

Vendor Portal

Training For

VZW Vendors

August 2019
Version 2.0*



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Vendor Portal Tool Vision

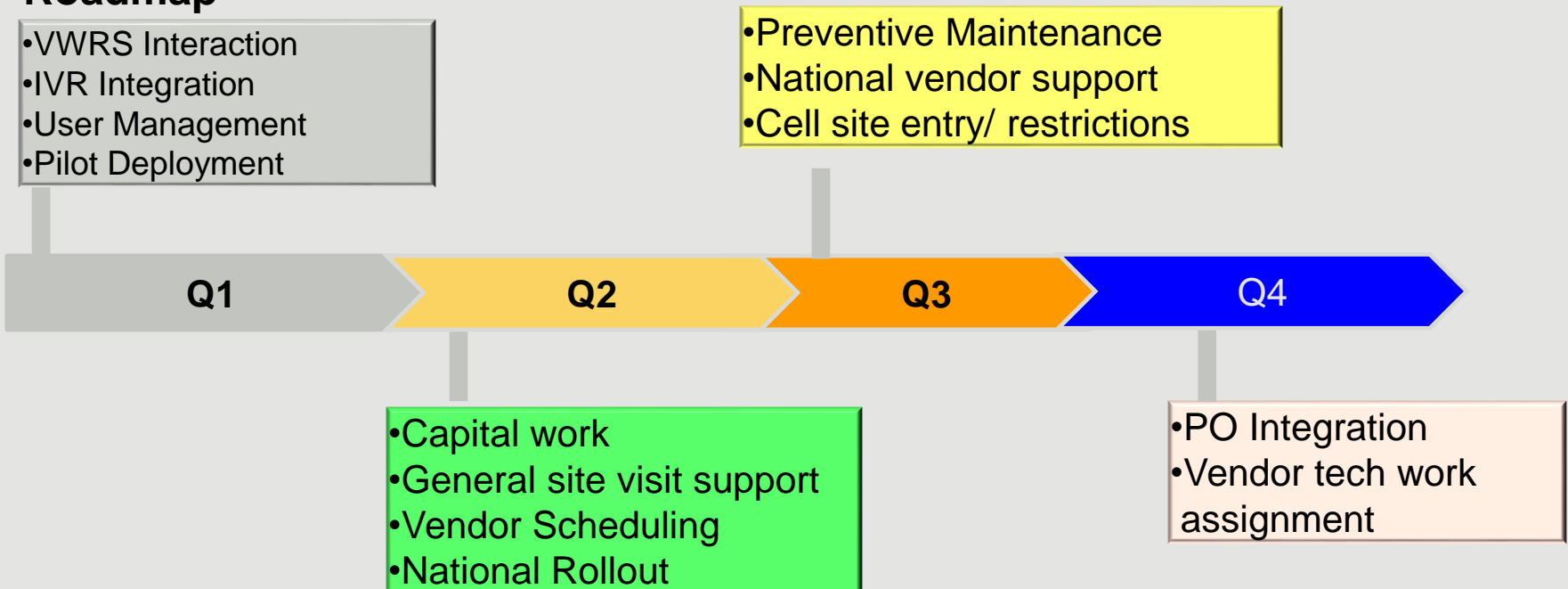
- User interface for vendor to receive, create and complete break-fix work(VWRS) and preventive maintenance
- Improve communications between vendor and Verizon.
- Ingest and leverage data provided by break/fix vendors
- Improve Assurance Engineer efficiency by reducing required trips to sites to investigate work that has occurred (i.e. having to read a physical log book)
- Implement a workable invoicing system that flows from the vendors through the systems of record to remove the manual interaction

Current Functionality and roadmap

Current Functionality

1. User Management (Create users/ enable IVR Access)
2. Submit quotes for approved VWRS, and complete VWRS
3. Create VWRS.
4. View Site information and site equipment details (Generator and HVAC)
5. IVR into site

Roadmap



User Management

1. Roles

- Vendor portal admin
- Vendor portal user

2. Once vendor is on-boarded vendor portal admin can

- Create
 - Vendor portal admin with or without IVR access
 - Vendor portal user with or without IVR access
- Update
 - Change role of user to admin and vice versa
 - Remove IVR access for existing user *
- Remove
 - User

