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

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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

- Start the **Switched E-Line Metro/Regional (TLS) NNI Standalone** Quote

Shop
Quote
Direct to Order
Service Availability

Getting Started

From the Hamburger menu, select **Worklists**

1. Choose the **Orde**r 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**

Worklists

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

2 TLSNNIORDER123   X Q

Filter by: All Companies ▾ All Owners ▾ All Product Categories ▾ All Activity ▾ **Apply**

Order Name ↑↓	Project ID ↑↓	Product ↑↓ ⇄	Product Offering ↑↓ ⇄	Submitted Date ↑↓	Requested Due Date ↑↓	Status ↑↓ ⇄	Milestone ↑↓ ⇄
3 TLSNNIORDER123		Switched E-Line Metro/Regional (TLS)	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
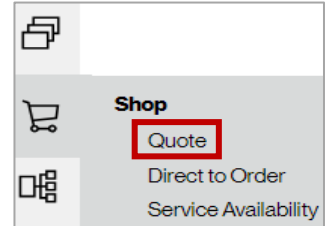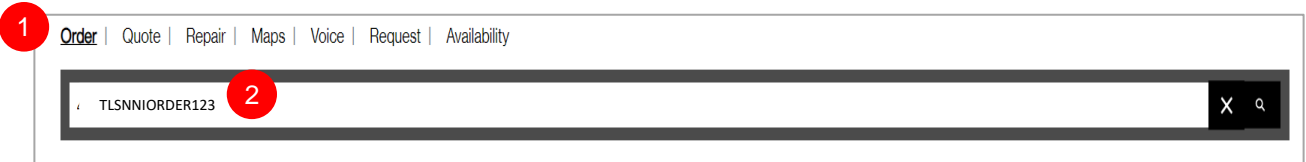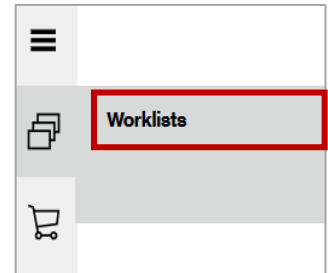**Completed** –The Order process is complete

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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)

> **TLSNNIORDER1-001** ✏ 🏳
> Product Selected: Switched E-Line TLS NNI

Make the following selections when applicable:

1. End Customer Name
2. Project ID- Used to label a group of orders for easier accessibility from the Order Worklist
3. Network CCNA
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 together or in a certain order
6. CNO (CNE Case Number)- Special Construction tracking number
7. Add Remarks (if needed)

Click **Next**

Administration

UNI Circuit Id:*   **UNI Location:**
32.KFGS.026902..NY   18188 VIRGINIA

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

End Customer Name*:
ABC TEKE   ①

Project ID: ②

Your Network (CCNA)*:   ③ ⌄

Billing Account Number (BAN/Bill ID)*:
Existing   ④ ⌄

Related Order Number (RPON):   ⑤

CNO(CBS/CNE Case Number): ⓘ   ⑥

Remarks: ⑦
Tip: Use Alphanumeric and special characters except Slashes

Next

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Configuration

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

1. Circuit Alias: Allows you to label the circuit (this does not flow to billing)

2. Tag Format: C-Tag | S-Tag

3. Collocated: CCEA | DPEAA

4. Access Customer Terminal Location (ACTL): 11 alpha numeric

5. Collocated Value

Click Next

NNI Configuration

Speed: 10 Gbps

Circuit Alias: (1)

Tag Format (2) | C-Tag | S-Tag

Collocated (3) | CCEA | DPEAA

Access Customer Terminal Location* (4)
NYCMNY42W10

Collocated Value* (5)

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**

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

Click **Submit**

Additional Detail:

Use the following link to manage **Sups** & **Milestones**