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

verizon business

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 🔍

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	UNI 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
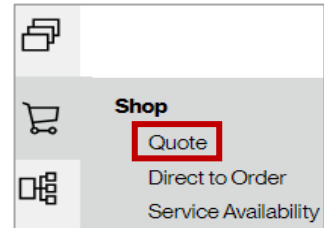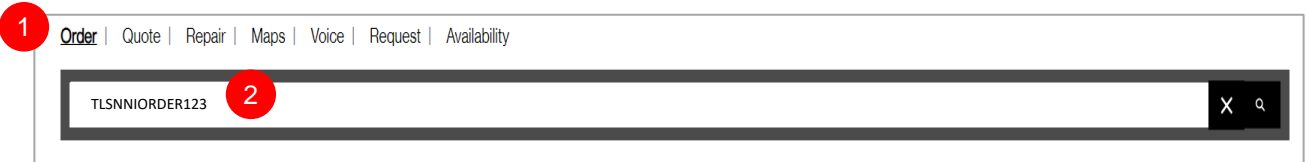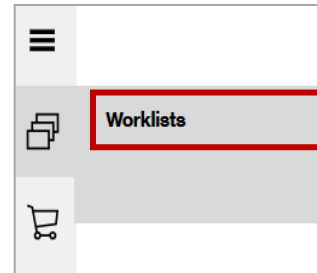**Completed** –The Order process is complete

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

Connection of the Customers network and the Verizon Switched Ethernet network configured as Port and Access or Port only.

verizon business

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)

> **UNI18380694-001**   ✏   ⚑
>
> **Product Selected:** Switched E-Line Metro/Regional (TLS)-UNI Standalone

Make the following selections when applicable:

1. Structure Type, Elevation Type, Unit Type (example below)
2. End Customer Name
3. Project ID- Used to label a group of orders for easier accessibility from the Order Worklist
4. Network CCNA
5. 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)
6. Related Order Number(RPON)- Group orders to be worked together or in a certain order
7. CNO (CNE Case Number)- Special Construction tracking number
8. Add Remarks (if needed)

Click **Next**

Administration

Location: 60 HUDSON

Additional Location Details:

(1)

Structure Type:	Elevation Type:	Unit Type:
Building	Floor	Unit

Structure Value:	Elevation Value:	Unit Value:
Main	4	456

Company: **ABC Company**   **Term:** 3 Years   **Contract:** Best Available

(2) End Customer Name*:
Customer One

(3) Project ID:

(4) Your Network (CCNA)*:
Select CCNA

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

(6) Related Order Number (RPON):

(7) CNO(CBS/CNE Case Number): ⓘ

(8) Remarks:

Next

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

Connection of the Customers network and the Verizon Switched Ethernet network configured as Port and Access or Port only.

verizon business

Configuration

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

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

2. UNI Format: Tagged | Un-Tagged | Tunnel

3. Ping the NID: Yes | No

4. Physical Interface: Optical | Electrical

Click **Next**

Speed:	10 Mbps

Circuit Alias: **1**

UNI Format*: **2**
Tagged | Un-Tagged | Tunnel

Ping the NID? **3**
Yes | **No**

Physical Interface*: **4**
Optical | Electrical

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: Stan1(nigual@verizon.com,212334566)

Implementation Contact:
Name*:
Email*:

Design Contact:
Name*:
Email*:

Next

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

Connection of the Customers network and the Verizon Switched Ethernet network configured as Port and Access or Port only.

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**