Add a New Verizon Private IP (MPLS) location in Verizon Enterprise Center

Introduction:
You can add a new location to your Verizon Private IP network. Examples of when you might want to add a new location include:
• A brand new office is opening.
• You want to add Verizon Private IP service to a location that has other Verizon services, but not Verizon Private IP.

US Locations only
At present, the online automated ordering system only lets you order new Verizon Private IP locations for U.S. service addresses.

Online ordering for locations outside the U.S. is available, however this type of order is not automated. An account representative will contact you with a price quote after you submit an order for a location which is outside the 48 contiguous states in the U.S.
1. Log into the Verizon Enterprise Center (sso.verizonenterprise.com) with your user ID and password.
2. Under **Manage Account**, click on **Create Order**. On the Verizon Enterprise Center home page, you can also click on **Order new service** in the black Orders pod for the same option to create an order.
3. On the Verizon Private IP tile, click on the **Order now** button.
4. Your order has four steps: Check availability, Configure & pricing, Checkout, and Review & submit.

In the **Check availability** step, select your Customer Contracting Legal Entity (CLE), your contract, contract service term, and input the address for which you want new Verizon Private IP service (image 1). If you only have one CLE, it will pre-populate.

When you enter your address, the system may find your address, or it may not. If it finds the address, click on it to select it (image 2).

The system will search in the U.S. Use required abbreviations.

After you click here, the application will then search for instances of that address in the Verizon system. It will display all saved variations of that address with associated location names, which correspond to previous orders.

Found address.

Click on the specific location instance you want to use for this order. The location name will also be displayed on your bill.
5. If the address is not found, click on the **Enter a new service address link** below the address field (image 1).

6. In the **New address** pop-up (image 2), manually add your address. You must give your address a quote location name for this order.

If you want to order a Private IP location in Alaska, Hawaii, or outside the U.S, click on the link towards the bottom of this page. Orders for locations in Alaska, Hawaii, or outside the U.S. will not be automated or have pricing shown online — your account representative will contact you with a price quote.
7. Next, select your access speed and port speed. The system defaults to 10 Mbps for both, but you can select different speeds by choosing the speed from the drop-down menu. Recall that port speed is required to be less than or equal to the access speed. After you click Check availability, the system will take you to the Configure & pricing page.
8. In the **Configure & pricing** step, you can view your pricing, and you must review additional configuration requirements. Your contractual pricing is provided for the configuration you are ordering, as well as any other line items that change with this transaction. Pricing information for the whole order is shown in the **Order summary** section, at the top right of the page.

This page will include the **Access** and **Private IP** configuration sections. You may also have a section for **WAN Analysis Reporting**, depending on your contract. Pricing for each part of your order is shown at the top of each section, including any discounts and promotions on your contract, if present.
9. In the **Access** section on the **Configure & Pricing** page, make any changes to the configuration that are needed, and click the **Apply changes** button. Note that this may change pricing for Access. This button will become active (black) if you make any changes in this section. The access configuration displayed initially is the recommended configuration, which is typically the lowest in price. To see other configuration options, click on the **Other access configuration choices** link.

In the Access section, depending on service address and access speed, you can change:

1. Customer handoff (L1 interface)
2. Access speed
3. TPV UNI speed
4. TPV LAN interface
5. Operational performance level
6. Application performance level
7. Network Interface Device (NID)
8. Preferred carrier designation
9. WAN interface to the Customer Edge
10. Connector type
11. Power
10. Under **Other access configuration choices**, you can choose different configurations by clicking on them. Here, configuration 1 is selected, as seen by the red highlighting at the top of the tile. Click on the configuration you want, and then click **Apply**. If you want to use a carrier other than Verizon and do not see other carriers listed on this page, go back to the **Access** section, and select **Yes** for **Preferred carrier designation** (carrier diversity) on the main page first. The detailed configuration choices available to you using the **Other access configuration choices** link will depend on the address for which you are ordering service.

**Configuration choices**

View the Access Configurations available at this location. To view the pricing for alternate configurations, select one and click **Apply**.

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Configuration (Recommended)</th>
<th>Configuration 2</th>
<th>Configuration 3</th>
<th>Configuration 4</th>
<th>Configuration 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access Speed</strong></td>
<td>10 Mbps</td>
<td>10 Mbps</td>
<td>10 Mbps</td>
<td>10 Mbps</td>
<td>10 Mbps</td>
</tr>
<tr>
<td><strong>Customer Handoff (L1 Interface)</strong></td>
<td>Ethernet</td>
<td>Ethernet</td>
<td>Ethernet</td>
<td>Ethernet</td>
<td>Ethernet</td>
</tr>
<tr>
<td><strong>Application Performance Level</strong></td>
<td>Platinum</td>
<td>Platinum</td>
<td>Platinum</td>
<td>Platinum</td>
<td>Platinum</td>
</tr>
<tr>
<td><strong>Operational Performance Level</strong></td>
<td>Platinum</td>
<td>Platinum</td>
<td>Platinum</td>
<td>Platinum</td>
<td>Platinum</td>
</tr>
<tr>
<td><strong>TPV UNI Speed</strong></td>
<td>100M</td>
<td>1G</td>
<td>10M</td>
<td>100M</td>
<td>1G</td>
</tr>
<tr>
<td><strong>TPV LAN Interface</strong></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Network Interface Device</strong></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Off Net Special Build</strong></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Total Available Configurations: 6**
11. To see configuration options made possible by other carriers (carrier diversity), select Yes under Preferred carrier designation. Click on the View the carriers link to see configurations offered by other carriers. Scroll through the pages using the page number icons/arrows, click on the configuration you want, and click Apply. Note that this may change pricing for Access.
12. In the **Private IP (PIP)** section on the **Configure & Pricing** page, you can edit configuration choices under the **PIP port**, **Class of service**, and **Private IP – Layer 3** groups. Click the **Apply changes** button to save your changes. This button will become black (active) if you make any changes.

