

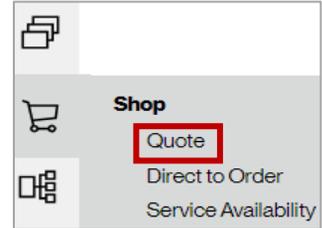


Switched E-Line | UNI Standalone Order Job Aid

Port and Access connecting the Customer designed premises to the Verizon Switched Ethernet network.

Things to Know

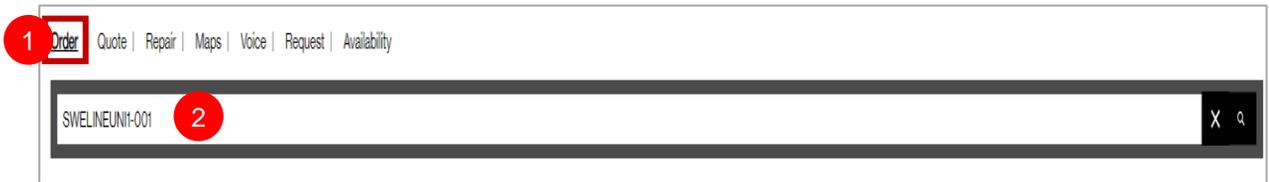
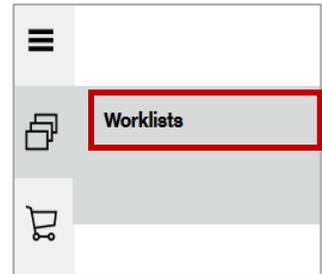
- A **“Quote”** must be submitted prior to creating an order
- Refer to the **Switched E-Line UNI Standalone** Quote Job Aid



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
SWELINEUNI-001		Switched E-Line	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



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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)

SWELINEUNI1-001  

Product Selected: Switched E-Line-UNI
Standalone

Make the following selections:

1. Structure Type, Elevation Type, Unit Type (example below)
2. End Customer Name
3. 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)
4. Project ID- Label a group of orders for easier accessibility from the Order Worklist (as applicable)
5. Related Order Number(RPON)- Group orders to be worked in a certain order (as applicable)
6. Add Remarks (if needed)

Click **Next**

The screenshot shows the 'Administration' form with the following fields and callouts:

- 1**: A red box highlights the 'Structure Type', 'Elevation Type', and 'Unit Type' dropdown menus.
- 2**: A red circle highlights the 'End Customer Name' text input field.
- 3**: A red circle highlights the 'Billing Account Number (BAN/Bill ID)*' dropdown menu.
- 4**: A red circle highlights the 'Project ID' text input field.
- 5**: A red circle highlights the 'Related Order Number (RPON)' text input field.
- 6**: A red circle highlights the 'Remarks' text area.

Other visible fields include: Location (21715 FILIGREE CT), Additional Location Details-Sub-Loc, Structure Value (Main), Elevation Value (12), Unit Value (Telco), Company, Term (3 Years), Contract (D40002-03), and a 'Next' button at the bottom right.

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Configuration

Choose the following **Configuration** selections

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:10 Gbps Access:1 Gbps UNI Access: On-Net(Verizon)

UNI Format*:
 Service Multiplexed **1** All to One Bundled

Circuit Alias: **2**

Physical Interface*:
 Optical **3** Electrical

+Options **4**

Advance Configuration

Application Performance	Operational Performance	EVCFormat	MTUSize	Max # of EVCs	VLANID Range	ND
<input type="radio"/> Platinum	Platinum	Tagged	9100	500	2-4000	No
<input type="radio"/> Platinum	Platinum	Tagged,Untagged,Tunneled	9100	120	2-4000	No

When the Physical Interface is **Optical**, choose the following **Configuration selections** (as needed)

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

Physical Interface*: Optical Electrical

1 Connector*:
 FC SC LC

Fiber Type*: **2**
 Single Multi

Interface: 10GBase-LR ND: No

When the Physical Interface is **Electrical**, choose the following **Configuration selections** (as needed)

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 **1**

Connector*: RJ45

Cable Category*: **2**
 Cat 5e Cat 6

Cable Shielding*: **3**
 Unshielded Twisted Pair(UTP) Shielded Twisted Pair(STP)

Interface:

Click **Next**

Next



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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

The screenshot shows a 'Contact Details' form with the following sections:

- Requestor Contact:** (Empty fields)
- Technical Contact:** *General Example* (Name, Email, Phone fields)
- Primary Customer Contact:** (Name, Email, Phone fields)
- Signatory Contact:** (Name: xxxxc, Email: d823a30ea@ktsids.com, Phone: 0241324-0243 Ext. 24324_)

Next

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

The screenshot shows a 'Requested Due Date' calendar for December 2023. The date 16 (Thursday) is selected. Below the calendar is an 'Early Acceptance' toggle set to 'NO'. Red circles with numbers 1, 2, and 3 highlight the month selection, date selection, and the Early Acceptance toggle respectively.

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 [Sups & Milestones](#)

The screenshot shows an 'Order Summary' page with the following details:

- Order Name:** SWELINEUNI-001
- Activity:** Install
- Technical Contact:** employee-one
- Signatory:** employee-one
- End Customer:** ABC
- Local Contact:** endcust
- Requested Due Date:** 03/05/2024
- Collocation:** No
- Product:** Switched E-Line-UNI Standalone
- Speed:** UNI 1 Gbps Access 1 Gbps
- UNI Access:** On-Net (Type 9)
- BAN/BANID:** U0000543
- Cable Shielding:** Unshielded Twisted Pair (UTP)
- NID:** No
- Contract:** D40000-03
- Tagging:** UNI Service Multiplexed
- Cable Category:** Cat 5e
- Interface:** 1000BaseT
- HandOff:** Electrical-FULL
- Terms:** 3 Years
- Location:** 2076 FLUGREE CT, Building Main, Floor 1st, room 1400
- Alternate Local Contact:** TestCustomer2
- Early Acceptance:** No

At the bottom right, there is an 'Assign To' dropdown menu with a red circle and number 2 next to it.

4 Back

1 Save

Submit