



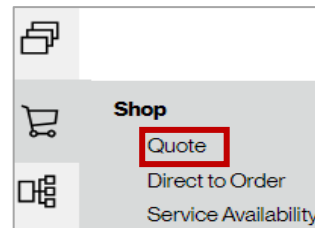
# Switched E-Line UNI/EVC Combo Order Job Aid



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

## Things to Know

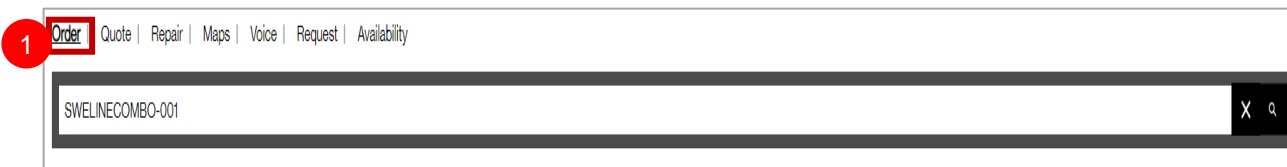
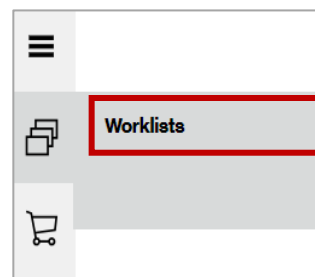
- A **“Quote”** must be submitted prior to creating an order
- Refer to the **Switched E-Line UNI EVC Combo Quote Job Aid**



## 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
SWELINECOMBO-001		Switched E-Line	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






# Switched E-Line UNI/EVC Combo Order Job Aid



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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)

**SWELINECOMBO-001**  

Product Selected: Switched E-Line-UNI/EVC  
Combo

Make the following selections

1. Add Sublocation: Structure Type | Elevation Type | Unit Type (example below)
2. Enter 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 example below)(NNI/HUB Location is pre-populated)
3. Enter End Customer Name
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. Project ID -Label a group of orders for easier accessibility from the Order Worklist (as applicable)
6. Related Order Number RPON- Group orders to be worked in a certain order(as applicable)
7. Enter Remarks

Click Next

**Administration**  
Location: 165 HALSEY ST

**1** Additional Location Details-Sub-Loc:

Structure Type: Building	Elevation Type: Floor	Unit Type: Room
Structure Value: MAIN	Elevation Value: 11	Unit Value: MUR

**2** Enter NNI/HUB Circuit ID\*: E3052585

NNI/HUB Location: 1675 CUMBERLAND PKWY

**3** Company: \_\_\_\_\_ Terms: 3 Years

**4** Contract: M90253-00

**5** End Customer Name\*: \_\_\_\_\_

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

**7** Project ID: \_\_\_\_\_

Related Order Number (RPON): \_\_\_\_\_

Remarks:  
Tip: Use Alphanumeric and special characters except Slashes

Remaining characters: 188

Next



# Switched E-Line UNI/EVC Combo Order Job Aid



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## Configuration

Choose the appropriate **Configuration** Details:

1. UNI Format: Service Multiplexed | All to One Bundled
2. Circuit Alias: Allows you to label the circuit ( this does not flow to billing)
3. Physical Interface: Optical | Electrical
4. Click +Options to choose Advanced Configuration (as needed)

**UNI Configuration**

Speed: UNI:100 Mbps Access:100 Mbps

UNI Access: On-Net

UNI Format\*: **1**

Service Multiplexed | All to One Bundled

Circuit Alias\*: **2**

Physical Interface\*: **3**

Optical | Electrical

Interface: 1000Base-SX NID: No

**4** +Options

**Advance Configuration**

Application Performance	Operational Performance	EVCFormat	MTU Size	Max # of EVC's	VLAN ID Range	NID
<input type="radio"/> Platinum	Platinum	Tagged	9100	500	2-4000	No
<input type="radio"/> Platinum	Platinum	Tagged,Untagged,Tunneled	9100	120	2-4000	No

Cancel Submit

When the Physical Interface is **Optical**, choose the appropriate **Configuration** Details:

1. Connector: FC | SC | LC
2. Fiber Type: Single | Multi 50 | Multi 62.5

Physical Interface\*: **Optical** | Electrical

Connector\*: **1**

FC | SC | LC

Fiber Type\*: **2**

Single | Multi 50 | Multi 62.5

Interface: NID: No

When the Physical Interface is **Electrical**, choose the appropriate **Configuration** Details:

1. Connector: RJ45 (pre-populated)
2. Cable Category: Cat 5e | Cat 6
3. Cable Shielding: Unshielded Twisted Pair | Shielded Twisted Pair

Physical Interface\*: Optical | **Electrical**

Connector\*: **1**

RJ45

Interface: NID: No

**2** Cable Category\*:

Cat 5e | Cat 6

**3** Cable Shielding\*:

Unshielded Twisted Pair(UTP) | Shielded Twisted Pair(STP)



# Switched E-Line UNI/EVC Combo Order Job Aid



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## Configuration (continued)

Choose appropriate **EVC Configuration Details**

1. EVC Format: Tagged | Transparent/Tunneled | Untagged
2. Circuit Alias: Allows you to label the circuit ( this does not flow to billing)
3. Customer Provided VLAN for UNI: Y | N
4. Customer Provided VLAN for NNI/HUB: Y | N

Click **Next**

**EVC Configuration**

Speed: EVC:100 Mbps

**1** EVC Format\*:  Tagged  Transparent/Tunneled  Untagged

Circuit Alias:  **2**

**3** Customer Provided VLAN for UNI\*:  Yes  No

Customer Provided VLAN for NNI/HUB\*:  Yes  No **4**

**Next**

## Contacts

Provide contact details

- Technical Contact
- Primary Customer Contact
- Signatory Contact
- End Customer (Local Contact)
- Alternate Local Contact

Click **Next**

**Note:**

- The End Customer and Alternate Contact must be different

**Contact Details**

Requestor Contact: **\*General Example\***

Technical Contact:

Name\*:

Email\*:  Phone\*:

Primary Customer Contact:

Name\*:

Email\*:  Phone\*:

Signatory Contact:

Name\*: xxvc

Email\*: d020a06ae@f08fd3.com Phone\*: (324) 324-3243 Ext 24324\_

**Next**



# Switched E-Line UNI/EVC Combo Order Job Aid



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## 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)

Click **Next** to proceed

Next

## 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**

**Additional Detail:**

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

Order Summary			
Order Name:	SWELINECOMBO-001	Contact:	
Activity:	Install	Company:	
Technical Contact:	employee ones	Primary Customer:	employee one
Signatory:		Location:	165 HALSEY ST
End Customer:	ABC	Location Details:	Building: MAIN, Floor: 11, Room: MMR
Local Contact:	TestCustomer2	Alternate Local Contact:	endcust
Early Acceptance:	No	Requested Due Date:	03/11/2024
Collocation:	No		
Product:	Switched E-Line UNI/EVC Combo	Terms:	3 Years
Speed:	EVC:10 Mbps UNI:1 Gbps Access:600 Mbps	Contract:	M90253-00
EVC Performance:	Basic	UNI Access:	On-Net(Type 1)
Cable Category:	Cat 5e	Cable Shielding:	Unshielded Twisted Pair (UTP)
Interface:	1000BaseT	NNI/HUB Circuit ID:	E3052585
NID:	No	Tagging:	UNI:Service Multiplexed EVC:Tagged
HandOff:	Electrical-RJ45	Customer VLAN:	No
Customer VLAN NNI/HUB:	No		

4 Back

Save 1

Submit