



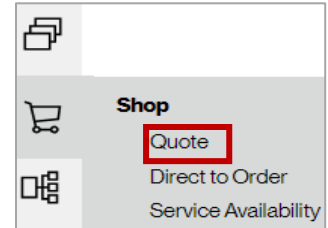
# Wavelength Service Metro Order Job Aid



Formerly known as Metro Wavelength Non-Optimized  
Delivers private data over a fully managed point to point circuit on an advanced optical network

## Things to Know

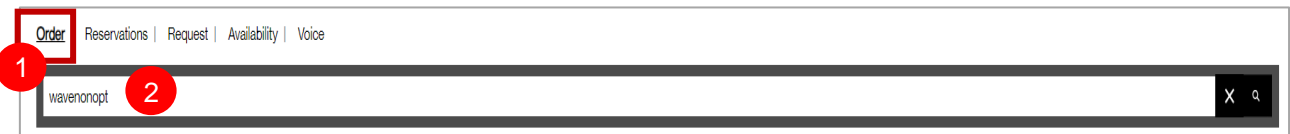
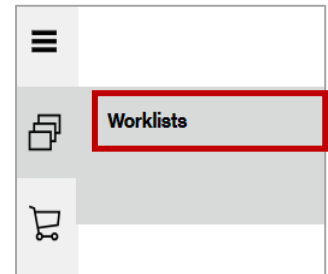
- A **“Quote”** must be submitted prior to creating an order
- Refer to the **Wavelength Service Metro** Quote Job Aid



## 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**



Order Name ↕	Project ID ↕	Product ↕	Product Offering ↕	Submitted Date ↕	Requested Due Date ↕	Status ↕	Milestone ↕
<b>3</b> WAVENONOPT70-001		Wavelength Solutions	Wavelength Service Metro			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)

WAVENONOPT70-001

Product Selected: Wavelength Solutions - Wavelength Service Metro

Make the following selections

- Add From and To Sublocation: Structure Type | Elevation Type | Unit Type (example below)
- Enter From and To End Customer Name
- Project ID-label a group of orders for easier accessibility from the Order Worklist (as applicable)
- 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)
- Use RPON to relate active orders to be worked together or in a certain order (when applicable)
- Add F&E BAN Number
- Add COSRD Engagement Script (when applicable)
- 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*:			
ABC Company			
1	To Location:	800 S HOPE ST	
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*:			
DEF Company			
Project ID:		Billing Account Number (BAN/Bill ID)*:	
		Select Billing	
Related Order Number (RPON):		F&E BAN*:	
COSRD (Engagement Script Number)*: ⓘ			
Remarks:			
Next			



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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: 10 GbpsTerm: 3 Years

1

Protocol\*:

LAN-PHY

**WAN-PHY**

OTU-2

OTU-2e

Transparent

From Location:

18850 Orange St, Bloomington, CA, 92316-2425, USA

To Location:

800 S HOPE ST, LOS ANGELES, CA, 90017, USA

From Interface\*:

10GBASE LW

1310 NM SMF

To Interface\*:

10GBASE LW

1310 NM SMF

From Connector Type\*:

**LC**

FC

SC

To Connector Type\*:

**LC**

FC

SC

From Power\*:

**AC**

DC

To Power\*:

**AC**

DC

4

Remarks:

## Contacts

Provide contact details

- Technical 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:

Name\*:

222409

Email\*:

zzz@gmail.com

Phone\*:

(323) 94-2143 Ext: 8564346

**\*General Example\***

From Location (18850 Orange St, Bloomington, CA, 92316-2425, USA)

End Customer (Local Contact):

Name\*:

Email\*:

Phone\*:

Alternate Local Contact:

Name\*:



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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)

Click **Next** to proceed

Calendar Requested Due Date

Today 16 Thursday

December 2023

Early Acceptance: YES NO

Next

## 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:	WAVENONOPT70-001	Contact:	
Activity:	Install	Technical Contact:	zzzz401a
Company:		From Local Contact:	zzcvasdf
From Location:	18850 Orange St.	To Local Contact:	zzcvbvm
From Location Details:	Building: main, Floor: 22, Room: 123	From Alternate Contact:	zzzz401a
From End Customer:	ABC COMP	To Alternate Contact:	zzcvbvm
To Location:	800 S HOPE ST.	To Location Details:	Building: MAIN, Floor: 7, Suite: 111
To End Customer:	DEF COMP	Requested Due Date:	08/20/2024
Project ID:		Early Acceptance:	Yes
Product:	Wavelength Solutions Wavelength Service Metro	Terms:	3 Years
Speed:	10 Gbps	Contract:	STANDARD
BAN:	0000116661	Protocol:	LAN-PHY
F&E BAN ID:	257888	To OE/Termination Type:	NA
From OE/Termination Type:	NA	To Connector Type:	LC
From Connector Type:	LC	To Power:	AC
From Power:	AC	From Location Interface:	1310 NM SMF
COSRDI(Engagement Script Number):	ES123444550	From Interface:	10GBASE LR
RFON:		From Building Manned:	N
To Location Interface:	1310 NM SMF	From Access Hours:	
To Interface:	10GBASE LR	Special Access or Dispatch Instructions:	
To Building Manned:	N		
To Access Hours:			
Customer Comments:			

Upload LOA

Back

Save

Submit