3. Role Privileges

| | Admin | User |
|--------------------------------------|-------|------|
| Create/Update/Remove user/admin | Y | N |
| View site and site equipment details | Y | Y |
| VWRS | | |
| View all VWRS for vendor | Y | Y |
| Submit quote | Y | N |
| Create VWRS | Y | Y |
| Complete VWRS | Y | N |
| Submit invoice | Y | N |

VWRS to Vendor Portal Overview

1. VWRS Dashboard
 - Dashboard that presents volumes for quotes, work status and historical data
2. Search VWRS by work request #/site
3. Submit quotes for VWRS
4. Create VWRS (maintenance and emergency only)
5. Complete VWRS
6. Submit invoice for VWRS (only for record keeping process)

VENDOR PORTAL

Admin - Guide

Vendor Portal Admin User Guide

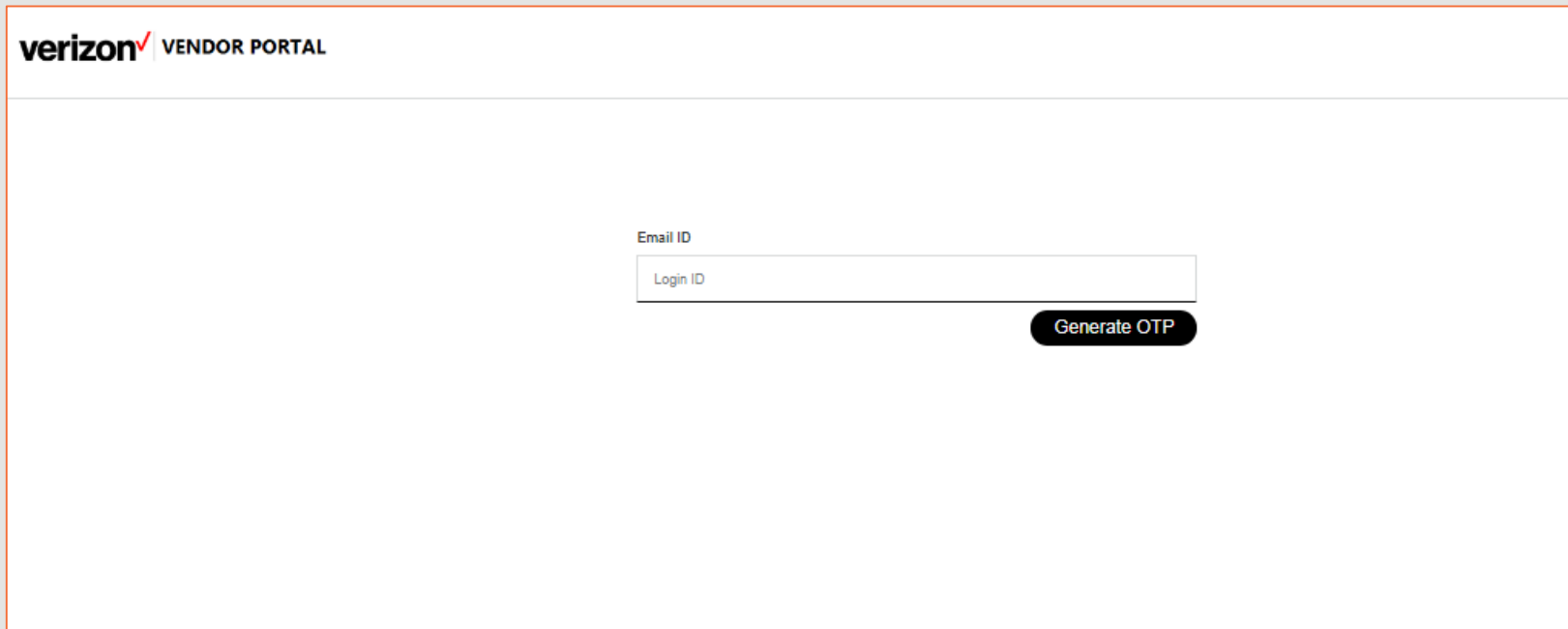
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1. How to Login

