Historical Records
Order Search Job Aid

verizon business

Getting Started

Search for historical orders that were **completed, cancelled or pending** in the former Order by Product (OBP) and National Order By Product (NOBP) systems.

From the **Main** menu:

1. Select **Tools** from the Hamburger Menu
2. Select **Historical Records**
3. Select **Order Search**

Tools 1
All Applications
Capacity Tools
Reference
Historical Records 2
Bulk FTTI Upload

Order Search

Historical Legacy Order Search for Order By Product(OBP) and National Order By Product(NOBP)

Order Search 3

How to View

1. Enter the **PON** under the Purchase Order Number (PON) field, then **click** the **search icon**

   (Full PON number must be entered)

2. View search results

3. Download Order Details to PDF

Order Search

CCNA	PON	ICSC	Status	Product	Activity	Cancel/Complete	Download
ABC	TEST	VE15	DRAFT	EVPL	N	05/23/2022	↓

The downloaded PDF will display order information →

Note: If no results return when entering a historical PON please open a CARE ticket.