Switched E-Line EVPL Metro/National EVC Standalone Order Job Aid

verizon business

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 E-Line EVPL EVC Standalone** Quote Job Aid

Shop
Quote
Direct to Order
Service Availability

Getting Started

From the Hamburger menu, select **Worklists**

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**

Worklists

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1 Order | Quote | Repair | Maps | Voice | Request | Availability

2 45485297-001   X   🔍

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 ↑↓ ⇄
3 TES918250264-001		Switched E-Line Metro/National	Point to Point			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
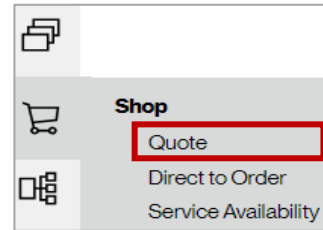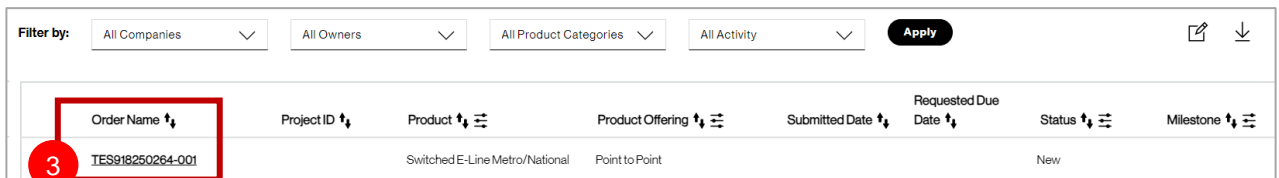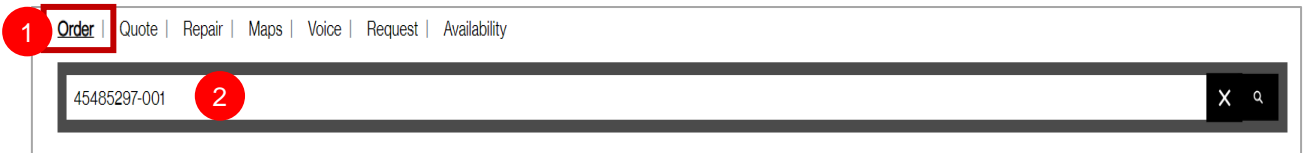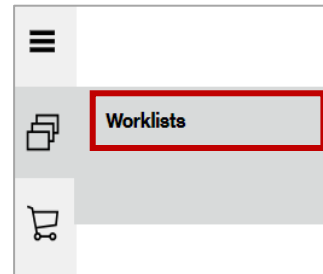**Completed** –The Order process is complete

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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)

EVC6263614-001   ✏ ⚑
Product Selected: Switched E-Line
Metro/National (EVPL)-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 its 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 its not found, see example below) (NNI location is pre-populated)
3. Add **End Customer Name**
4. Enter **Billing Account Number**
5. Enter **Local Loop ID**
6. Use **Project ID** to label a group of orders for easier accessibility from the Order Worklist (as applicable)
7. Add a **Related Order Number (RPON)** to group orders to be worked in a certain order (as applicable)
8. Add **Remarks** (if needed)

Click **Next**

Administration

Enter UNI Circuit ID*:
EDDEDSN70001   ✕   ①

UNI Location:
135 S LA SALLE ST CHICAGO IL 60603

Enter NNI/HUB Circuit ID*:
EDDEDSN80001   ✕   ②

NNI Location:
126 STATE ST ALBANY NY 12207

Company: AT&T CORP   Contract: STANDARD

End Customer Name*:
Local Customer   ③

Billing Account Number (BAN/Bill ID)*:
12345678   ④

Local Loop ID (TCorp ID)*
12345667   ⑤

Project ID:
as applicable   ⑥

Related Order Number (RPON):
as applicable   ⑦

Remarks:
Tip: Use Alphanumeric and special characters except Slashes
⑧

Remaining characters: 186

Next

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Configuration

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

1. EVC Format: Tagged | Transparent/Tunneled

2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)

3. Customer Provided VLAN for UNE: Y | N

4. Customer Provided VLAN for NNI/HUB: Y | N

Click Next

EVC Configuration

Speed: EVC: 1 Mbps

EVC Format*:
(1) Tagged | Transparent/Tunneled

Circuit Alias:
(2)

Customer Provided VLAN for UNI:
(3) Yes | No

Customer Provided VLAN for NNI/HUB:
(4) Yes | No

Next

Contacts

Provide contact details

• Technical 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: *This is a General Example*

Name*:   Employee

Email*:   test@test.com

End Customer (Local Contact):

Name*:   Customer One

Email*:   testicon@test.com

Alternate Local Contact:

Name*:   Customer Two

Email*:   altcontact@verizon.com

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

Summary

Review **Order Summary**

1. Click to Save Order
2. Assign Order (if needed)
3. Download order
4. Click back to make adjustments

Click **Submit**

Additional Detail:

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

Order Summary

Order Name:	EVC6263614-001	Contact:	
Activity:	Install	UNI Location:	135 S LA SALLE ST
NNI/HUB Location:	126 STATE ST ALBANY NY 12207	Company:	
Technical Contact:	endcust	End Customer:	Local Customer
Local Contact:	Name End Customer	Alternate Local Contact:	Verizon CX Testing
Project ID:	as applicable	RPON:	as applicable
Requested Due Date:	03/04/2024	Early Acceptance:	NO
Product:	Switched E-Line Metro/National (EVPL) - EVC Standalone	Speed:	EVC: 20 Mbps
Contract:	STANDARD	Tagging:	EVC-Tagged
BAN/Bill ID:	12345678	UNI Circuit ID:	EDDEDSN70001
TCorp Id:	12345667	NNI/HUB Circuit ID:	EDDEDSN80001

Assign To

Back   Save   Submit