

Next

Delivery

1. Click the appropriate **Month**
2. Select the **Requested Due Date** (first bolded date)
3. Click **“Early Acceptance”** Yes/No (allows Verizon to deliver the service sooner if possible)

Click **Next**

Scheduling Delivery

Calendar

Today
10
Friday

Requested Due Date

JUN 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Early Acceptance:

YES NO

Next




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Summary

Review Order Summary

1. Click to Save Order
2. Assign Order (if needed)
3. Download order 
4. Click Back button to make adjustments

Click Submit

DEL050824-001 

Product Selected: Dedicated E-Line-NNI Standalone

1
Administration



2
Configuration

3
Contacts

4
Delivery

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Summary

3

Order Summary  

Order Name:	DEL050824-001	Contact:	Verizon
Activity:	Install	Company:	Verizon
Location:	9700 PAGE	Location Details:	Building 1, Floor 2, Apartment 3
Project ID:	1234	Terms:	3 Years
Technical Contact:	z1	Primary Customer Contact:	zzzz22
Signatory Contact:	z3	Contract:	C123789456
Local Contact:	zzzz40a	Alternate Local Contact:	xyz5
Requested Due Date:	06/28/2024	Early Acceptance:	No
RPON:	Rpon	Customer Comments:	Remarks
<hr/>			
Product:	Dedicated E-Line - NNI Standalone	BAN/Bill ID:	U123789456
Speed:	1Gbps	Collocation:	.
Interface:	100Base-LX	Access:	On-Net (Type 1)
Handoff:	Optical-Single-FC		

2 Assignee Name ▼

4 Back

1 Save

Submit

Additional Detail:

Use the following link to manage [Supps](#) & [Milestones](#)