- **Step 1**

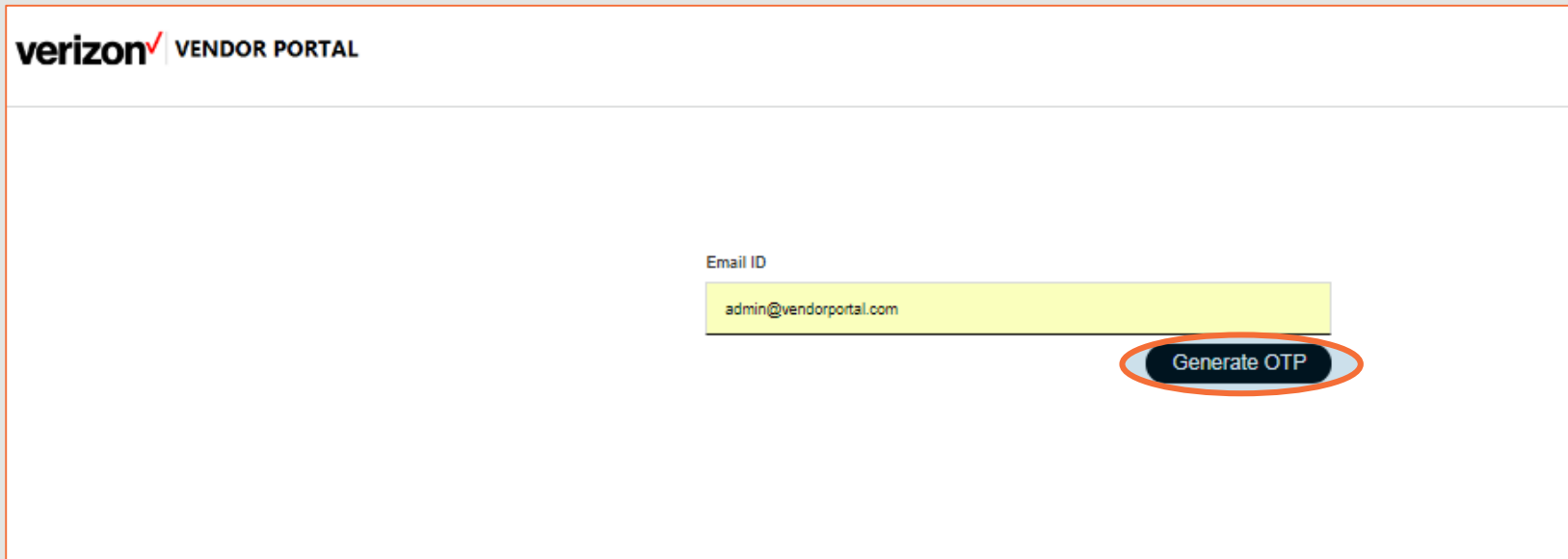
- Enter the URL <https://opsportal.verizonwireless.com> in the browser.
- The below page will be displayed



The screenshot shows the Verizon Vendor Portal login interface. At the top left, the Verizon logo is followed by the text "VENDOR PORTAL". In the center of the page, there is a form with two input fields. The first field is labeled "Email ID" and the second field is labeled "Login ID". To the right of these fields is a black button with the text "Generate OTP" in white.

1. How to Login

- **Step 2**
 - Enter the registered email id. (Your registered email id will be the login ID)
 - Click “Generate OTP” button



