verizon
business

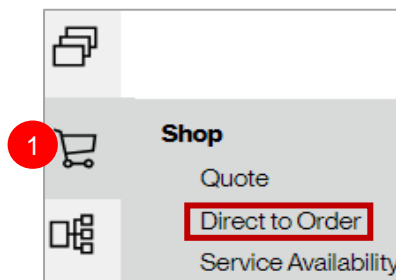# Direct to Order (TLS) Job Aid

End User UNI and associated EVC connecting to an active UNI or NNI/HUB

Things to know

- The following products are available for Direct to Order
    - Dedicated E-Line, Inbound Voice Services, Internet Dedicated Services, Private IP (PIP), Private Line, Secure Cloud Interconnect, Software Defined Interconnect (Ethernet and PIP), Switched E-Line, Switched E-Line Metro/National (EVPL), Switched E-Line Metro/Regional (TLS), and Wavelength Solutions
- Product Offering varies based on the selected Product Name

Getting Started

1. From the **Shop** menu, click **Direct to Order**

Product Selection

1. Select **Switched E-Line Metro/Regional (TLS)** from the Product dropdown list

2. Select **UNI/EVC Combo** from the Product Offering list

Click **Start Order**

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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)

> **TLSDIRECT2ORD** ✏ ⚑
> **Product Selected:** Switched E-Line Metro/Regional (TLS) UNI/EVC Combo

Make the following selections

1. Enter **Order Name** aka PON Number (max length is 16 characters)

2. Enter location and **Select Address** from the dropdown (which may include a address with sublocation)

3. Click **Verify Address**

- Manually populate the **Sublocation details (Structure, Elevation and Unit Type)** if it should be present but not displayed in the **Selected Address** dropdown

Administration

Order Name*:
TLSDIRECT2ORD ①

⦿ Domestic   ◯ International

Zip Code :

Selected Address*: ⓘ
1095 AVENUE OF THE AMERICAS,   ✕ | **Verify Address** ③

② 1095 AVENUE OF THE AMERICAS RM 711 NEW YORK 10036 USA
1095 AVENUE OF THE AMERICAS RM 2557 NEW YORK 10036 USA
1095 AVENUE OF THE AMERICAS RM 2717 NEW YORK 10036 USA
1095 AVENUE OF THE AMERICAS RM 4024 NEW YORK 10036 USA
1095 AVENUE OF THE AMERICAS UNIT 1 NEW YORK 10036 USA
1095 AVENUE OF THE AMERICAS UNIT 2 NEW YORK 10036 USA

Address is qualified

+ Create New

Additional Location Details-Sub-Loc*:

Structure Type:	Elevation Type:	Unit Type:
Select Structure ⌄	Select Elevation ⌄	Room ⌄
Structure Value:	**Elevation Value:**	**Unit Value:**
		711

4. Enter the **NNI/HUB Circuit ID** in the type ahead box and choose the applicable circuit id (or manually enter the circuit id if its not found, see example below)

5. The **NNI/HUB Location** will only be pre-populated when the circuit id is selected from the dropdown

Enter NNI/HUB Circuit Id*:
32.KFGS.022083.NY   ✕

NNI/HUB Location:
33 THOMAS MANHATTAN NY 10007 USA

Circuit displayed

Enter NNI/HUB Circuit Id*:
32.KFGS.022099.NY   ✕

NNI/HUB Location:

Bypass Circuit display

Circuit ID not found. If not active, it may cause a delay with your order. 32.KFGS.022099..NY

Administration (continued)

Make the following selections

1. Add **End Customer Name**

2. Quote Authorized **(QA)** check authorizes a special construction quote (uncheck If desired)

3. Add CNO **(CBS/CNE) Case Number** (as applicable)

4. Select Network **CCNA** from dropdown

5. Use **Project ID** to label a group of orders for easier accessibility from the Order Worklist (as applicable)

6. Add a **Related Order Number RPON** to group orders to be worked in a certain order (as applicable)

7. Choose **Company Name** from dropdown

8. Add **Remarks**

Click **Next**

End Customer Name*:
Customer 212 —1

Quote Authorized(QA): ⓘ ☑ —2

CNO(CBS/CNE Case Number): ⓘ
—3

Your Network(CCNA)*:
Select CCNA ⌄ —4

Project ID:
—5

Related Order Number (RPON):
—6

Company*:
Select Company ⌄ —7

Remarks:
Use Alphanumeric and special characters except Slashes —8

Character Remaining: 186/186

Next

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Configuration

1. Select **UNI Bandwidth** speed
2. Enter **Circuit Alias** (if desired)
   Allows you to label the circuit
   (this does not flow to Billing)
3. Select **TSP** (if needed)
4. Choose **Ping the NID** option
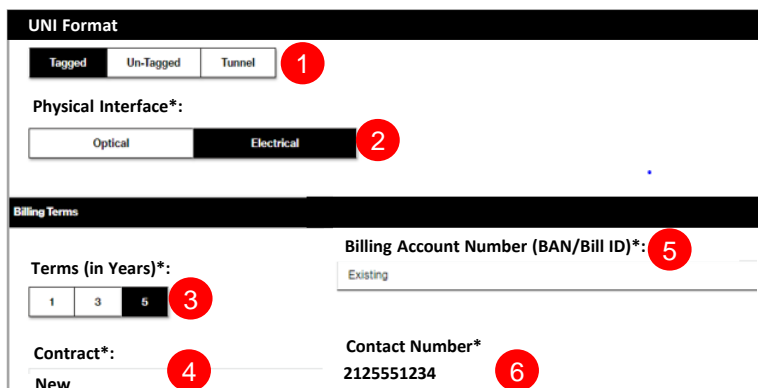
UNI Configuration

