

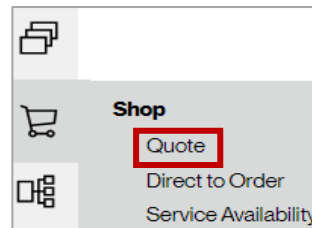


Switched E-Line | EVC Standalone Order Job Aid

The association of two active UNIs or an active UNI and an active NNI/HUB for delivering Ethernet frames between two customer locations.

Things to Know

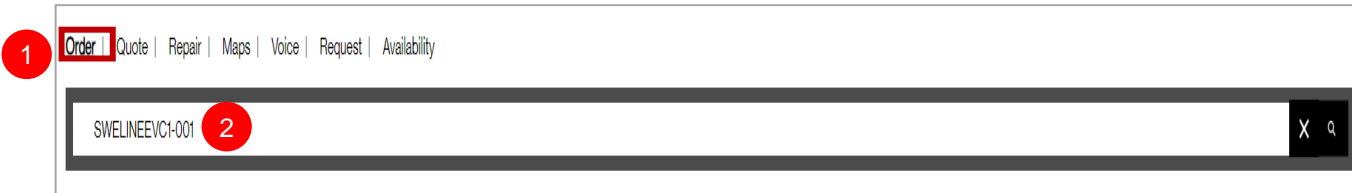
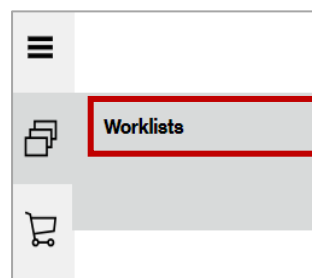
- A **“Quote”** must be submitted prior to creating an order
- Refer to the **Switched Eline EVC** Quote Job Aid



Getting Started

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**



| Order Name ↑ | Project ID ↑ | Product ↑ | Product Offering ↑ | Submitted Date ↑ | Requested Due Date ↑ | Status ↑ | Milestone ↑ |
|----------------|--------------|-----------------|--------------------|------------------|----------------------|----------|-------------|
| SWELINEVC1-001 | | Switched E-Line | EVC Standalone | | | 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)

SWELINEEVC1-001

Product Selected: Switched E-Line-EVC Standalone

Make the following selections

1. Enter **UNI Circuit ID** in the type ahead box and choose the applicable circuit id (or manually enter the circuit id if it's not found, see example below) (UNI location is pre-populated)
2. Enter **NNI/HUB Circuit ID** in the type ahead box and choose the applicable circuit id (or manually enter the circuit id if it's not found, see example below) (NNI location is pre-populated)
3. Add **End Customer Name**
4. Enter **Billing Account Number**
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. Add **Remarks** (if needed)

Click Next

Administration

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enter UNI Circuit ID*: <input style="width: 90%; border: 1px solid #ccc;" type="text"/> 1 x | UNI Location: <input style="width: 95%; border: 1px solid #ccc;" type="text"/> |
| Enter NNI/HUB Circuit ID*: <input style="width: 90%; border: 1px solid #ccc;" type="text"/> 2 x | NNI Location: <input style="width: 95%; border: 1px solid #ccc;" type="text"/> |
| Company: ABC Company Contract: D123456 | |
| End Customer Name*: <input style="width: 90%; border: 1px solid #ccc;" type="text"/> 3 | Billing Account Number (BAN/Bill ID)*: <input style="width: 90%; border: 1px solid #ccc;" type="text"/> 4 <small>Select Billing</small> |
| Project ID: <input style="width: 90%; border: 1px solid #ccc;" type="text"/> 5 | Related Order Number (RPON): <input style="width: 90%; border: 1px solid #ccc;" type="text"/> 6 |
| Remarks: <input style="width: 95%; border: 1px solid #ccc;" type="text"/> 7 <small>Tip: Use Alphanumeric and special characters except Slashes</small> <small>Remaining characters: 186</small> | |

Next



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Configuration

Choose the following **Configuration selections** (as needed)

1. EVC Format: Service Tagged| Transparent/Tunneled | Un-Tagged
2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)
3. Customer Provided VLAN for NNI/HUB: Y | N (the Customer VLAN for UNI will be displayed when Tagged (EVC format) is selected)

Click **Next**

EVC Configuration

Speed: EVC: 20 Mbps

EVC Format*: Tagged Transparent/Tunneled UnTagged

Circuit Alias:

Customer Provided VLAN for NNI/HUB*: Yes No

Next

Contacts

Provide contact details

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

Click **Next**

Note:

- The End Customer and Alternate Contact must be different

Contact Details

Requestor Contact:

Technical Contact: *General Example*

Name:

Email: Phone:

Primary Customer Contact:

Name:

Email: Phone:

Signatory Contact:

Name:

Email: Phone:

Next

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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

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 [Supps](#) & [Milestones](#)

| Order Summary | | | |
|---------------------|----------------------------------|----------------------------|----------------------|
| Order Name: | SWELINEEVC1-001 | Contact: | |
| Activity: | Install | UNI Location: | 1975 CUMBERLAND PKWY |
| NNI/HUB Location: | 100 PARK AVE NEW | Company: | |
| Technical Contact: | employee ones | Primary Customer Customer: | employee one |
| Signatory Contact: | | End Customer: | ABC |
| Local Contact: | endcust | Alternate Local Contact: | TestCustomer2 |
| Requested Due Date: | 02/05/2024 | Early Acceptance: | NO |
| Product: | Switched E-Line - EVC Standalone | Speed: | EVC: 20 Mbps |
| Contract: | D40002-03 | Tagging: | EVC-Tagged |
| BAN/Bill ID: | U0000548 | UNI Circuit ID: | E3052580 |
| NNI/HUB Circuit ID: | E3052579 | EVC Performance: | Basic |

4 Back

Save **1**

Submit