verizon business

Dedicated E-Line Point to Point Order Job Aid

New End User Access with associated Connection connecting to another new End User 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:** Point to Point

- 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
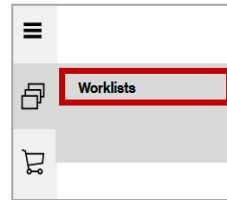
Order Name	Project ID	Product	Product Offering	Submitted Date	Requested Due Date	Status	Milestone
⚑ DELP2P-001 ③		Dedicated E-Line	Product Offering			New	

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

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)

DELP2P-001 ✏ ⚑
Product Selected: Dedicated E-Line Point to Point

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Administration I continue

Make the following **From and To** selections

1. Select Sublocation: Structure Type | Elevation Type | Unit Type (example below)
2. Enter Sublocation: Structure Value | Elevation Value | Unit Value (example below)
3. End Customer Name (example below)

Location	622 BROADWAY,		

Additional Location Details:

Structure Type:	**Elevation Type:**	**Unit Type:**
Building ⌄	Floor ⌄	Box

Structure Value:	**Elevation Value:**	**Unit Value:**
1	1	1

From End Customer Name*:	**To End Customer Name*:**
cust	to cust

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**

Company:	Term: 3 Years	Contract: C3

Project ID:	**Billing Account Number (BAN/Bill ID)*:**
Enter Project	Existing
	Billing Account Number (BAN/Bill ID)*:
Related Order Number (RPON):	
Remarks:	
Tip: Use Alphanumeric and special characters except Slashes	

Next

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Configuration

Choose the appropriate **From** Access **Configuration** Details:

1. Format: Tagged | Untagged
2. Physical Interface: Optical | Electrical
3. Connector: FC | SC | LC
4. Fiber Type: Single | Multi
5. Customer Provided VLAN: Yes | No

Choose the appropriate **To Access Configuration** Details:

1. Format: Tagged | Untagged
2. Physical Interface: Optical | Electrical
3. Connector: FC | SC | LC
4. Fiber Type: Single | Multi
5. Customer Provided 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

Contacts

Provide **From** and **To Contact** details

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

Click **Next**

* This is a General Example *

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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**

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**