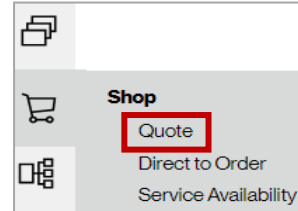# Optical Wave Services Metro/Regional (OWS) Order Job Aid

verizon business

Customize a solution to deliver private data over a fully managed, point-to-point circuit on an advanced optical network.
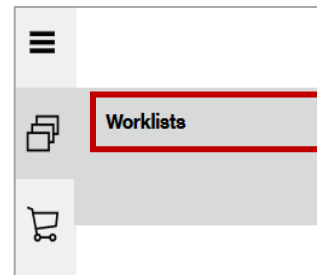
Things to Know

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

- Refer to the **Wave** 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**

Worklists

Repair | Maps | Reservations | **Order** | Voice | Request | Availability | Quote

1

2 TESTOW336156-001   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 TESTOW336156-001		Wavelength Solutions	Metro/Regional Wave (OWS)			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)

> **TESTOW336156-001** ✏ ⚑
> Product Selected: Wavelength Solutions

Make the following selections on the **From Location**

1. Enter **Sublocation**: Structure Type | Elevation Type | Unit Type (example below)
2. Enter the **End Customer Name**

From Location:	5020 SULKY DR, l

Additional Location Details-Sub-Loc*: ①

Structure Type:	Elevation Type:	Unit Type:
Select Structure ⌄	Select Elevation ⌄	Select Unit

Structure Value:	Elevation Value:	Unit Value:

End Customer Name*: ②

Make the following selections on the **To Location**

1. Enter **Sublocation**: Structure Type | Elevation Type | Unit Type (example below)
2. Enter the **End Customer Name**

To Location:	9680 ATLEE COMMONS DR,

Additional Location Details-Sub-Loc*: ①

Structure Type:	Elevation Type:	Unit Type:
Select Structure ⌄	Select Elevation ⌄	Select Unit

Structure Value:	Elevation Value:	Unit Value:

End Customer Name*: ②

Make the following selections

1. Choose CCNA
2. Select Billing Account Number: New | Existing | Specific BAN

CCNA*: ①	Billing Account Number (BAN/Bill ID)*: ②
Select CCNA ⌄	Select Billing

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Administration (continued)

Make the following selections

1. Enter **Project ID** to label a group of orders for easier accessibility from the Order Worklist (as applicable)
2. Populate **CNO (CBS/CNE) Number** (obtained from the Verizon Solutions Engineer) (as applicable)
3. Use **Related Order Number RPON** to group orders to be worked in a certain order (as applicable)
4. The **Quote Authorized** indicator default set to yes which allows quoting for special construction
5. Use Remarks to add additional details to the order

Click **Next**

Project ID: (1)	CNO(CBS/CNE Case Number): ⓘ (2)
Related Order Number (RPON): (3)	Quote Authorized(QA): ⓘ ☑ (4)
Remarks: (5)	**Next**

Configuration

This Example is based on Quoting Optical Extension Yes on both ends and Location Type set to Customer Premise

Choose the appropriate **Configuration Details**:

1. Select **Protocol:** Semi-Transparent | LAN-PHY | WAN-PHY
2. Add **CILLI** (when Location Type is Data Center or Colo)
3. From/To Interface is pre-populated (1310 or 1550)
4. Use **Remarks** to add additional details to the order

Click **Next**

Wavelength Service Configuration

Speed:	10 Gbps	Term:	3 Years

Protocol*:
[Semi-Transparent] [LAN-PHY] [**WAN-PHY**] (1)

From Location:	5020 SULKY DR	To Location:	9680 ATLEE COMMONS DR

Type OF Facility*: ⓘ [RMMS] [IOS] [**LEC Entrance**]　　Type OF Facility*: ⓘ [RMMS] [IOS] [**LEC Entrance**]

Location Type*: Customer Premise　　Location Type*: Customer Premise

CLLI:　　(2)　　CLLI:

From Interface*: 10GBASE ER [1550 NM SMF ▾]　　(3)　　To Interface*: 10GBASE ER [1550 NM SMF ▾]

Spec:
[OWSP1]

Remarks: (4)　　**Next**

Optical Wave Services Metro/Regional (OWS) Order Job Aid

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Contacts

Provide contact details

- Implementation Contact

- Design Contact

- From & To End Customer (Local Contact)

- From & To Alternate Local Contact

Click **Next**

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

Contact Details

Requestor Contact:

* General Example *

Implementation Contact:

Name*:

Email*:

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**

Calendar

Today
26
Thursday

Early Acceptance:
YES   NO

Requested Due Date

JAN 2024 ①   < >

S	M	T	W	T	F	S
JAN						
	1	2	③	4	5	6
7	8	9	② 10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Back   **Next**

Summary

Review the **Order Summary** page prior to order submission

- Click to Save Order

- Assign Order (if needed)

- Download order to PDF (if needed)

- Click back to make adjustments

Click **Submit**

Additional Detail:

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