



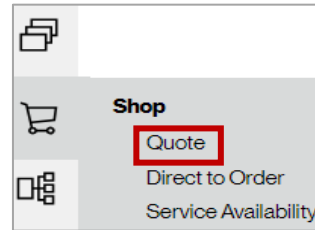
# Switched E-Line EVPL Metro/National UNI Standalone Order Job Aid



Port and Access connecting the Customer designed premises to the Verizon Switched Ethernet network.

## Things to Know

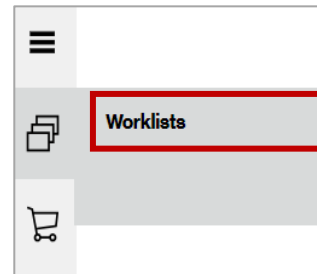
- A **“Quote”** must be submitted prior to creating an order
- Refer to the **Switched E-Line | UNI Standalone** Quote Job Aid



## 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**



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

45485297-001 2

Order Name	Project ID	Product	Product Offering	Submitted Date	Requested Due Date	Status	Milestone
DmMapCheck2-001 3		Switched E-Line Metro/National (EVPL)	UNI 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)

**DmMapCheck2-001**  

Product Selected: Switched E-Line  
Metro/National (EVPL)-UNI Standalone




Make the following selections

1. Enter Sublocation: Structure Type | Elevation Type | Unit Type (example below)
2. Add End Customer Name
3. Select Billing Option: BAN | Bill ID (T-Corp)

**Administration**

Location: 7474 ADAMS FARM RD

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

<b>Structure Type*:</b> Building 	<b>Elevation Type*:</b> Floor 	<b>Unit Type*:</b> Room 
<b>Structure Value*:</b> Main	<b>Elevation Value*:</b> 1	<b>Unit Value*:</b> 100

**Company** ABC Company      **Term:** 3 Years      **Contract** :

**End Customer Name\*:**  2

**Billing Option\*:** 3

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

1. Billing Account Number
2. F&E Ban

<b>End Customer Name*:</b> <input type="text" value="Customer One"/>	<b>Billing Option*:</b> <input checked="" type="button" value="BAN"/> <input type="button" value="Bill ID/TCorp ID"/>
<b>Billing Account Number (BAN/Bill ID)*:</b> <span style="color: red; font-weight: bold; border-radius: 50%; padding: 2px 5px;">1</span> <input type="text" value="Select Billing"/>	<b>F&amp;E BAN*:</b> <span style="color: red; font-weight: bold; border-radius: 50%; padding: 2px 5px;">2</span> <input type="text" value="Please Select"/>



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

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: <b>1</b>	Related Order Number (RPON): <b>2</b>
Remarks: <b>3</b>	

**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

Speed: UNI:100 Mbps Access:20 Mbps	UNI Access: On-Net
UNI Format*: <b>1</b> Service Multiplexed   All to One Bundled	Circuit Alias: <b>2</b>
Physical Interface*: <b>3</b> Optical   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*:		
<input checked="" type="radio"/> Optical	<input type="radio"/> Electrical	<input checked="" type="radio"/> FC	<input type="radio"/> SC	<input type="radio"/> LC
Fiber Type*:		Interface:	NID:	No
<input type="radio"/> Single	<input checked="" type="radio"/> Multi 50	<input type="radio"/> 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

Click **Next**

Physical Interface*:		Connector*:		
<input type="radio"/> Optical	<input checked="" type="radio"/> Electrical	<input checked="" type="radio"/> RJ45		
Cable Category*:		Interface:	NID:	No
<input checked="" type="radio"/> Cat 5e	<input type="radio"/> Cat 6			
Cable Shielding*:				
<input checked="" type="radio"/> Unshielded Twisted Pair(UTP)	<input type="radio"/> Shielded Twisted Pair(STP)			

**Next**

## Contacts

Provide contact details

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

Contact Details	
Requestor Contact:	
Technical Contact: * This is a general example *	
Name:	Employee One
Email:	bb@none.com
Phone:	(111) 111-1111 Ext. ____

Click **Next**

**Note:**

- The End Customer and Alternate Contact must be different

**Next**



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## 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**

## 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:	DmMapCheck2-001	Contact:	
Activity:	Install	Company:	
Technical Contact:	TestCustomer2	Location:	18850 ORANGE ST, USA
End Customer:	CUSTOMER	Location Details:	Building:MAIN, Floor:3, Room:SERVER
Local Contact:	endcust	Alternate Local Contact:	zfsdgdjfsqwifgdgntedrgfsdfergt
Requested Due Date:	03/04/2024	Early Acceptance:	No
Collocation:	No		
Product:	Switched E-Line Metro/National (EVPL)-UNI Standalone	Terms:	3 Years
Speed:	UNI1 Gbps Access 1 Mbps	Contract:	STANDARD
UNI Access:	On-Net (Type 1)	BAN/BANID:	0000116661
Interface:	1000Base-LX	NID:	No
FREBAN:	257888	HandOff:	Optical-Single-FC

**Additional Detail:**

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

4 Back

Save 1

Submit