Data Center Connectivity Order Job Aid

Applies to Metro/National Wave Only

verizon business

Things to Know

- A **"Quote"** must be submitted prior to creating an order

- Refer to the **Data Center Connectivity** Quote Job Aid

Shop
Quote
Direct to Order
Service Availability
Solution
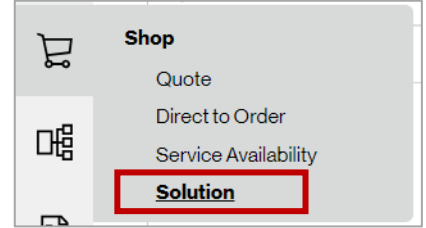
Getting Started

From the Hamburger menu, select **Worklists**

1. Choose the **Orde**r 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

Worklists
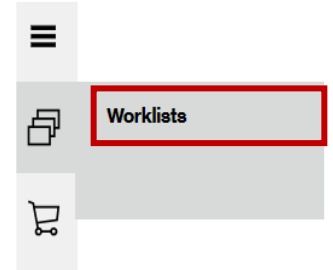
(1) Order | Reservations | Request | Availability | Voice

(2) CXUAT3821V5-001   X   🔍

Order Name ↑↓	Project ID ↑↓	Product ↑↓ ⇄	Product Offering ↑↓ ⇄	Submitted Date ↑↓	Requested Due Date ↑↓	Status ↑↓ ⇄	Milestone ↑↓ ⇄
(3) CXUAT3821V5-001		Wavelength Solutions	Metro/National Wave (Optimized Service)			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

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)

> **CXUAT3815V5-001** ✏️ ⚑
> **Product Selected:** Wavelength Solutions-Metro/National Wave (Optimized Service)

Make the following selections

1. Add From and To Sublocation: Structure Type | Elevation Type | Unit Type (example below)
2. Enter From and To End Customer Name
3. Project ID-label a group of orders for easier accessibility from the Order Worklist (as applicable)
4. 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)
5. Use RPON to relate active orders to be worked together or in a certain order (when applicable
6. Add Remarks (optional)

Click **Next**

Administration

(1) From Location: 18850 Orange St,

Additional Location Details-Sub-Loc*:

Structure Type*:	Elevation Type*:	Unit Type*:
Building	Floor	Room

Structure Value*:	Elevation Value*:	Unit Value*:
Main	12	227

End Customer Name*: (2)
ABC Company

(1) To Location: 1950 N STEMI

Additional Location Details-Sub-Loc*:

Structure Type*:	Elevation Type*:	Unit Type*:
Building	Floor	Room

Structure Value*:	Elevation Value*:	Unit Value*:
Main	2	123

End Customer Name*: (2)
DEF Company

Project ID: (3)

Billing Account Number (BAN/Bill ID)*: (4)
Select Billing

Related Order Number (RPON): (5)

Remarks: (6)

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Configuration

Choose the appropriate **Configuration** Details:

1. Protocol : LAN-PHY | WAN-PHY | OTU-2 | OTU-2e | Transparent
2. From and To Connector Type: LC| FC | SC
3. From and To: AC | DC
4. Add Remarks (optional)

Click **Next**

Contacts

Provide contact details

- Technical Contact
- Primary Customer Contact
- Signatory Contact
- Primary Proactive Contact
- From and To End Customer (Local Contact)
- From and to Alternate Local Contact

Click **Next**

Note:
- The End Customer and Alternate Contact must be different

Metro National Wave
Optimized Order Job Aid

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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)

4. Enter From and To Building Access

Click **Next** to proceed

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**