UNI Bandwidth*:

Selected: 1

| 100 Mbps | 1 Gbps | 10 Gbps | +More |

2   Circuit Alias:

TSP: 3
None

4   Ping The NID?:
| Yes | **No** |

1. Select **UNI Format**
2. Choose **Physical Interface**
   (additional requirements will
   appear based on your selection)
3. Select Billing **Terms**
4. Select **Contract** (New or Existing)
5. Select **Billing Account Number**
   (BA/Bill ID)
6. Input **Contract Number**
   (if New Contract is selected)

UNI Format

| **Tagged** | Un-Tagged | Tunnel | 1

Physical Interface*:
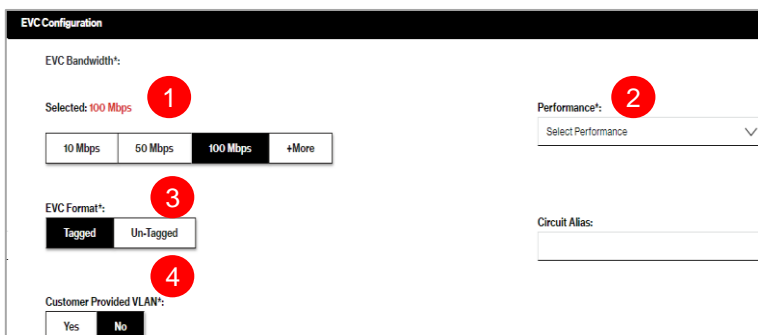
| Optical | **Electrical** | 2

Billing Terms

Terms (in Years)*:

| 1 | 3 | **5** | 3

Contract*:
New   4

Billing Account Number (BAN/Bill ID)*:   5
Existing

Contact Number*   6
2125551234

1. Select **EVC Bandwidth** speed
2. Select **Performance**
3. Select **EVC Format**
4. Choose **Customer Provided
   VLAN** (additional requirement
   may appear based on your
   selection)

Click **Next**

EVC Configuration

EVC Bandwidth*:

Selected: 100 Mbps   1

| 10 Mbps | 50 Mbps | **100 Mbps** | +More |

Performance*:   2
Select Performance

EVC Format*:   3
| **Tagged** | Un-Tagged |

Circuit Alias:

Customer Provided VLAN*:   4
| Yes | **No** |

Next

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Contacts

Provide contact details

- Implementation Contact

- Design Contact

- End Customer (Local Contact)

- Alternate Local Contact

Click **Next**

> **Note:**
> - The End Customer and Alternate Contact must be different

Contact Details

Requestor Contact:

Implementation Contact: * General Example *

Name*:   Required

Email*:   Required

Design Contact:

Name*:   Required

Email*:   Required

Next

Delivery

1. Click the appropriate **Month**
2. Select the **Requested Due Date**
3. Click **"Early Acceptance"** Yes or No

Note: Choose "**Yes**" if you wish to accept delivery of the circuit prior to the **Requested Due Date** (if an earlier delivery is possible)

Click **Next** to proceed

Calendar   **Requested Due Date**

December 2023 ▼   < >   ①

Today
16
Thursday

Early Acceptance: ③   ②
YES   NO

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   ③

Order Name:	TLSDIRECT2ORD	Activity:	Install
Location:	1095 AVENUE OF THE AMERICAS 10036	Location Details:	Room 711
NNI/HUB Location:		Company:	
Requested Due Date:	02/13/2024	Early Acceptance:	N
EndCustomer:	Customer 212	Implementation:	employee one
Design:	employee-ones	Local Contact:	endcust
Alternate Local Contact:	TestCustomer2		
EVC Speed:	100 Mbps	UNI Speed:	100 Mbps
EVC Performance:	Basic	EVC Tagging:	Tagged
NNI/HUB Circuit ID:	32KEGS.021271.NY	UNI Tagging:	Tagged
Ping the NID:	No	TSP:	None
Customer VLAN:	N	Terms:	3 Years
Contract:	FBIENXX	BAN/BBID:	212MM0130
Handoff:	Electrical	CCNA:	
Quote Authorized:	Yes	UNI Format:	Tagged
Product:	Switched E-Line Metro/Regional (TLS) UNI/EVC Combo		

Assign To ② ▼

④ Back   Save ①   Submit

Additional Detail:

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