



Historical Records Order Search Job Aid



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

Purchase Order Number

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

verizon NOBP EVPL Order 04-17-2022

Order Information

Product Name:	EVPL	Order Type:	Complete
Action Type:	New	Desired Due Date:	05/23/2022
Best Date Possible Requested:	N	Paid Expense:	No
Expense Authorizing Agent:	-	Quote/Contract:	-
Quote/Contract ID:	TEST	TSP Code:	-
Customer PON #:	155	Related PON #:	-
Product Term:	-	Order Status:	DRAFT

Order Remarks

Remarks: PLEASE DISCONNECT SERVICE AT ABC MAIN ST

Wholesale Customer Information

Wholesale Customer Name: -
FUSF Exempt: -

Wholesale Customer Billing Address:

Street: - City: -
State: - ZIP: -

Billing/Account Information:

Billing/Account Type: - Billing/Account Value: -
Verizon Service Delivery Specialist: - Contract Term: -

Customer Contact Information

Initiator Contact: -
Name: -
Verizon Sales Contact: -
Name: -

The downloaded PDF will display order information →

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