



# Change Service EVPL EVC Reprint Job Aid

## Things to Know

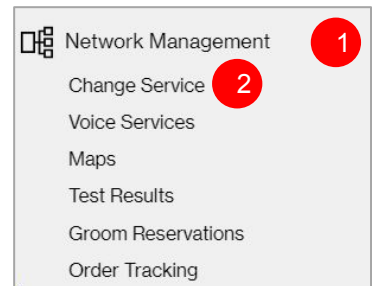
1. When initiating an EVPL EVC reprint order, it must be submitted as a standalone order. No other changes can be made on a reprint order.
  - If other changes are needed, they will need to be placed on a separate order, after the reprint order is complete.
2. You can only change one endpoint at a time.
3. Refer to the **Circuit ID Matrix** as a guide to accurately identify the EVC circuit ID required to initiate the reprint order.

## Start Order

**Note:** To initiate a Change Order, the order role must be enabled

From the hamburger menu, choose the following options:

1. Click to expand **Network Management**
2. Select **Change Service**
3. Enter the existing EVC **circuit ID** in the Search bar and hit Enter or click the **magnify icon**
4. Click **Change Services**



**Search**

6336 x 🔍

**4** **Change Services** **Disconnect**

Select	Circuit ID Number ↑↓	Service Location ↑↓	Company ↑↓	Product Offering ↑↓
<input checked="" type="radio"/>	6336	60 HUDSON ST NEW YOR...	GLOBAL LLC	Switched E-Line Metro/National (EVPL...

5. Click on **Order Name** to expand this field and create your Order Name aka PON Number (16 characters)

**Order Name**

Order Name:  **5** Project ID:



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## Order Details

1. Navigate to the "End Points" section on the order form and click to expand the field
  2. Assess your **current configuration** and analyze the "from" and "to" endpoints to **determine which one necessitates adjustment**, then proceed to modify the corresponding endpoint accordingly
  3. Please **provide specific remarks** to identify the endpoint you wish to leave unchanged.
- Click **Finish Changes**

## Contacts

Provide contact details for

- Technical Contact
- End Customer (Local Contact)
- Alternate Local Contact

Click **Next**

Technical Contact:		
Name*:	Required	
Email*:	Required	Phone*:
End Customer (Local Contact):		
Name*:	Required	
Email*:	Required	Phone*:
Alternate Local Contact:		
Name*:	Required	
Email*:	Required	Phone*:

**Next**

**Note:**

- The End Customer and Alternate Contact must be different



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## Delivery

1. Click the appropriate **Month**
2. Select the **Requested Due Date** (bolded dates)
3. Click **“Early Acceptance”** Yes/No (Sooner delivery when possible)

Click **Next**

## Summary

### Review **Order Summary**

- Click to Save Order
- Download order
- Click back to make adjustments

Click **Save & Submit**

### Common Order Status:

- Open**- Order saved but not submitted for processing
- Submitted**- Order submitted for processing
- In Progress**- Order is being worked on
- Canceled**- Order has been cancelled
- Error**- There is an error that requires action
- Completed** –Order is provision complete

### Additional Detail:

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

Order Summary			
Order Name:	REPOINTEVPL	Contacts:	
Activity:	Change	Local Contact:	test2
Circuit ID:	6336	Alternate Local Contact:	test3
Company:	GLOBALLLC	Technical Contact:	test1
From Location:	60 HUDSON ST NEW YORK NY USA	Requested Due Date:	07/16/2026
		Early Acceptance:	NO
		BAN/BANID:	Y27963
Product	Switched E-Line Metro/National (EVPL) EVC Standalone		
From End Point CircuitId	6336		