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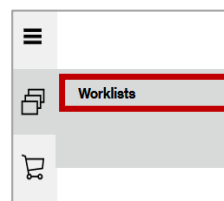
Common Order Status:
New- A new Quote was submitted to Order
Open- Order saved but not submitted for processing
Submitted- Order submitted for processing
In Progress- Order is being worked
Cancelled- Order has been cancelled
Error-An Order Error that requires attention
Completed –The Order process is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

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**

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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**

Additional Detail:

Use the following link to manage **Sups** & **Milestones**