Internet Dedicated Ethernet (IDE) Order Job Aid

Native Ethernet Handoff

verizon business

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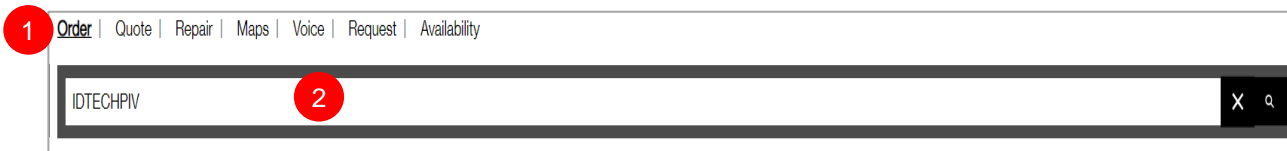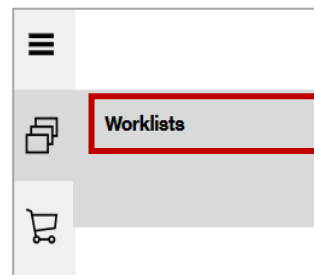
- A **"Quote"** must be submitted prior to creating an order

- Refer to the **Internet Dedicated Ethernet IDE** Quote Job Aid

Shop
Quote
Direct to Order
Service Availability
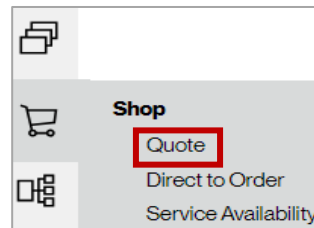
Getting Started

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**

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Worklists

1 Order | Quote | Repair | Maps | Voice | Request | Availability

2 IDTECHPIV   X 🔍

Filter by:	All Companies ⌄	All Owners ⌄	All Product Categories ⌄	All Activity ⌄	Apply

Order Name ⬍	Project ID ⬍	Product ⬍⇄	Product Offering ⬍⇄	Submitted Date ⬍	Requested Due Date ⬍	Status ⬍⇄	Milestone ⬍⇄
3 IDTECHPIV	1245	Internet Dedicated Services	Internet Dedicated Ethernet		02/12/2024	Open	

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)

IDTECHPIV	✏ ⚑
Product Selected: Internet Dedicated Svcs	

Make the following selections

1. Structure Type: Elevation Type, Unit Type (example below)

2. Add End Customer Name

3. Project ID- Label a group of orders for easier accessibility from the Order Worklist (as applicable)

4. Related Order Number(RPON)- Group orders to be worked in a certain order (as applicable)

5. 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)

6. Add Remarks (if needed)

Click Next

Location:	21715 FILIGREE

Additional Location Details-Sub-Loc*:

(1)
Structure Type*:	Elevation Type*:	Unit Type*:
Building	Floor	Room
Structure Value*:	Elevation Value*:	Unit Value*:
Main	23	Server

Company:	**ABC**	Term:	3 Years	Contract:	STANDARD

(2) End Customer Name*:
ABC

(3) Project ID:

(4) Related Order Number (RPON):

(5) Billing Account Number (BAN/Bill ID)*:
1559294390003

(6) Remarks:

Next

Configuration

Choose the following **Configuration selections**

1. IP Addressing: IPv4 | IPv6 | Dual stack | IPv6 Tunneled

2. Routing: BGP | Static

3. Circuit Alias: Allows you to label the circuit (this does not flow to billing)

| Port: | 300 Mbps | Commit: | NA | Access: | 300 Mbps | Interface: | 1 Gbps |

Routing Information:
IP Addressing*:   Routing*:

IPv4   ①   Static   ②

Circuit Alias:
③

When Choosing **Optical,** select

1. Connector: FC | SC| LC

2. Fiber Type: Single | Multi | Multi 62.5

3. Customer Power: AC| DC

Physical Interface*: **Optical** | Electrical

① Connector*: FC | SC | LC

② Fiber Type*: Single | Multi 50 | Multi 62.5

Handoff: 10000Base-T

③ Customer Power*: AC | DC

When Choosing **Electrical,** select

1. Connector: RJ45 (this feature is pre-populated)

2. Cable Category: Cate 5e | Cat 6

3. Cable Shielding: Unshielded Twisted Pair UTP| Shielded Twisted Pair (STP)

4. Customer Power: AC | DC

Click **Next**

Physical Interface*: Optical | **Electrical**

Connector*: ① RJ45

Cable Category*: ② Cat 5e | Cat 6

Handoff: 10000Base-T

Cable Shielding*: ③ Unshielded Twisted Pair (UTP) | Shielded Twisted Pair (STP)

Customer Power*: AC ④ | DC

Next

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Contacts

Provide contact details

- Technical Contact

- Primary Customer Contact

- Proactive Notification Contact

- Signatory Contact

- End Customer (Local Contact)

- Alternate Local Contact

Click **Next**

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

* This is a General Example *

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**

Summary

Review **Order Summary**

1. Click to Save Order

2. Assign Order (if needed)

3. Download order

4. Click back to make adjustments

5. Upload LOA (as applicable)

6. Click to Show History

Click **Submit**

Additional Detail:

Use the following link to manage **Sups** & **Milestones**

Order Summary			⬇ X
Order Name:	**IDETECHPIV**	Contacts:	Contact 1
Activity:			
Company:	ABC Company	Technical Contact:	aaa
End Customer(Local Contact):	zfsdgfds	Alternate Contact:	bbb
Technical Contact:	aaa	Requested Due Date:	02/12/2024
Early Acceptance:	Y		
Product:	Internet Dedicated Services	Terms:	3 Years
Contract:	STANDARD	Physical Interface:	Optical
Routing:	Static	Customer Power:	AC
Connector:	FC		

Assign To

Show History · .uploadLOA · Back · Save · Submit