verizon VENDOR PORTAL

Email ID

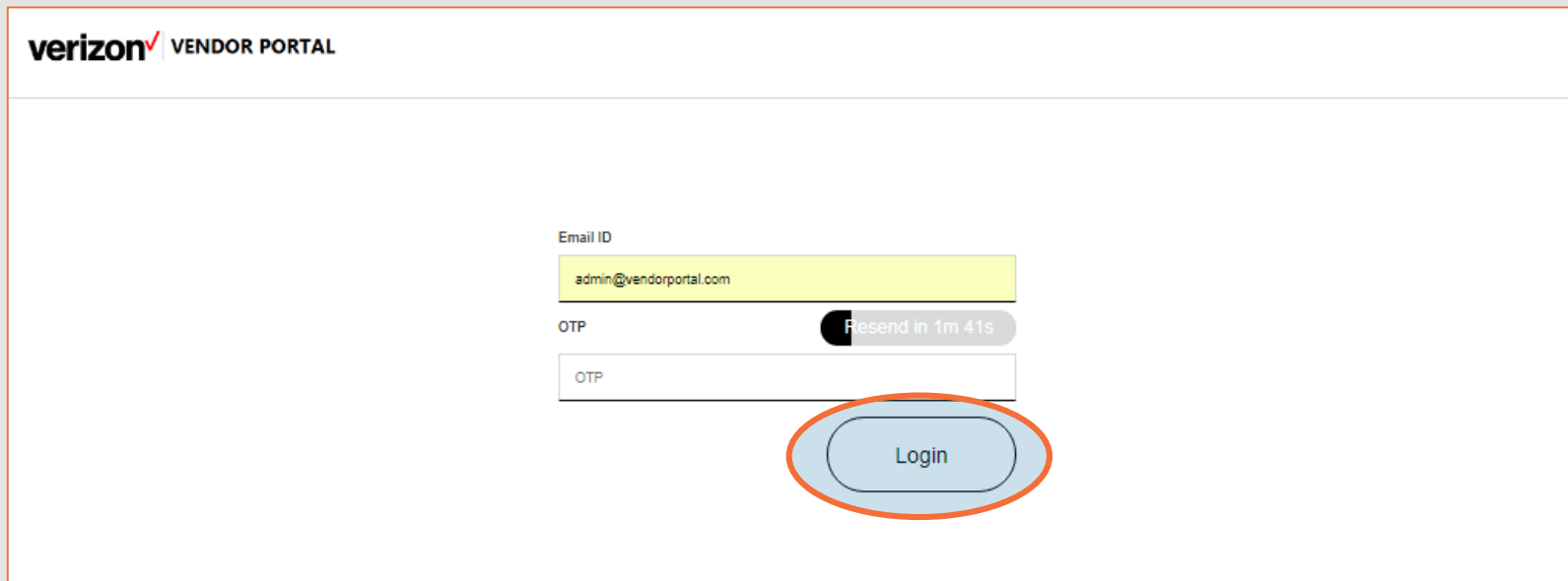
admin@vendorportal.com

Generate OTP

1. How to Login

- **Step 3**

- The OTP will be sent to your registered mobile number.
- Enter the OTP and click “Login” button



verizon VENDOR PORTAL

Email ID
admin@vendorportal.com

OTP Resend in 1m 41s

OTP

Login

1. How to Login

- The below page will be displayed on successful login

verizon

VENDOR PORTAL

MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search

WORKORDER

SITE

SWITCH

Q

C

Quote

7

| | | |
|---------------|----------------|-------------|
| Quote Pending | Quote Received | Awaiting PO |
| 0 | 4 | 3 |

Work

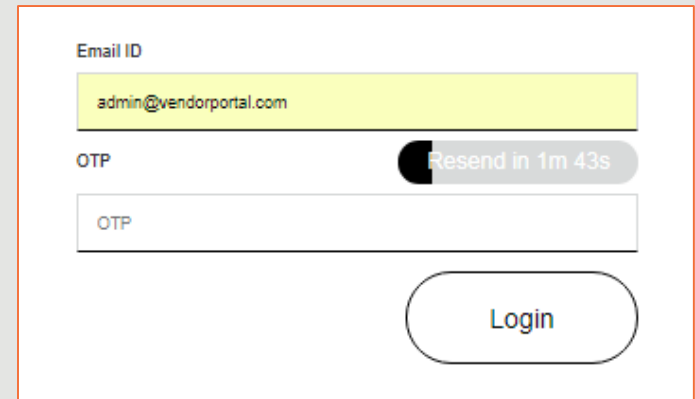
14

| | | | | |
|--------------|----------------|---------------|---------------|----------------|
| Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
| 3 | 10 | 1 | 0 | 0 |

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Didn't receive or deleted the OTP ?

