

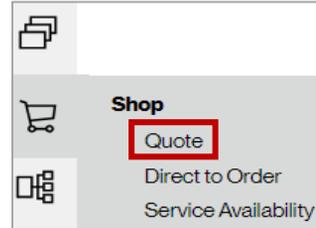


Switched E-Line Metro/Regional (TLS) EVC Standalone Order Job Aid

The association of two active UNIs or an active UNI and an active NNI/HUB for delivering Ethernet frames between two customer locations.

Things to Know

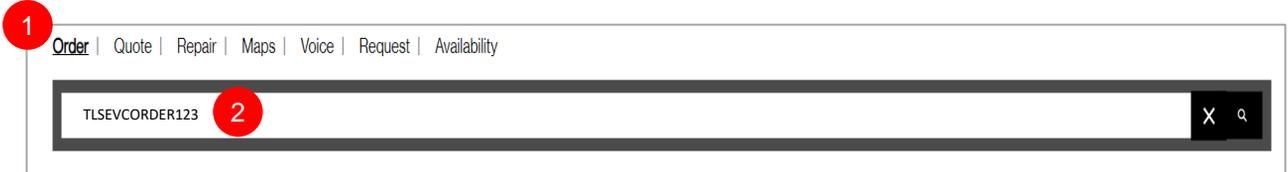
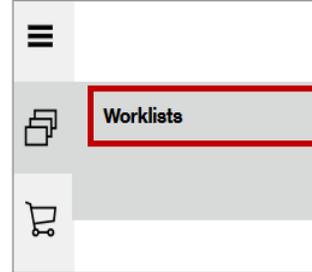
- A **“Quote”** must be submitted prior to creating an order
- Start the **Switched TLS EVC Standalone** Quote



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
TLSEVCORDER123		Switched E-Line Metro/Regional (TLS)	EVC 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)

TLSEVCORDER123 P

Product Selected: Switched E-Line TLS EVC

Make the following selections when applicable:

1. Enter NNI/HUB End Circuit ID (in the type ahead box and choose accordingly or manually enter the circuit id if its not found)
2. NNI HUB Location will only be pre-populated when the circuit id is selected from the dropdown
3. End Customer Name
4. Project ID- Used to label a group of orders for easier accessibility from the Order Worklist
5. Network CCNA
6. 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)
7. Related Order Number(RPON)- Group orders to be worked together or in a certain order
8. CNO (CNE Case Number)- Special Construction tracking number
9. Add Remarks (if needed)

Click **Next**

Administration

UNI Circuit Id:*	UNI Location:
Enter NNI/HUB End Circuit ID*: <input style="width: 90%; border: 1px solid gray;" type="text"/> 1	NNI/HUB Location: <input style="width: 90%; border: 1px solid gray;" type="text"/> 2
Company: ABC Company	Contract:
End Customer Name*: <input style="width: 90%; border: 1px solid gray;" type="text"/> 3	Project ID: <input style="width: 90%; border: 1px solid gray;" type="text"/> 4
Your Network (CCNA)*: <input style="width: 90%; border: 1px solid gray;" type="text"/> 5	Billing Account Number (BAN/Bill ID)*: <input style="width: 90%; border: 1px solid gray;" type="text"/> 6
Related Order Number (RPON): <input style="width: 90%; border: 1px solid gray;" type="text"/> 7	CNO(CBS/CNE Case Number): <input style="width: 90%; border: 1px solid gray;" type="text"/> 8
Remarks: <input style="width: 98%; border: 1px solid gray; height: 30px;" type="text"/> 9	

Next

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Configuration

Choose the following **Configuration selections** (as needed)

1. EVC Format: Tagged | Un-Tagged | Transparent/Tunneled
2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)

Click **Next**

EVC Configuration

Speed: 10 Mbps Performance: Basic

EVC Format*: Tagged | Un-Tagged | Transparent/Tunneled

Circuit Alias:

Next

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

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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**

Next

Summary

Review **Order Summary**

1. Click to Save Order
2. Assign Order (if needed)
3. Download order
4. Click back to make adjustments
5. Upload LOA (as applicable)
6. Click to Show History

Additional Detail:

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

Click **Submit**

Order Summary			
Order Name:	TLSEVCORDER1234	Contact:	
Activity:	Install	UNI Location:	18188 VIRGINIA
Company:		Implementation Contact:	employee one
Design Contact:	employee ones	End Customer:	ABC TELE
Local Contact:	TestCustomer2	Alternate Local Contact:	end local
Requested Due Date:	03/04/2024	Early Acceptance:	NO
Product:	Switched E-Line Metro/Regional (TLS) - EVC Standalone	Speed:	EVC: 20 Mbps
Contract:	FBSTANDARD	Tagging:	EVC-Tagged
CCNA:	ATX	BAN/BILL ID:	Existing
UNI Circuit ID:		NNI/HUB Circuit ID:	32 KEGS.021122.NY
EVC Performance:			