Switched E-Line | EVPL Point to Point Order Job Aid
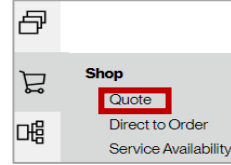
New End user UNI with associated EVC connecting to another new End user UNI

verizon business
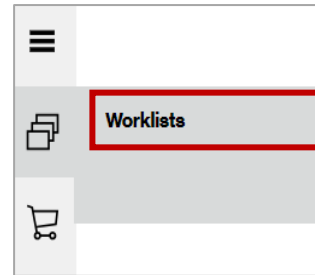
Things to Know

- A **"Quote"** must be submitted prior to creating an Order
- Refer to the **Switched E-Line | EVPL Point to Point** Quote Job Aid

Shop
Quote
Direct to Order
Service Availability

Getting Started

From the Hamburger menu, select **Worklists**

1. Choose the **Orde**r 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 | <u>Order</u> | 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 Point2Point-001		Switched E-Line Metro/National (EVPL)	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

Point2Point-001   ✏ 🚩
Product Selected: Switched E-Line
Metro/National (EVPL)-Point to Point

Make the following selections on the **From Location:**

1. Structure Type, Elevation Type, Unit Type (example below)

Location: 21715 FILIGREE

Additional Location Details-Sub-Loc*:

Structure Type*:	Elevation Type*:	Unit Type*:
Building	Floor	Room

Structure Value*:	Elevation Value*:	Unit Value*:
Main	2	Telco

Make the following selections on the **To Location:**

2. Structure Type, Elevation Type, Unit Type (example below)

3. From End Customer Name

4. To End Customer Name

To Location: 60 HUDSON

Additional Location Details-Sub-Loc*:

Structure Type*:	Elevation Type*:	Unit Type*:
Building	Floor	Room

Structure Value*:	Elevation Value*:	Unit Value*:
Main	23	MMR

From End Customer Name*:	To End Customer Name*:
XYZ Company	Tele Number

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Administration (continued)

When choosing the following **Billing Option: BAN**

1. Select **Billing Account Number** from the dropdown
2. Select **F&E BAN**

or

When choosing the following **Billing Option: Bill ID/T Corp**

3. Enter the **Billing Account Number**
4. Enter the **Local Loop ID (T-Corp)**

5. Use **Project ID** to label a group of orders for easier accessibility from the Order Worklist (as applicable)
6. The **Related Order Number (RPON)** groups PONs to be worked together or processed in a certain order (as applicable)
7. Use **Remarks** to add additional details to the order

Click **Next**

Configuration

From Location field selections (requirements varies based on selections)

1. Select Format:
2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)
3. Choose Physical Interface: Optical | Electrical
4. Select desired Connecter type
5. Select Fiber Type

Configuration (continued)

To Location field selections (requirements varies based on selections)

1. Select Format:

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

3. Choose Physical Interface: Optical | Electrical

4. Select desired Connecter type

5. Select Fiber Type

| To Location Address: | 60 HUDSON | UNI Speed: | 100 Mbps | Access Speed: | 1 Mbps | Access: | On-Net(Type 1) |

Format*: | Service Multiplexed | All to One Bundled | ① | **Circuit Alias:** | ②

Physical Interface*: | Optical | ③ | Electrical | **Connector*:** | ④ | FC | SC | LC

Fiber Type*: | ⑤ | Single | Multi 50 | Multi 62.5 | **Interface:** 100BaseFX

EVC Configuration field selection

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

2. Select: From EVC Format

3. Select: To EVC Format

4. Select: From Customer Provided VLAN

5. Select: To Customer Provided VLAN

Click **Next**

EVC Configuration

Speed: 1 Mbps

① **Circuit Alias:**

From EVC Format*: | Tagged | Transparent/Tunneled | ② **To EVC Format*:** ③ | Tagged | Transparent/Tunneled

From Customer Provided VLAN : | Yes | No | ④ **To Customer Provided VLAN:** ⑤ | Yes | No

Next

Contacts

Provide Contact Details for

• Technical

From and To

• End Customer (Local Contact)

• Alternate Local Contact

Click **Next**

Contact Details

Requestor Contact:

This is a General Example

Technical Contact:

Name*:

Email*: Phone*:

Note: The End Customer and Alternate Contact must be different

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Delivery

1. Click the appropriate **Month**

2. Select the **Requested Due Date** (available dates are bolded)

3. Click **Early Acceptance** Yes/No (allows Verizon to deliver the service sooner if possible)

Click **Next**

Calendar	Requested Due Date 1
	NOV 2023 ▾ < >
Today **26** Thursday	S M T W T F S
	NOV 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 2
3 Early Acceptance: YES NO	Back Next

Summary

Review **Order Summary**
1. Click to Save Order
2. Assign Order (if needed)
3. Click Back to make adjustments

Click **Submit**

Notes:
- Download order if desired ⬇
- Use the following link to manage **Sups** & **Milestones**

Order Summary ⬇

Order Name:	SELEVPLP2P-001	Contact:	
Activity:	Install	Technical Contact:	Test 1
Company:		Requested Due Date:	02/22/2024
Local Contact:	Test 2	EVC Speed:	1 Mbps
Alternate Local Contact:	Test 3	Early Acceptance:	N
To Local Contact:	Test 4	Contract:	STANDARD
To Alternate Contact:	Test 5	Product:	Switched E-Line Metro/National (EVPL)-Point to Point
Terms:	3 Years	BAN/Bill ID:	0000116661
F&E Ban Id	257888		

From Location:	21715 FILIGREE		
End Customer:	xyz Company	Location Details:	Building: Main, Floor: 2, Room: Telco
Provider:	VZB	Speed:	UNI: 100 Mbps, Access: 1 Mbps
UNI Access:	On-Net(Type 1)	Tagging:	UNI: Service Multiplexed, EVC: Tagged
Handoff:	Optical-Single-FC	Interface:	100BaseFX
Collocation:	No		

To Location:	60 HUDSON ST,		
End Customer:	Tele Number	Location Details:	Building: Main, Floor: 23, Room: MMR
Provider:	VZB	Speed:	UNI: 100 Mbps, Access: 1 Mbps
UNI Access:	On-Net(Type 1)	Tagging:	UNI: All to One Bundled, EVC: Transparent/Tunneled
Handoff:	Optical-Single-FC	Interface:	100BaseFX
Collocation:	No		

Upload LOA   Assign To ⌄ **2**

3 Back   **1** Save   Submit