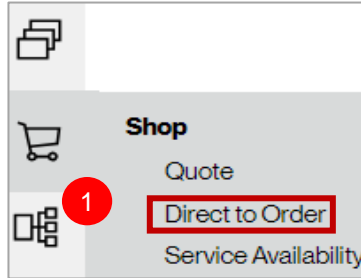




Switched E-Line (TLS) Direct to Order Add New Address Job Aid

Getting Started

1. From the **Shop** menu, click **Direct to Order**



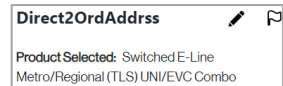
Product Selection

1. Choose Product Name from dropdown: **Switched E-Line Metro/Regional (TLS)**
2. Select Product Offering: **UNI/EVC Combo**

Click **Start Order**

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)





Switched E-Line (TLS) Direct to Order Add New Address Job Aid

Administration (continued)

Make the following selections

1. Enter **Order Name** aka PON Number (max length is 16 characters)
2. Enter location and **Select Address** from the dropdown. **If the entered location is not displayed as a selection on the dropdown list, click + Create New**
3. Complete the **Create New Requested Location** template and **click OK** (Note: The engineering team will vet the new address for accuracy. If there are any discrepancies, it will be communicated within the milestone section of the order. Engineering will advise if the address has been modified or if customer action is required prior to moving forward).
4. Manually populate the **Sublocation details (Structure, Elevation and Unit Type)** as applicable

Administration

Order Name*: Direct2OrdAddrss **1**

Domestic International

Zip Code : **Selected Address*: i** Verify Address

Create New Requested Location

House Number* Street Name* Thoroughfare Select Thoroughfare v

House Number Suffix Street Directional Prefix Select Street Direc v Street Directional Suffix Select Street Direc v

City* State* Select State v ZipCode*

Ok Close

Additional Location Details-Sub-Loc*:

Structure Type: Building v Elevation Type: Select Elevation v Unit Type: Room

Structure Value: main Elevation Value: Unit Value: 222

5. 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 bypass circuit display example below)
6. The **NNI/HUB Location** will only be pre-populated when the circuit id is selected from the dropdown

5 Enter NNI/HUB Circuit Id*: 32.KFGS.022083.NY x

NNI/HUB Location: 33 THOMAS MANHATTANNY 10007 USA **6** Circuit displayed

Enter NNI/HUB Circuit Id*: 32.KFGS.022099.NY x

NNI/HUB Location: Bypass Circuit display

Circuit ID not found. If not active, it may cause a delay with your order. 32.KFGS.022099..NY



Switched E-Line (TLS) Direct to Order Add New Address Job Aid

Administration (continued)

Make the following selections

1. Add **End Customer Name**
2. Quote Authorized (**QA**) check authorizes a special construction quote (uncheck If desired)
3. Add **CNO (CBS/CNE) Case Number** when applicable
4. Select Network **CCNA** from dropdown
5. Use **Project ID** to label and group certain orders for easier accessibility from the Order Worklist (as applicable)
6. Add a **Related Order Number RPON** to group orders to be worked in a certain order (as applicable)
7. Choose **Company Name** from dropdown
8. Add **Remarks**

Click **Next**

| | |
|-------------------------------------|--|
| End Customer Name*: Customer212 | Quote Authorized(QA): <input checked="" type="checkbox"/> |
| CNO(CBS/CNE Case Number): ⓘ | Project ID: |
| Your Network(CCNA)*: Select CCNA | Remarks: Use Alphanumeric and special characters except Slashes |
| Related Order Number (RPON): | Character Remaining: 186/186 |
| Company*: Select Company | |

Next



Switched E-Line (TLS) Direct to Order Add New Address Job Aid

Configuration

1. Select **UNI Bandwidth** speed
2. Enter **Circuit Alias** (if desired)
Allows you to label the circuit (this does not flow to Billing)
3. Select **TSP** (if needed)
4. Choose **Ping the NID** option
5. Select **UNI Format**
6. Choose **Physical Interface** (additional requirements will appear based on your selection)

UNI Configuration

UNI Bandwidth*:
Selected: **1** 100 Mbps 1 Gbps 10 Gbps +More **2**

Circuit Alias:

TSP: **3** None

Ping The NID?: **4** Yes No

UNI Format*:
5 Tagged Un-Tagged Tunnel

Physical Interface*:
6 Optical Electrical

1. Select Billing **Terms**
2. Select **Contract** (New or Existing)
3. Select **Billing Account Number** (BA/Bill ID)
4. Input **Contract Number** (if New Contract is selected)

Billing Terms

Term (in Years)*: **1** 1 3 5

Billing Account Number (BAN/Bill ID)*: **3** Select Billing

Contract*: **2** New

Contract Number*: **4**

1. Select **EVC Bandwidth** speed
2. Select **Performance**
3. Select **EVC Format**
4. Choose **Customer Provided VLAN** (additional requirement may appear based on your selection)

EVC Configuration

EVC Bandwidth*:
Selected: 100 Mbps **1** 10 Mbps 50 Mbps 100 Mbps +More

Performance*: **2** Select Performance

EVC Format*:
3 Tagged Un-Tagged

Circuit Alias:

Customer Provided VLAN*:
4 Yes No

Click **Next**

Next



Switched E-Line (TLS) Direct to Order Add New Address Job Aid

Contacts

Provide contact details

- Implementation Contact
- Design Contact
- End Customer (Local Contact)
- Alternate Local Contact

Click **Next**

Note:

- The End Customer and Alternate Contact must be different

Contact Details

Requestor Contact: _____

Implementation Contact: * General Example *

Name*:

Email*:

Design Contact:

Name*:

Email*:

Next

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)

Calendar Requested Due Date

100 Mbps +

December 2023 < > 1

Today 16 Thursday

Early Acceptance: 3

YES NO

Click **Next** to proceed

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**

Order Summary 3

| | | | |
|-----------------------|------------|------------------|---|
| Order Name | ADDORTEST | Activity | Install |
| Location | 500Labor | Location Details | Building main, Room 202 |
| NNHSLocation | | Company | |
| RequestedDueDate | 05/16/2024 | Early Acceptance | N |
| EndCustomer | test-00c | Implementation | |
| Design | | LocalContact | |
| AlternateLocalContact | | | |
| EVC Speed | 100Mbps | UNI Speed | 100Mbps |
| EVC Performance | Basic | EVC Tagging | Tagged |
| NNHSLCircuitID | | UNI Tagging | Tagged |
| PhysNetID | No | TSP | None |
| Customer PLAN | N | Terms | 5 Years |
| Contract | | Bill/Order | Ordering |
| Headset | Optical | Fiber Type | Single |
| COVA | PL | Quote Method | Yes |
| UNI Format | Tagged | Product | Switched-UNI-Metro/Regional/TLS/UNI/ETC-Corpo |

Assign To 2

Additional Detail:

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

4 Back 1 Save Submit