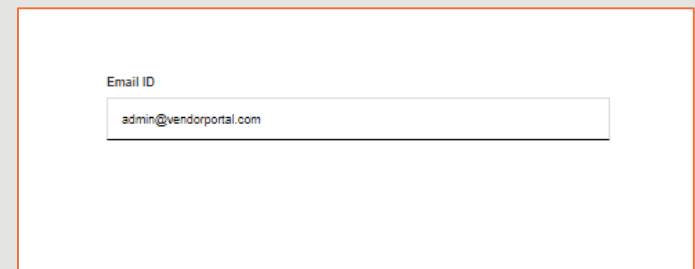
- You can regenerate the OTP again
- Wait for 2 min and click “Generate OTP” button again



A screenshot of a login interface. It features an 'Email ID' field with the text 'admin@vendorportal.com' highlighted in yellow. Below it is an 'OTP' field. To the right of the OTP field is a button labeled 'Resend in 1m 43s'. At the bottom right is a rounded 'Login' button.

Generate OTP button missing ?

- Check for blank space in the “Email Id” field and remove them



A screenshot of a login interface. It features an 'Email ID' field with the text 'admin@vendorportal.com'. There is a visible blank space at the end of the email address in the input field.

2. View Vendor Users

- **Step 1**
 - Mouse over Menu displayed at the left top of the screen (Highlighted Below).

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search

WORKORDER SITE SWITCH

Quote

7

| Quote Pending | Quote Received | Awaiting PO |
|---------------|----------------|-------------|
| 0 | 4 | 3 |

Work

14

| Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
|--------------|----------------|---------------|---------------|----------------|
| 3 | 10 | 1 | 0 | 0 |

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2. View Vendor Users

- **Step 2**
 - Select the option “User Management” in the drop down list (Highlighted Below).

The screenshot displays the Verizon Vendor Portal interface. At the top left, the Verizon logo and 'VENDOR PORTAL' text are visible. A 'MENU' dropdown is open, with 'User Management' highlighted in blue. Other menu items include 'Training Document (Coming Soon)', 'Release Notes - New', and 'Logout'. A yellow notification banner in the top center states: 'Vendor Portal July release has been successfully deployed on 8/7. Please refer to Release Notes New in Menu for the changes included in the release'. On the top right, the date 'June' is shown with a dropdown arrow, followed by '2546-Test Vendor Portal company', 'Market: South Central', and 'Sub-Market: South Central'. Below the menu, a breadcrumb trail reads 'Home > Vendor Dashboard'. A search bar labeled 'Work Order Search' and buttons for 'WORKORDER', 'SITE', and 'SWITCH' are present. The main content area is divided into two sections: 'Quote' and 'Work'. The 'Quote' section shows a total of 7, with sub-categories: Quote Pending (0), Quote Received (4), and Awaiting PO (3). The 'Work' section shows a total of 14, with sub-categories: Work Pending (3), Work Completed (10), Work Accepted (1), Work Declined (0), and Work Cancelled (0).

| Quote | | | Work | | | | |
|---------------|----------------|-------------|--------------|----------------|---------------|---------------|----------------|
| 7 | | | 14 | | | | |
| Quote Pending | Quote Received | Awaiting PO | Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
| 0 | 4 | 3 | 3 | 10 | 1 | 0 | 0 |

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2. View Vendor Users

- List of users created under the particular vendor will be displayed as shown below.

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > User Management

2546 - Test Vendor Portal company

xiaojun.huang@verizon.com

No of users created under the vendor company will be displayed here.

