



Change Service (TLS) Contract ID Renewal Job Aid

Things to Know

For TLS

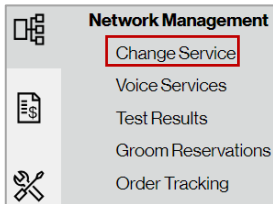
- Issue the contract renewal order against the **UNI circuit ID** first
- The **UNI contract renewal order must be complete** before any additional orders are submitted
- Once the UNI renewal order is complete, **issue the contract renewal order against the EVC Circuit ID**
- Pricing will be derived from the new contract ID entered (you can ignore the pricing page)

Getting Started

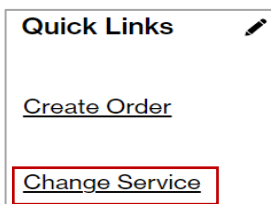
Note: To initiate a Change Order, the order role must be enabled

There are **three** ways to initiate a Change Order (TLS Circuit Renewal)

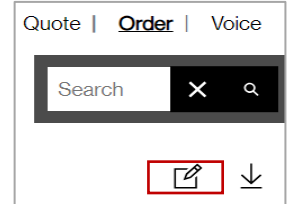
Option 1: From Network Management



Option 2: From Quick Links



Option 3: From Order Worklist



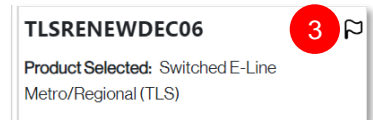
Search

1. On the search bar, enter the TLS UNI Circuit ID
2. Select the applicable Circuit ID, hit enter or click the magnify icon
3. Click Change Services



Order Details

1. Click to expand and add **Order Name aka PON** (max length 16)
2. Use **Project ID** to label a group of orders for easier accessibility from the Order Worklist (as needed)
3. Click the **Flag** to move a priority order towards the top of the order worklist (once order is saved)





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Order Details (continued)

1. Click on **Speed** to expand the Contracts field and click **New**
2. Enter **New Contract ID** (or keep it as is and modify the contract term only)
3. Choose **Contract Term** (Remaining Months)
4. Enter Remarks (if needed)

Click on **Finish Changes**

Speed ▼

UNI Speed: Contract Term (in Years):

Selected: 100 Mbps Remaining Month(s): 3

100 Mbps	1 Gbps	10 Gbps	+More
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Contracts:

New 1 ▼

Enter New Contract*:

3
1
3
5
2

Remarks ▲

4

Finish Changes

Quote Summary

1. Review the **Contract Term** and **Contract ID** entered and if correct, click **Save**
2. Click to **Accept Pricing** (which will be based on and billed against the Contract ID displayed) and (budgetary standard pricing disclosure)

Quote Summary

Company Name:	Largest Complex Telcom Company	Product:	Switched E-line UNI
Location:	100 PARK AVE NEW YORK NY 10017	Speed:	10 GBPS
TSP:	Both	Contract term(In Years):	1
		Contact	FB1100039

Pricing: MRC \$735.00 Pricing will be derived from the contract ID provided

1 **Save**

2 **Accept Pricing**



Change Service (TLS) Contract ID Renewal Job Aid Contacts

Provide the following 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:
General Example
All Roles Friendly

Implementation Contact:

Name: Required

Email: Required

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**

Calendar

Today
06
wednesday

Requested Due Date

DEC 2023

1

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2

3

Early Acceptance:
YES No

Back Next

Summary

Review **Order Summary**

1. Click to Save Order
2. Download order
3. Click back to make adjustments

Click **Submit**

Additional Detail:

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

Order Summary

Order Name:	TESTRENEWDEC06	Contacts	
Activity:	Change	Implementation Contact:	Employee One
Circuit ID:	32KEGS02104LNY	Design Contact:	Employee Two
Company:	VERIZON INTERNET SERVICES NORTH INC.	Requested Due Date:	12/15/2023
From Location:	55 W 125	Early Acceptance:	YES
To Location:	151E 97	BAN/BAN ID:	215M170019611
Product	Switched E-Line Metro/Regional (TLS)		
Remarks:	enter additional details about this contract id renewal for the UNITLS Circuit ID here		

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Common Order Status:

Open- Order saved but not submitted for processing

Submitted- Order submitted for processing

In Progress- Order is being worked

Canceled- Order has been cancelled

Error- There is an error that requires action

Completed -Order is provision complete

Back Save Submit

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