



Dedicated E-Line | Point 2 Multi Point Order Job Aid

Dedicated Ethernet service between a new end point and an existing NNI.

Things to Know

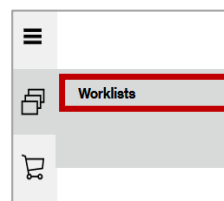
- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aids:
- **Dedicated E-Line:** Point to Multipoint
- Complete the Quote process
- The Quote will be displayed in the Order Worklist once submitted

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

DEL P2M-001 2

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
DEL P2M-001 3		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)

DEL P2M-001
 Product Selected: Dedicated E-Line
 Point to Multipoint

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. Enter From End Customer Name
4. 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)
5. Add Project ID (if needed)
6. Add RPON (if needed)
7. Add Remarks (optional)

Click **Next**

Configuration

Choose the appropriate **Configuration** Details:

1. Format: Tagged | Untagged
 2. Physical Interface: Optical | Electrical
 3. Connector: FC | AC | LC
 4. Fiber Type: Single | Multi
 5. Customer VLAN: Yes | No
- Click **Next**

Note:
 Additional Options button is available if New On-Net Access is Type 1 or Type 2
 Changing NID to "Yes" will enable Transparent/Tunneled option for Format

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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**

DEL P2P-001

Product Selected: Dedicated E-Line-Point to Multipoint

1
Administration

2
Configuration

3
Contacts

4
Delivery

5
Summary

3

Order Summary

Order Name:	DEL P2P-001	Contact:	Jane Doe
Activity:	Install	Company:	Verizon
Project ID:	Project	Terms:	3 Years
Technical Contact:	Kevinfarrell	Primary Customer Contact:	Kevinfarrell
Signatory Contact:	Kannan Srinivasan	BAN/Bill ID:	U0000571
Local Contact:	Kevinfarrell	Alternate Local Contact:	Kevinfarrell
Geographic Type:	NATIONAL	Requested Due Date:	06/24/2024
Early Acceptance:	Yes	RPON:	RPON
Product:	Dedicated E-Line - Point to Multipoint		
From Location:	622 BROADWAY,	Location Details:	Building Main_Floor 1_Room 100
End Customer:	ABC	Speed:	UNI: 1 Gbps, Access: 100 Mbps
Connection Speed:	100 Mbps	Interface:	NA
Handoff:	Optical-Single-SC	Tagging:	Untagged
UNI Access:	On-Net(Type 2)	UNI Circuit Alias:	From Alias
From Diversity:	No	Collocation:	No
Explicit Routing Option:	Restorable	NID:	No
Location Detail:	Verizon - Zone 1		
To Location:	100 PARK		
To Circuit ID:	E3052579		

Routing Details

Latency	City Routing	Route Preference	Assignee Name
10	Washington DC	Primary	

4 Back

2 Save

1

Submit

Additional Detail:

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