In the Private IP section, you can change the:

1. Port speed
2. Port type
3. Encapsulation
4. Maximum bandwidth
5. Hub/spoke
6. IP version
7. Proactive notification
8. Routing protocol
9. AS number selection
10. AS override
11. Class of service
12. EF realtime CAR speed
13. QoS Traffic profile
14. IP Multicast
15. EVC configuration
16. Multiple VRF

To change EF Realtime CAR speed, you must first change Class of service from Standard to ETM.
13. In the **WAN Analysis Reporting** section, a basic reporting package is included at no cost. You can also add reporting to provide information such as a traffic viewer tool, notification of alarms, or more detail about QoS technologies and bandwidth use. Click **Apply changes** if you make any changes to update the pricing, and then click **Continue to Checkout**.

14. Or, if you want to order for several locations, click **Add another location** to add a second location to the order. You can have as many as ten locations on an order, which will appear as tabs at the top of this page. Once you've added all the locations that you want, configured them, and saved any changes to configurations, click **Continue to checkout**.
15. In the **Checkout – Network details** step, select the Virtual Private Network (VPN) you want to use for this location using the drop-down menu, and click **Proceed to contact information**.
16. In the **Checkout – Contact information** step, you will select the contact for six required contact types: primary contact, technical contact, on-site contact, alternate site contact, customer survey contact, and proactive notification contact. You will be defaulted as the primary contact since you are placing the order. Scroll down the page to see all the contact types and information on the page. Click on the circled help icons for more information.

For contact types, you can choose the contacts to be the same as previous contacts using the drop-down menu, or specify another person as a contact, using the **Select contact** link. You also have the option to email the order to up to six other contacts, if you like. When you have completed all six required contact fields, click on **Proceed to delivery details**.
17. In the **Checkout – Delivery details** step, you must fill in the date you want service delivered, where it should be delivered, and accept the site readiness statement. You can also provide comments on this page if you like.

Click **Proceed to billing details** once you have completed these selections.
18. In the **Checkout – Billing information** step, you must select your billing account number (BAN). You can bill to an existing account, create a new BAN, or proceed without selecting a BAN. You must also complete the required Federal Universal Service Funds statement about whether you are purchasing the service for your own use or for resale. After making your selections, click **Proceed to review & submit**.
19. In the **Review & submit** step, scroll down the page to review all your information. Click on the pencil icon to edit a field. At the top of the page, there are icons to **download, email, and print** the completed order. When you submit the order, you will receive an email with a PDF of your order information, but you can also download the PDF from this page.

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**Private IP**

![Private IP form](image)

**Order summary**

| Customer: | Sprinkle Doodles |
| Contract ID: | 370562 |
| **Colorado Springs** | **MRC (USD)** | **NRC (USD)** |
| Location ID: 119989C | 3,710.20 | 600.00 |
| 2424 Garden Of The Gods Rd, Colorado Springs, Co, 80919 | Total: 3,710.20 | 600.00 |
| United States | | |

**Configure and Review Proposed Pricing**

<table>
<thead>
<tr>
<th>Access</th>
<th>Monthly Recurring Charges (USD)</th>
<th>Non Recurring Charges (USD)</th>
<th>Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Access - Op/App Performance: Platinum - Platinum - 10 Mbps - UNI Speed: 100 Mbps (FastE)</td>
<td>218.30</td>
<td>0.00</td>
<td>Service Commitment: 36 months</td>
</tr>
<tr>
<td>Customer handoff (IT interface)</td>
<td>Access speed</td>
<td>Ethernet</td>
<td>10 Mbps</td>
</tr>
</tbody>
</table>

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20. At the bottom of the Review & submit page, click on Submit order to place your order. You can also save the order and return to it later. To return to the order, click Manage Account > Orders > Create Order > View saved orders. You can track your order by clicking Manage Account > Orders > View Order Status.

By clicking the ‘Submit order’ button, I am submitting this Service Order request including the pricing provided online pursuant to my contract identified above. Upon successful review of my Service Order request I understand that I will receive an email acceptance to my Verizon Enterprise Center registered email address. I confirm that I am authorized to act for the named Customer.
21. After you click **Submit**, you will see a message that gives you your order number, and you will receive an email confirming your order that includes a pdf file of your order details. If your account team needs to take action on the order, you will receive an email that says your order is pending. When your order has reached order request stage and been accepted, you will receive an email saying it has been accepted.

**Example subject line of emails:**
Verizon Order Ref. 1144614 - received
Verizon Order Ref. 1144614 - pending
Verizon Order Ref. 1144614 - accepted