



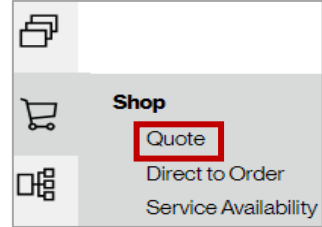
Internet Dedicated + Order Job Aid (Essentials)



Native Ethernet Handoff, QoS, Internet Essentials

Things to Know

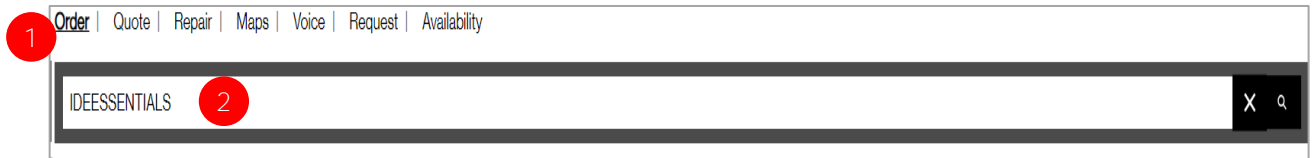
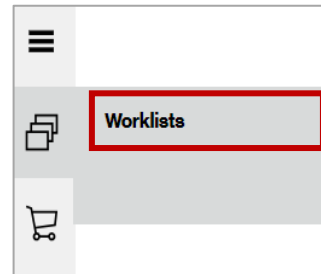
- A **Quote** must be submitted prior to creating an order
- Refer to the **Internet Dedicated + Essentials Quote Job Aid**



Getting Started

From the Hamburger menu, select **Worklist**

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**



Order Name	Project ID	Product	Product Offering	Submitted Date	Requested Due Date	Status	Milestone
IDEESSENTIALS		Internet Dedicated Services	Internet Dedicated+		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






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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)

IDEESSENTIALS  

Product Selected: Internet Dedicated Servi

Make the following selections

1. Structure Type, Elevation Type, Unit Type (example below)
2. 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 together or 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). When DDOS Shield is chosen as a feature, include the following comments in the remarks section:
 - Include Lan, WAN IP Quantity
 - Indicate Border Gateway Protocol (BGP) is Yes or No

Click Next

Location: 620 Atlantic Ave

Additional Location Details-Sub-Loc*:

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

Structure Value*: main | Elevation Value*: 4 | Unit Value*: telco

Company: ABC | Term: 3 Years | Contract: C34147-01

2 End Customer Name*: TELEPHONE | 3 Project ID:

4 Related Order Number (RPON): | 5 Billing Account Number (BAN/Bill ID)*: Existing

Billing Account Number (BAN/Bill ID)*: U2345688

6 Remarks:

Next



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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*:			
<input type="text" value="IPv4"/>				<input type="text" value="Static"/>			
Circuit Alias:				<input type="text"/>			

When Choosing **Optical**, select

1. Connector: FC | SC | LC
2. Fiber Type: Single | Multi | Multi 62.5
3. Customer Power: AC | DC

Physical Interface*:		Connector*:	
<input checked="" type="radio"/> Optical <input type="radio"/> Electrical		<input type="text" value="FC"/> <input type="text" value="SC"/> <input type="text" value="LC"/>	
Fiber Type*:		Handoff: 10000Base-T	
<input type="text" value="Single"/> <input type="text" value="Multi 50"/> <input type="text" value="Multi 62.5"/>		Customer Power*:	
		<input type="text" value="AC"/> <input type="text" value="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*:		Connector*:	
<input type="radio"/> Optical <input checked="" type="radio"/> Electrical		<input type="text" value="RJ45"/>	
Cable Category		Handoff: 10000Base-T	
<input type="text" value="Cat 5e"/> <input type="text" value="Cat 6"/>		Customer Power*:	
Cable Shielding*:		<input type="text" value="AC"/> <input type="text" value="DC"/>	
<input type="text" value="Unshielded Twisted Pair (UTP)"/> <input type="text" value="Shielded Twisted Pair (STP)"/>			

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**

Technical Contact:

Name*: Required

Email*: Required

Phone*: Required

Time Zone*: Select Time Zone

***This is a General Example ***

Primary Customer Contact:

Name*: Required

Email*: Required

Phone*: Required

Time Zone*: Select Time Zone

Primary Proactive Notification Contact:

Name*: Required

Email*: Required

Phone*: Required

Time Zone*: Select Time Zone

Signatory Contact:

Name*: Required

Email*: Required

Phone*: Required

Time Zone*: Select Time Zone

Note:

- The End Customer and Alternate Contact must be different

Next

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**

Scheduling Delivery

Calendar

Today
13
Monday

Requested Due Date

1 FEB 2024

2

3

Early Acceptance:
YES NO

Next



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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 [Supps](#) & [Milestones](#)

Order Summary 3

Contacts:	Charlene Spence	Activity:	Install
Technical Contact:	www	Company:	AT&TCLE
Primary Customer Contact:	dddd	End Customer:	TELEPHONE
Primary Proactive Notification:	zApPX75sS	Signatory Contact:	Kannan Srinivasan
		Local Contact:	aaaazzz
		Alternate Contact:	aaaaddd
Location:	620 Atlantic Ave New York NY		
Location Details:	Building: main, Floor: 4, Room: telco		
Requested Due Date:	02/12/2024	Early Acceptance:	N
Product:	Internet Dedicated+-	Terms:	3 Years
Speed:	Port: 100 Mbps Access: 100 Mbps Interface: 1 Gbps	Contract:	C34147-01
IP Addressing:	IPv4	Cable Category:	Cat 6
Cable Shielding:	Unshielded Twisted Pair (UTP)	Routing:	Static
Physical Interface:	Electrical	Customer Power:	AC
BAN/BillID:	Existing		

Assign To
2

6

Show History

5

Text.uploadLOA

4

Back

1

Save

Submit

Verizon Partner Solutions Exchange Training

07.11.24

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