

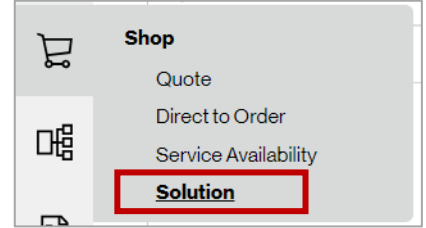


Data Center Connectivity Order Job Aid

Applies to Metro/National Wave Only

Things to Know

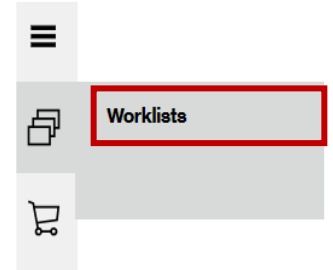
- A **“Quote”** must be submitted prior to creating an order
- Refer to the **Data Center Connectivity Quote Job Aid**



Getting Started

From the Hamburger menu, select **Worklists**

1. Choose the **Order 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**



1

Order | Reservations | Request | Availability | Voice

CXUAT3821V5-001

2

3

Order Name	Project ID	Product	Product Offering	Submitted Date	Requested Due Date	Status	Milestone
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






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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*: Building	Elevation Type*: Floor	Unit Type*: Room
Structure Value*: Main	Elevation Value*: 12	Unit Value*: 227

End Customer Name* **2**: ABC Company

1 To Location: 1950 N STEM

Additional Location Details-Sub-Loc*:

Structure Type*: Building	Elevation Type*: Floor	Unit Type*: Room
Structure Value*: Main	Elevation Value*: 2	Unit Value*: 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**

Wavelength Service Configuration

Speed: 1Gbps Term: 3 Years

1 Protocol:

LAN-PHY	WAN-PHY	OTU-2	OTU-2e	Transparent
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From Location: 50 NE 9TH ST, MIAMI, FL, 33132, USA To Location: 1950 N STEMMONS FWY, DALLAS, TX, 75207, USA

From Interface*: 10GBASE LW
1310 NM SMF

To Interface*: 10GBASE LW
1310 NM SMF

From Connector Type*:

LC	FC	SC
----	----	----

2

To Connector Type*:

LC	FC	SC
----	----	----

From Power*:

AC	DC
----	----

3

To Power*:

AC	DC
----	----

4 Remarks:

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

Contact Details

Requestor Contact:

Technical Contact: *General Example*

Name*: _____

Email*: _____ Phone*: _____

Primary Customer Contact:

Name*: _____

Email*: _____ Phone*: _____

Signatory Contact:

Name*: xxxc

Email*: 932a05aa@tdfd.com Phone*: 0361 304 3043 Ext. 24324_



Metro National Wave Optimized Order Job Aid



Applies to Metro/National Wave Only

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**

Order Summary			
Order Name:	CIUAT220105-001	Ordering Source:	ServiceNow
Acct/Bk:	Intel	Service:	ServiceNow
Company:		From/Local Contact:	
From/Location:	501E	To/Local Contact:	TESTOLEUAT-FUL
From/Location Details:	Building: Men. Floor: 12, Room: 227	From/Alternate Contact:	Bruce
From/End Customer:	ABC Company	To/Alternate Contact:	ehnu@esdq
Signatory:	Karen Simonsen	To/Location:	100NS
Primary Customer:	Roma Ford	Building: Men. Floor: 2, Room: 123	
Primary Product/Modification:	Cable/FU	To/End Customer:	D&F Company
Requested Due Date:	08/12/2024	Project ID:	
Early Acceptance:	No		
Product:	WaveLength Solutions/Metro/National Wave (Optimack Service)	Term:	1 Year
Speed:	1 Gbps	Contract:	C3447-01
BAN:	U0000548	Protocol:	QoS-PRV
From/OE/Termination Type:	Verizon Provided	To/OE/Termination Type:	Verizon Provided
From/Protected Access:	No	To/Connector Type:	LC
From/Connector Type:	LC	To/Power:	AC
From/Power:	AC	From/Location Interface:	1210M-SUP
IFCN:		From/Interface:	100BASE-LX
To/Location Interface:	1210M-SUP	From/Building Manned:	N
To/Interface:	100BASE-LX	From/Access Hours:	
To/Building Manned:	N	Special Access or Dispatch Instructions:	
To/Access Hours:			
Customer Comments:			