



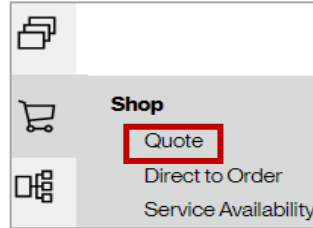
# Switched E-Line EVPL Metro/National NNI Standalone Order Job Aid

Connection of the Customers network and the Verizon Switched Ethernet network configured as Port and Access

## Things to Know

- A **“Quote”** must be submitted prior to creating an order

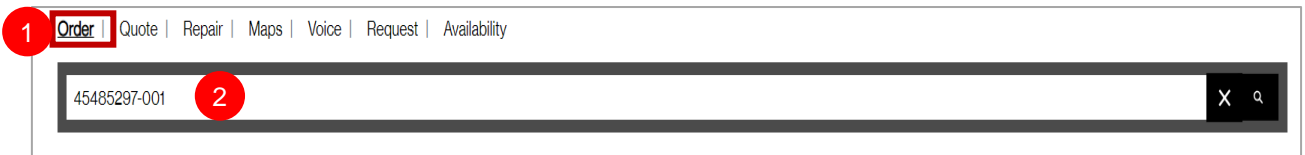
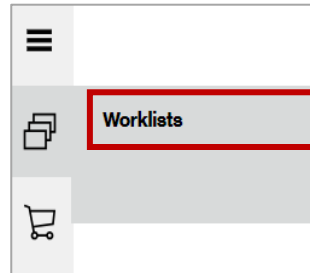
Refer to the **Switched E-Line (EVPL) Metro/National NNI Standalone** Quote Job Aid



## 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**



Order Name	Project ID	Product	Product Offering	Submitted Date	Requested Due Date	Status	Milestone
NNI244770-001		Switched E-Line Metro/National (EVPL)	NNI 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)

EVPL NNI ✎ 🚩

Product Selected: Switched E-Line EVPL NNI

Make the following selections

1. Sublocation: Structure Type | Elevation Type | Unit Type (example below)
2. Add End Customer Name
3. Use Project ID to label a group of orders for easier accessibility from the Order Worklist (as applicable)
4. Billing Option: BAN | Bill ID(T-Corp)
5. Related Order Number (RPON)- Group orders to be worked in a certain order (as applicable)

**Administration**

Location: 21715 FILIGREE CT, ...

**Additional Location Details-Sub-Loc\*:**

<b>Structure Type*:</b> <input type="text" value="Select Structure"/>	<b>Elevation Type*:</b> <input type="text" value="Select Elevation"/>	<b>Unit Type*:</b> <input type="text" value="Select Unit"/>
<b>Structure Value*:</b> <input type="text"/>	<b>Elevation Value*:</b> <input type="text"/>	<b>Unit Value*:</b> <input type="text"/>

Company: Term: 3 Years Contract: STANDARD

**2** End Customer Name\*:  **3** Project ID:

**4** Billing Option\*:   **5** Related Order Number (RPON):

When selecting **BAN** as a **Billing Option**, choose the following:

1. Billing Account Number
2. F&E Ban

End Customer Name\*:  Billing Option\*:

Billing Account Number (BAN/Bill ID)\*: **1**  F&E BAN\*: **2**

When selecting **Bill ID/T-Corp** as a **Billing Option**, choose the following:

1. Billing Account Number
2. Local Loop ID(T-Corp ID)

End Customer Name\*:  Billing Option\*:

Billing Account Number (BAN/Bill ID)\*: **1**  Local Loop ID(TCorp ID)\*: **2**



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## Administration (continued)

- Add Remarks (as applicable):

Click **Next**

Project ID:	Related Order Number (RPN):
<input type="text"/>	<input type="text"/>
Remarks:	
<input type="text"/>	

**Next**

## Configuration

Choose the appropriate **Configuration Details**:

1. NNI Format: Service Multiplexed (pre-populated)
2. Circuit Alias: Allows you to label the circuit ( this does not flow to billing)
3. Physical Interface: Optical | Electrical

**NNI Configuration**

Speed: 1 Gbps

NNI Access:

1 NNI Format: **Service Multiplexed**

2 Circuit Alias:

3 Physical Interface\*: **Optical** | Electrical

Interface: NID: Service Type:

When the Physical Interface is **Optical**, choose the appropriate **Configuration Details**:

1. Connector: FC | SC | LC
2. Fiber Type: Single | Multi

NNI Access:

Circuit Alias:

Physical Interface\*: **Optical** | Electrical

1 Connector\*: **FC** | SC | LC

2 Fiber Type\*: **Single** | Multi

Interface: NID:

When the Physical Interface is **Electrical**, choose the appropriate **Configuration Details**:

1. Connector: RJ45 (pre-populated)
2. Cable Category: Cat 5e | Cat 6
3. Cable Shielding: Unshielded Twisted Pair | Shielded Twisted Pair

Click **Next**

Physical Interface\*:  **Optical** | **Electrical**

1 Connector\*: **RJ45**

Cable Category\*:  **Cat 5e** | **Cat 6**

2 Cable Shielding\*:  **Unshielded Twisted Pair (UTP)** | **Shielded Twisted Pair (STP)**

Interface: NID: No

**Next**



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

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## Contacts

Provide contact details

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

Click **Next**

**Contact Details**

Requestor Contact:

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Technical Contact: \*This is a General Example\*

Name\*:

Email\*:  Phone\*:

**Note:**

- The End Customer and Alternate Contact must be different

**Next**

## 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**

Calendar

Today

16

Thursday

**Requested Due Date**

December 2023

< >
1

1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31					

Early Acceptance:

3

YES

NO

**Next**

## Summary

Review **Order Summary**

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

Click **Submit**

**Additional Detail:**

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

**Order Summary** 3 ⌵ ✕

Order Name:	EVPLNN070LP	Contact:	
Activity:	Install	Company:	
Technical Contact:	Name2	From Location Details:	Building:ww, Floor:ww, Unit:ww
From Local Contact:	UATFName4 UATLName4	From Alternate Contact:	vjay6
To Location:	18850 ORANGE ST I 92316	To Location Details:	Pier:10, Floor:4, Apartment:5
Project ID:		Requested Due Date:	12/29/2023
Early Acceptance:	N		
Product:	Switched E-Line Metro/National (EVPL)	Interface:	Optical
Fiber Type:	Single	Tagging:	Service Multiplexed
Connector:	FC		

2

**4**

**Back**

**1**

**Save**

**Submit**

Verizon Partner Solutions Exchange Training

07.15.24

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