

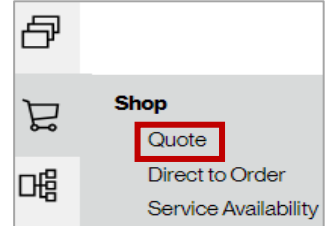


# Switched E-Line | NNI Standalone Order Job Aid

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

## Things to Know

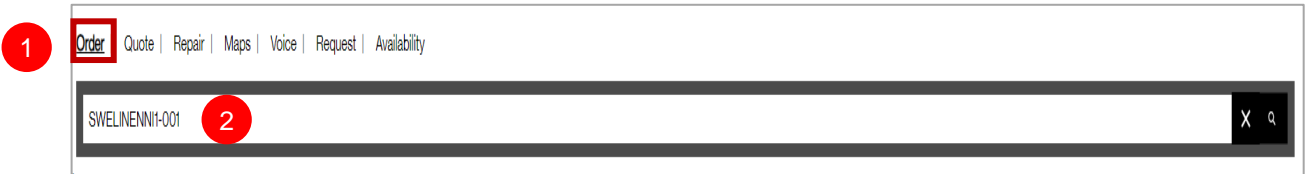
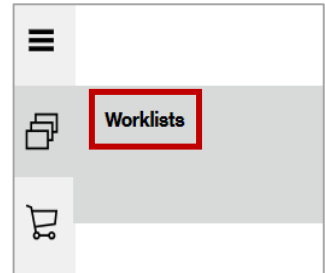
- A **“Quote”** must be submitted prior to creating an order
- Refer to the **Switched E-Line NNI Quote Job Aid**



## 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 ↑
SWELJNENNI-001		Switched E-Line	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)

**SWELINENNI1-001**  

Product Selected: Switched E-Line-NNI Standalone

Make the following selections

1. Structure Type, Elevation Type, Unit Type (example below)
2. End Customer Name
3. Project ID- label a group of orders for easier accessibility from the Order Worklist (as applicable)
4. Select Billing Account Number
  - Existing (Utilize an existing ban)
  - New (Provide billing address details to create a new ban)
  - BAN (Choose a particular ban from the dropdown box)
5. Related Order Number(RPON)- Group orders to be worked in a certain order (as applicable)
6. Add Remarks (if needed)

Click Next

**Administration**

Location: 21715 FILIGREE

Additional Location Details-Sub-Loc\*:

Structure Type*: Building <input type="text"/>	Elevation Type*: Floor <input type="text"/>	Unit Type*: Room <input type="text"/>
Structure Value*: Main <input type="text"/>	Elevation Value*: 1 <input type="text"/>	Unit Value*: MMR <input type="text"/>

Company: \_\_\_\_\_ Term: 3 Years Contract: D40002-03

End Customer Name*: <input type="text"/>	Project ID: <input type="text"/>
Billing Account Number (BAN/Bill ID)*: Select Billing <input type="text"/>	Related Order Number (RPON): <input type="text"/>

Remarks:  
Tip: Use Alphanumeric and special characters except Slashes  
  
Remaining characters: 186

Next

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## Configuration

Choose the following **Configuration** selections:

1. NNI Format (pre-selected)
2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)
3. Physical Interface (pre-selected)
4. Connector: FC | SC | LC
5. Fiber Type: Single | Multi
6. Pre Engineering Request (PER) Number (please retrieve this number from your Verizon Solutions Engineer)
7. Click + Option to choose Advanced Configuration (as needed)

Click **Next**

**NNI Configuration**

Speed: 10 Gbps      NNI Access:      On-Net(Type 1)

1 **NNIFormat\*:** Service Multiplexed

2 **Circuit Alias:**

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

4 **Connector\*:** FC      SC      LC

5 **Fiber Type\*:** Single      Multi

Interface: 10GBase-LR      NID:

6 **Service Type:** Port & Access

7 **Pre Engineering Request(PER) Approval Number\*:**

+Options

**Advanced Configuration**

Application Performance	Operational Performance	EVC Format	MTU Size	Max # of EVC's	VLAN ID Range	NID	
<input checked="" type="radio"/>	Platinum	Platinum	Tagged	9100	500	2-4089	No
<input type="radio"/>	Platinum	Platinum	Tagged,Untagged,Tunneled	9100	128	2-4089	Yes

**Next**

## Contacts

Provide contact details

- Technical Contact
- Primary Customer Contact
- Signatory 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: \*General Example\*

Name\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

**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

**Next**

## Summary

### Review **Order Summary**

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

Click **Submit**

### Additional Detail:

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

Order Summary			
Order Name:	SWELINENNI-001	Contact:	
Activity:	Install	Company:	employee ones
Technical Contact:		Primary Customer:	21715 FILIGREE C1
Signatory:		From Location:	Building: Main, Floor: 1, Room: MMR
End Customer:	ABC	From Location Details:	Building: Main, Floor: 1, Room: MMR
From Local Contact:	endocust	From Alternate Contact:	TestCustomer2
Requested Due Date:	03/05/2024	Early Acceptance:	NO
Collocation:	No		
Product:	Switched E-Line - NNI Standalone	Terms:	3 Years
Contract:	D40002-03	Interface:	10GBase-LR
NID:	No	BAN:	U0000548
NNI Access:	On-Net (Type I)	Tagging:	Service Multiplexed
Speed:	10 Gbps	Service Type:	Port & Access
HandOff	Optical-Single-FC	Pre Engineering Request(PER) Approval Number	10012433

**4** Back

Save **1**

Submit