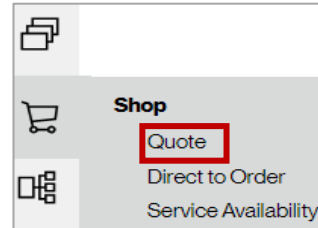# Switched E-Line Metro/National (EVPL) Combo Order Job Aid

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

Things to Know
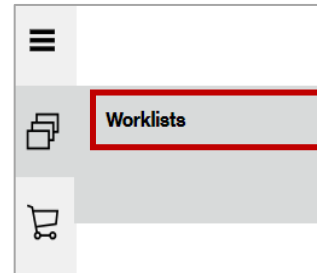
- A **"Quote"** must be submitted prior to creating an order

- Refer to the **Switched E-Line Metro National EVPL Combo** 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

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

45485297-001 **2**

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 EVPLCOMBO172-001		Switched E-Line Metro/National (EVPL)	UNI/EVC Combo			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)

> EVPL2109124-001 🖉 ⚑
> Product Selected: Switched E-Line EVPL Combo

Make the following selections

1. Enter **Sublocation**: Structure Type | Elevation Type | Unit Type (example below)
2. 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)
3. The **NNI/HUB Location** will only be pre-populated when the circuit id is selected from the dropdown
4. Enter the **End Customer Name**
5. Choose the appropriate **Billing Option**: BAN | Bill ID (T-Corp)

Administration

| Location: | 18850 ORANGE ST |

Additional Location Details-Sub-Loc*:

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

Structure Value*:	Elevation Value*:	Unit Value*:
Science	22	Telco

Enter NNI/HUB Circuit ID*: ✕   NNI/HUB Location:

Circuit ID not found. If not active, it may cause a delay with your order. EDDEDSN70009

| Company: | Term: | 3 Years | Contract: |

End Customer Name*:	Billing Option*:
Customer One	**BAN** Bill ID/TCorp ID

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

1. Billing Account Number
2. F&E Ban

End Customer Name*:	Billing Option*:
Customer One	**BAN** Bill ID/TCorp ID

Billing Account Number (BAN/Bill ID)*:	F&E BAN*:
Select Billing	Please Select

Switched E-Line Metro/National (EVPL) Combo Order Job Aid

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Administration (continued)

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

Below are **Conditional field** selections:

1. Project ID- Label a group of orders for easier accessibility from the Order Worklist (as applicable)
2. Related Order Number RPON- Group orders to be worked together or in a certain order (as applicable)
3. Remarks – allows additional details to be added to the order

Click **Next**

Project ID: ①	Related Order Number (RPON): ②
Remarks: ③	

Next

Configuration

Choose the appropriate **Configuration Details**:

1. UNI Format: Service Multiplexed | All to One Bundled
2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)
3. Physical Interface: Optical | Electrical

UNI Configuration

Speed:	UNI:100 Mbps Access:20 Mbps	UNI Access:	On-Net

UNI Format*: **Service Multiplexe** ① / All to One Bundled

Circuit Alias: ②

Physical Interface*: **Optical** ③ / Electrical

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Configuration (continued)

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

1. Connector: FC | SC | LC
2. Fiber Type: Single | Multi 50 | Multi 62.5

Physical Interface*:		Connector*:		
Optical	Electrical	**1** FC	SC	LC

Interface: NID: No

Fiber Type*: **2**

Single	Multi 50	Multi 62.5

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

Physical Interface*:   Optical | **Electrical**   Connector*: **1** RJ45

Interface: NID: No

2 Cable Category*: Cat 5e | Cat 6

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

Choose appropriate **EVC Configuration Details**

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

Click **Next**

EVC Configuration

Speed: EVC:20 Mbps

1 EVC Format*: Tagged | **Transparent/Tunneled**   **2** Circuit Alias:

3 Customer Provided VLAN for UNI: Yes | **No**   **4** Customer Provided VLAN for NNI/HUB: Yes | **No**

Next

Switched E-Line Metro/National (EVPL) Combo 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:

Technical Contact: *This is a General Example*

Name*: Employee One

Email*: bb@none.com   Phone*: (111) 111-1111 Ext: _____

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
26
Thursday

Early Acceptance: **YES** **NO**

Requested Due Date

JAN 2024   < >

S	M	T	W	T	F	S
JAN						
	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			

[Back] [Next]

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**

Order Summary

Order Name:	EVPLCOMBO172-001	Contact:	
Activity:	Install	NNI/HUB Location	GO IL 60603
Company:		Technical Contact:	
Location:	21715 FILIGREE CT, ASHBURN, VA, 20147, USA	End Customer:	Customer
Location Details:	Building: MAIN, Floor: 2, Room: MMR	Local Contact:	Name End Customer
Alternate Contact:	xtest55	Early Acceptance:	No
Requested Due Date:	03/04/2024	Collocation:	No
Product:	Switched E-Line Metro/National (EVPL) UNI/EVC Combo	Terms:	3 Years
Speed:	EVC:5 Mbps UNI:100 Mbps Access:5 Mbps	Contract:	STANDARD
UNI Access:	On-Net(Type 1)	BAN/BAN ID:	0000116661
Cable Category:	Cat 5e	Cable Shielding:	Unshielded Twisted Pair (UTP)
Interface:	100BaseT	NNI/HUB Circuit ID:	EDDEDSN70009
NID:	No	Tagging:	Service Multiplexed
HandOff	Electrical-RJ45		
		Assign To	

Additional Detail:

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

[Back] [Save] [Submit]