Create User

10
User Count

| First Name | Last Name | Role | Email | Phone | User ID | Ivr Access | |
|------------|----------------|-------------|--------------------------------|------------|--------------|------------|--|
| Greg | Bagley | PORTALADMIN | baglegr@gmail.com | 5013665717 | vp0grbagel01 | No Access | |
| Jazmine | Freeny | PORTALADMIN | jazmine.freeny@verizon.com | 2024946373 | vp0jafreen01 | No Access | |
| June | Huang | PORTALADMIN | junetest@vz.com | 2027481805 | vp0juhuang04 | No Access | |
| Neal | Jackson | PORTALADMIN | james.jackson@vzw.com | 8137841049 | vp0nejacks01 | No Access | |
| Keerthi | Jampula | PORTALADMIN | keerthi@vz.com | 8329851659 | vp0kejampu02 | No Access | |
| Sathya | Srinivasan | PORTALADMIN | sathyanarayan.a.srinivasan@... | 7035818170 | vp0sasrini01 | Enabled | |
| Chowdhry | Thammineni | PORTALADMIN | narasimha.c.thammineni@ver... | 7324238056 | vp0chthamm01 | No Access | |
| T | Tharappel | PORTALADMIN | t@vzw.com | 8173206181 | vp0tthara01 | No Access | |
| Amamresh | Venkataramappa | PORTALUSER | ammaresh.venkataramappa@... | 2145422769 | vp0amvenka01 | No Access | |
| test | VP | PORTALUSER | test.vp@verizon.com | 3016792709 | vp0tevp01 | No Access | |

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3. Create a Vendor User

- **Step 1**
 - In the user management page, click “Create User” button (Highlighted Below).

verizon ✓ VENDOR PORTAL MENU ▾

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June ▾
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > User Management

2546 - Test Vendor Portal company

” - xiaojun.huang@verizon.com

Create User

10
User Count

| First Name | Last Name | Role | Email | Phone | User ID | Ivr Access | |
|------------|----------------|-------------|--------------------------------|------------|--------------|------------|--|
| Greg | Bagley | PORTALADMIN | baglegr@gmail.com | 5013665717 | vp0grbagel01 | No Access | |
| Jazmine | Freeny | PORTALADMIN | jazmine.freeny@verizon.com | 2024946373 | vp0jafreen01 | No Access | |
| June | Huang | PORTALADMIN | junetest@vz.com | 2027481805 | vp0juhuang04 | No Access | |
| Neal | Jackson | PORTALADMIN | james.jackson@vzw.com | 8137841049 | vp0nejacks01 | No Access | |
| Keerthi | Jampula | PORTALADMIN | keerthi@vz.com | 8329851659 | vp0kejampu02 | No Access | |
| Sathya | Srinivasan | PORTALADMIN | sathyanarayan.a.srinivasan@... | 7035818170 | vp0sasrini01 | Enabled | |
| Chowdhry | Thammineni | PORTALADMIN | narasimha.c.thammineni@ver... | 7324238056 | vp0chthamm01 | No Access | |
| T | Tharappel | PORTALADMIN | t@vzw.com | 8173206181 | vp0tthara01 | No Access | |
| Amamresh | Venkataramappa | PORTALUSER | ammaresh.venkataramappa@... | 2145422769 | vp0amvenka01 | No Access | |
| test | VP | PORTALUSER | test.vp@verizon.com | 3016792709 | vp0tevp01 | No Access | |

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10 rows ▾

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3. Create a Vendor User

- On clicking “Create User” button, the below page will be displayed in popup.

Create User ×

| | |
|----------------------|--|
| First Name * | Last Name * |
| <input type="text"/> | <input type="text"/> |
| Phone No * | Email * |
| <input type="text"/> | <input type="text"/> |
| Title * | Type * |
| <input type="text"/> | <input type="text" value="Select..."/> |

☐ **Request IVR Access**

Submit

3. Create a Vendor User

- **Step 1**

- Enter the new user first name, last name, phone number (Must be a valid Mobile TN), E-Mail address and Title

