



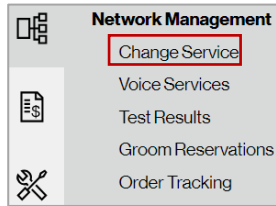
Change Service VzON Point to Point Contract Renewal Job Aid

Getting Started

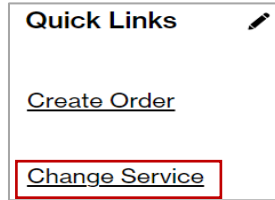
Note: To initiate a Change Order, the order role must be enabled

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

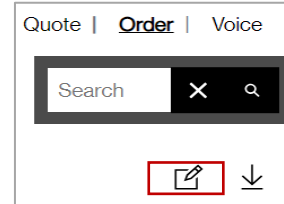
Option 1: From **Network Management**



Option 2: From **Quick Links**



Option 3: From **Order Worklist**



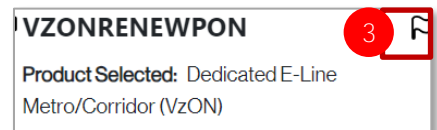
Search

1. On the search bar, enter the VzON Dedicated E-Line NNI 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)



Order Name

Order Name*: Project ID:



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Order Details (continued)

1. Click on **Speed** to expand field
2. Choose **Contract Term** (Remaining Months)
3. Select **New** under Contracts
4. Enter New **Contract ID**
5. Enter **Remarks** (if needed)

Click on **Finish Changes**

Speed
1
▼

Contract Term (in Years):

Remaining Month(s):

1
3
5

Contracts:

3
New
▼

Enter New Contract*:

4

Remarks
▲

5

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:	Product:	Dedicated E-Line Metro/Corridor (VzON)
From Location: 435 W 50	To Location:	395 FLATBUSI
Speed: 100 Mbps (50 Mbps)	Contract:	FB1100039
Contract Term (In Years):	TSP:	
TSP Code:		

Pricing: MRC:\$0.00(\$0.00 TSP)
NRC:\$0.00(\$0.00 TSP)

Pricing will be derived from the contract ID provided

1 Save

2 Accept Pricing



Change Service VzON Point to Point Contract Renewal Job Aid

Contacts

Please include:

- Implementation Contact
- Design Contact

Provide From and To Location

- End Customer (Local Contact)
- Alternate Local Contact

Click **Next**

Note:

- The End Customer and Alternate Contact must be different

Contact Details

Requestor Contact:

All Roles Friendly

****General Example****

Implementation Contact:

Name:

Email:

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

DEC 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

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**

Order Summary

Order Name:	VZONRENEWPON	Contacts	
Activity:	Change	Implementation Contact:	employee one
Circuit ID:	32KQGS.000599.NY	Design Contact:	employee ones
Company:		From Local Contact:	Customer One
From Location:	435 W 50 MANHATTAN NY 10566	From Alternate Local Contact:	Customer Two
To Location:	395 FLATBUSH AV BROOKLYN NY USA 11238	To Local Contact:	Customer Three
		To Alternate Local Contact:	Customer Four
		Requested Due Date:	12/07/2023
		Early Acceptance:	YES
		BAN/BAN ID:	212M10130603

Product: Dedicated E-Line Metro/Corridor (VzON)

From End Customer: VZ CLLI
To End Customer: TEASAD

Back Save Submit

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

Additional Detail:

Use the following link to manage

[Supps & Milestones](#)