



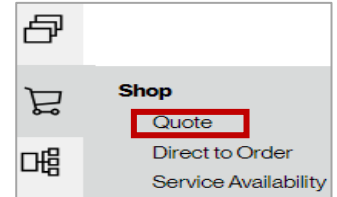
Switched E-Line Point to Point Order Job Aid



New End user UNI with associated EVC connecting to another new End user UNI

Things to Know

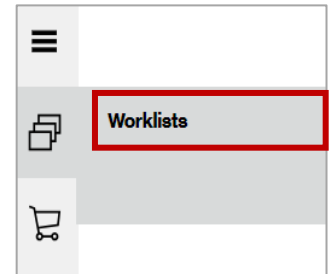
- A **“Quote”** must be submitted prior to creating an order
- Refer to the **Switched E-Line Point to Point** Quote Job Aid



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
SELINEPT2PT3-003		Switched E-Line	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

SELINEPT2PT3-003  

Product Selected: Switched E-Line-Point to Point

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

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

Administration

From Location: 101 SOUTH ST

Additional Location Details:

Structure Type*: Building	Elevation Type*: Floor	Unit Type*: Room
Structure Value*: Main	Elevation Value*: 33	Unit Value*: MMF

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: 165 HALSEY ST

Additional Location Details:

Structure Type*: Building	Elevation Type*: Floor	Unit Type*: Room
Structure Value*: MAIN	Elevation Value*: 11	Unit Value*: TELCO

From End Customer Name*: ABC

To End Customer Name*: DEF

Company: Term: 3 Years Contract: D4



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Administration (continued)

Complete the following field selections

1. Select **Billing Account Number**

- Existing (Utilize an existing ban within an existing Lata)
- New (Provide billing address details to create a new ban)
- BAN (Choose a particular ban from the dropdown box)

2. Project ID- Label a group of orders for easier accessibility from the Order Worklist (as applicable)

3. Related Order Number RPON- Group orders to be worked in a certain order (as applicable)

4. Remarks – allows additional details to be added to the order

Click **Next**

The screenshot shows a form with the following fields and callouts:

- 1**: Billing Account Number (BAN/Bill ID)* dropdown menu.
- 2**: Project ID text input field.
- 3**: Related Order Number (RPON) text input field.
- 4**: Remarks text area with a tip: "Tip: Use Alphanumeric and special characters except Slashes" and "Remaining characters: 186".

Next

Configuration

From Location field selections

1. Format: Service Multiplexed
2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)
3. Physical Interface: Optical | Electrical
4. Click + Options button to select a Advanced Configuration

The screenshot shows the configuration form with the following fields and callouts:

- 1**: Format dropdown menu (Service Multiplexed).
- 2**: Circuit Alias text input field.
- 3**: Physical Interface dropdown menu (Optical).
- 4**: +Options button.

The expanded **Advance Configuration** table is as follows:

Application Performance	Operational Performance	EVCFormat	MTUSize	Max # of EVC's	VLANID 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



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Configuration (continued)

To Location field selections

1. Format: Service Multiplexed
2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)
3. Physical Interface: Optical | Electrical
4. Click + Options button to select a Advanced Configuration

To Location Address: 2820 KOVR DR, W SACRAMENTO, CA, 95605, USA UNI Speed: 100 Mbps Access Speed: 5 Mbps Access: On-Net(Type 1)

Format*: **Service Multiplexed** (1) Circuit Alias: (2)

Physical Interface*: **Optical** (3) Electrical

+Options (4)

Advance 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

Return Proceed

EVC Configuration Field selections

1. Circuit Alias: Allows you to label the circuit (this does not flow to billing)
2. From EVC Format
3. To EVC Format
4. From Customer Provided VLAN
5. To Customer Provided VLAN

Speed: 5 Mbps Circuit Alias: (1)

From EVC Format*: (4) **Tagged** Transparent/Tunneled Untagged

To EVC Format*: (3) **Tagged** Transparent/Tunneled Untagged

From Customer Provided VLAN: (2) **Yes** No

To Customer Provided VLAN: (5) **Yes** No

Next

Click **Next**

Contacts

Provide contact details for

- Primary Contact
- Technical
- Signatory Contact

From and To

- End Customer (Local Contact)
- Alternate Local Contact

Click **Next**

Contact Details

Requestor Contact: * General Example *

Primary Contact:

Name*: Required

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**
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:	SEP2PQUOTE-001	Contact:	
Activity:	Install	Technical Contact:	TestCustomer2
Company:		Primary Customer:	Customer Two
Signatory:		Requested Due Date:	02/19/2024
Local Contact:	employee one	EVC Speed:	5 Mbps
Alternate Local Contact:	employee.ones	Early Acceptance:	N
To Local Contact:	endcust	Contract:	D40002
To Alternate Contact:		Product:	Switched E-Line Point to Point
Terms:	3 Years	BAN/Bill ID:	U0000548
From Location:	18850 ORANGE ST	Location Details:	Building: Main_Floor: 2, Room: Telco
End Customer:	ABC Light	Speed:	UNI: 100 Mbps, Access: 5 Mbps
Diversity:	No	Tagging:	UNI: Service Multiplexed, EVC: Tagged
UNI Access:	On-Net (Type 1)	Cable Category:	Cat 5e
NID:	No	Handoff:	Electrical-RJ45
Cable Shielding:	Unshielded Twisted Pair (UTP)	Collocation:	No
Interface:	100BaseT		
To Location:	2820 KOVR DR, W	Location Details:	Building: Main_Floor: 23, Room: MMR
End Customer:	DEF Day Comp	Speed:	UNI: 100 Mbps, Access: 5 Mbps
Diversity:	No	Tagging:	UNI: Service Multiplexed, EVC: Tagged
UNI Access:	On-Net (Type 1)	Cable Category:	Cat 5e
NID:	No	Handoff:	Electrical-RJ45
Cable Shielding:	Unshielded Twisted Pair (UTP)	Collocation:	No
Interface:	100BaseT		

Upload LOA

Assign To **2**

4 Back

1 Save

Submit