

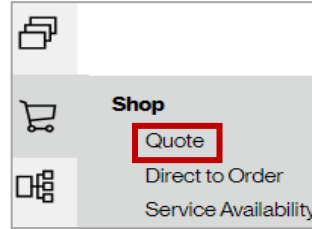


Switched E-Line Metro/Regional (TLS) Combo Order Job Aid

End user UNI and associated EVC connecting to an active UNI or NNI/HUB.

Things to Know

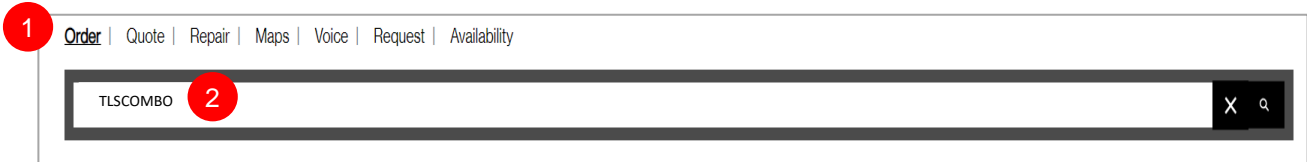
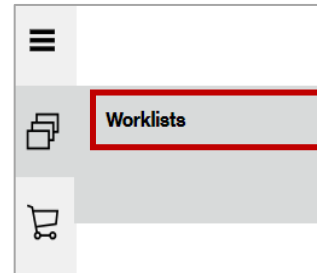
- A **“Quote”** must be submitted prior to creating an order
- Start the **Switched E-Line Metro/Regional TLS Combo Quote Job Aid**



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
TSLCOMBO		Switched E-Line Metro/Regional (TLS)	UNI/EVC Combo			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)

TLSCOMBO  

Product Selected: Switched Eline TLS Combo

Make the following selections when applicable:

1. Structure Type, Elevation Type, Unit Type (example below)
2. Enter NNI/HUB End Circuit ID (in the type ahead box and choose accordingly or manually enter the circuit id if its not found)
3. NNI/HUB Location will only be pre-populated when the circuit id is selected from the dropdown
4. End Customer Name
5. Project ID- Used to label a group of orders for easier accessibility from the Order Worklist
6. Select Network CCNA
7. Select Billing Account Number
 - Existing (Utilize an existing ban)
 - New (Provide billing address details to create a new ban)

Administration

Location: 60 HUDSON ST

Additional Location Details:

1 Structure Type: Building	Elevation Type: Floor	Unit Type: Room
Structure Value: Main	Elevation Value: 15	Unit Value: MMR

Enter NNI/HUB End Circuit ID*:

NNI/HUB Location: **3**

Company: Term: 3 Years Contract: Best Available

End Customer Name*: **4** Project ID: **5**

Your Network (CCNA)*: **6** Billing Account Number (BAN/Bill ID)*: **7**



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Administration (continued)

Make the following selections when applicable:

1. Related Order Number(RPON): Group orders to be worked together or in a certain order
2. Quote Authorization (QA): An Indicator that authorizes a special construction quote
3. CNO (CNE Case Number): Special Construction tracking number
4. Add Remarks

Click **Next**

The screenshot shows the 'Administration' section of a web form. It contains the following fields:

- Related Order Number (RPON):** A text input field with a red circle '1' next to it.
- Quote Authorized(QA):** A checkbox with a red circle '2' next to it.
- CNO(CBS/CNE Case Number):** A text input field with a red circle '3' next to it.
- Remarks:** A large text area with a red circle '4' next to it.

A 'Next' button is located at the bottom right of the form.

Configuration

Choose the appropriate **UNI Configuration**:

1. UNI Format: Tagged | Un-Tagged | Tunnel
2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)
3. Ping the NID: Yes | No
4. Physical Interface: Optical | Electrical
5. Choose Fiber Type: Single | Multi (only when physical interface is optical)

The screenshot shows the 'Configuration' section of a web form. It contains the following fields:

- Speed:** Set to 'UNI1 Gbps'.
- Circuit Alias:** A text input field with a red circle '2' next to it.
- UNI Format*:** A dropdown menu with options 'Tagged', 'Un-Tagged', and 'Tunnel'. A red circle '1' is next to it.
- Ping the NID?:** A radio button group with 'Yes' and 'No' options. A red circle '4' is next to it.
- Physical Interface*:** A dropdown menu with options 'Optical' and 'Electrical'. A red circle '3' is next to it.
- Fibre Type*:** A dropdown menu with options 'Single' and 'Multi'. A red circle '5' is next to it.



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Configuration (continued)

Choose the appropriate **EVC Configuration**:

1. EVC Format: Tagged | Un-Tagged
2. Circuit Alias: Allows you to label the circuit (this does not flow to billing)
3. Customer VLAN Number (4 digit number that will only be displayed if VLAN is requested on the Quote)

Click **Next**

Speed:	EVC:50 Mbps	Performance:
EVC Format*: 1	Circuit Alias: 2	
<input type="button" value="Tagged"/> <input type="button" value="Un-Tagged"/>	<input type="text"/>	
Customer VLAN Number*: 3	<input type="text"/>	

Next

Contacts

Provide contact details

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

Click **Next**

Contact Details	
Requestor Contact:	
Implementation Contact:	*General Example*
Name*:	<input type="text"/>
Email*:	<input type="text"/>

Next

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** (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

Additional Detail:

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

Click **Submit**

Order Summary			
Order Name:	TLSCOMBO02222024	Contact:	
Activity:	Install	Company:	
Implementation Contact:	employee ones	Design Contact:	employee one
Location:	60 HUDSON ST	End Customer:	ABCTELE
Location Details:	Building: Main, Floor: 1, Suite: MMR	Local Contact:	TestCustomer2
Alternate Local Contact:	endcust	Early Acceptance:	No
Requested Due Date:	03/11/2024		
Product:	Switched E-Line Metro/Regional (TLS) UNI/EVC Combo	Terms:	3 Years
Speed:	EVC:10 Gbps UNI:10 Gbps	Contract:	FBIBN00030
EVC Performance:	Basic	NNI/HUB Circuit ID:	32KEGS.021122.NY
Ping the NID:	No	BAN:	Existing
CCNA:		Quote Authorized:	Yes
Tagging:	UNI:Tagged EVC:Tagged	HandOff:	Optical-Single
		Assign To:	