



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

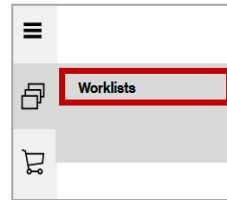
- Complete the Quote process
- The Quote will be displayed in the Order Worklist once submitted

Getting Started

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

From the Hamburger menu, select **Worklist**

1. Choose the **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 DELP2P-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
DELP2P-001		Dedicated E-Line	Product Offering			New	

3

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 | 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:

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

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

3 From End Customer Name*: cust | To End Customer Name*: 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: CS

5 Project ID: Enter Project ID

4 Billing Account Number (BAN/Bill ID)*: Existing

6 Related Order Number (RPON):

7 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

The screenshot shows the 'From Access Configuration' form. Red circles 1 through 5 highlight the following elements: 1. The 'Format' dropdown menu with 'Untagged' selected. 2. The 'Physical Interface' dropdown menu with 'Optical' selected. 3. The 'Connector' dropdown menu with 'FC' selected. 4. The 'Fiber Type' dropdown menu with 'Single' selected. 5. The 'Customer Provided VLAN' dropdown menu with 'No' selected.

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1. Format: Tagged | Untagged
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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

The screenshot shows the 'To Access Configuration' form. Red circles 1 through 5 highlight the following elements: 1. The 'Format' dropdown menu with 'Untagged' selected. 2. The 'Physical Interface' dropdown menu with 'Optical' selected. 3. The 'Connector' dropdown menu with 'FC' selected. 4. The 'Fiber Type' dropdown menu with 'Single' selected. 5. The 'Customer Provided VLAN' dropdown menu with 'No' selected.

Next

Contacts

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

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

Click **Next**

The screenshot shows the 'Contacts' form with four sections: Technical Contact, Primary Customer Contact, Primary Proactive Notification Contact, and Signatory Contact. Each section has fields for Name, Email, and Phone, with a 'Select Time Zone' dropdown for the phone field. The Primary Customer Contact section includes a note: '* This is a General Example *'.

Next



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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**

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**

Order Summary			
Order Name:	ATT572524027-001	Contact:	
Activity:	Install	Company:	
Terms:	3 Years	Technical Contact:	wand@vccor.com
Primary Customer Contact:	poach@3	Signatory Contact:	karman@vccor.com
To Local Contact:	lyle@vccor.com	To Alternate Contact:	yyyyy@3
BAV/BI ID:	00000548	From Local Contact:	wand@vccor.com
From Alternate Local Contact:	2222@3	Geographic Type:	NATIONAL
Requested Due Date:	06/27/2024	Early Acceptance:	No
Product:	Dedicated E-Line - Point to Point	Location Details:	Building 1, Floor 1, Lot 1
From Location:	100 PRRG	Speed:	UNI 100 Mbps, Access 90 Mbps
End Customer:	out	Interface:	NA
Connection Speed:	1 Mbps	Tagging:	Tagged
Handoff:	Optical Single FC	From Diversity:	No
UNI Access:	On-Net Type 2	Explicit Routing Option:	Restorable
Collocation:	No	Location Detail:	Verizon - Zone 1
ND:	No		
To Location:	622 BROADWAY	End Customer:	to out
Location Details:	Building 1, Floor 1, Box 1	Interface:	NA
Speed:	UNI 100 Mbps, Access 100 Mbps	Tagging:	Tagged
UNI Access:	On-Net Type 2	Handoff:	Optical Single FC
To Diversity:	No	Collocation:	No
Cable Shielding:	Unshielded Twisted Pair (UTP)	Location Detail:	Verizon - Zone 1
ND:	No		

Routing Details		
Latency	City Routing	Route Preference
10	Washington DC	Primary

Additional Detail:

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

4 **Back** **Save** **1** **Submit**