Create User

First Name *

James

Phone No *

7034451267

Title *

Mr

Last Name *

Byrd

Email *

james.byrd@verizon.net

Type *

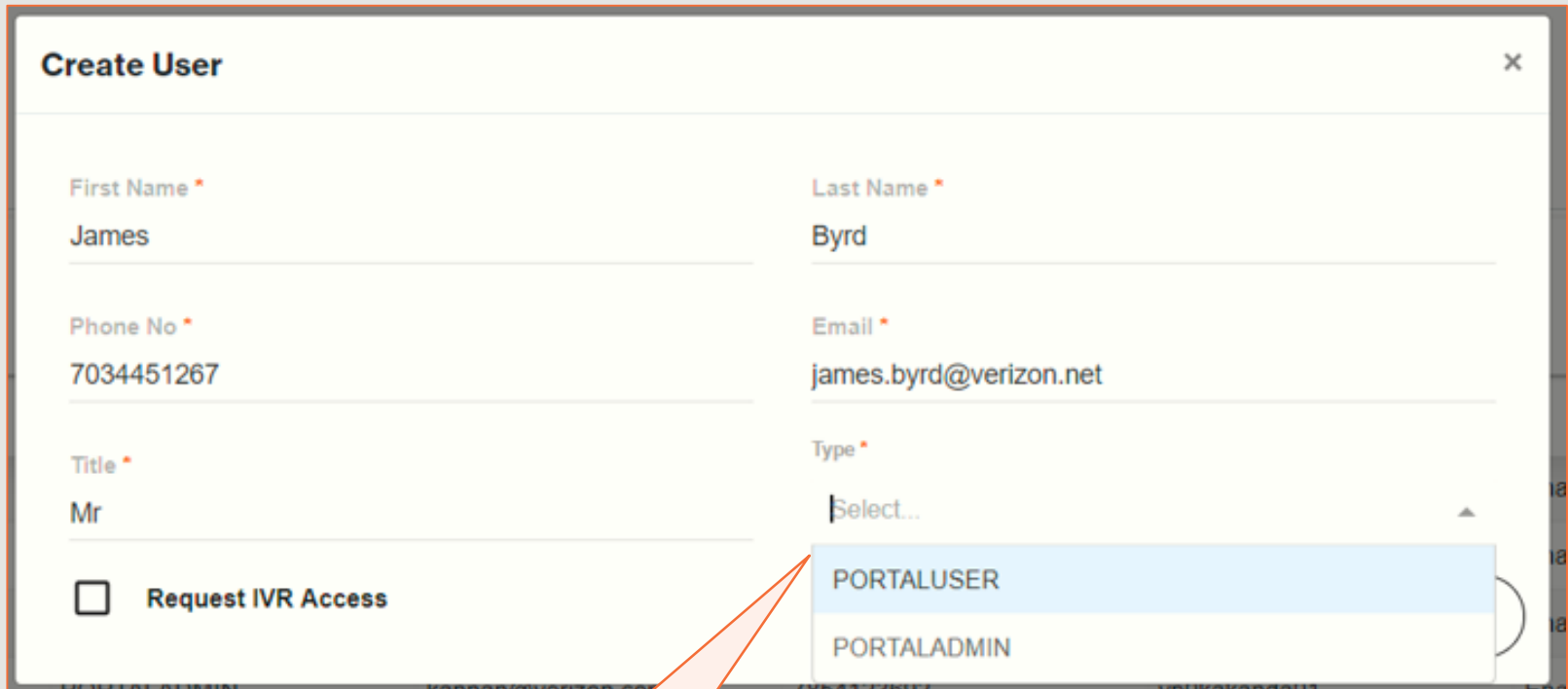
Select...

☐ Request IVR Access

Submit

3. Create a Vendor User

- **Step 2**
 - Select the user role (portal admin or portal user)



The screenshot shows a 'Create User' form with the following fields and values:

| Field | Value |
|--------------|------------------------|
| First Name * | James |
| Last Name * | Byrd |
| Phone No * | 7034451267 |
| Email * | james.byrd@verizon.net |
| Title * | Mr |
| Type * | PORTALUSER (selected) |

Below the fields is a checkbox labeled 'Request IVR Access' which is currently unchecked.

The 'Type' dropdown menu is open, showing two options: 'PORTALUSER' (highlighted in blue) and 'PORTALADMIN'.

As a Admin, you can create a portal user or as a vendor admin

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3. Create a Vendor User

- **Step 3**

- Request IVR Access if needed and click on Submit.

Create User ×

| | |
|---------------------------------|--|
| First Name * James | Last Name * Byrd |
| Phone No * 7034451267 | Email * james.byrd@verizon.net |
| Title * Mr | Type * PORTALUSER × ▾ |

☒ **Request IVR Access**

Submit

As a Admin, you can
request IVR Access

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3. Create a Vendor User

- Account will be created for the user.

verizon VENDOR PORTAL

Ramakrishnan
ACCURATE SERVICES
Market: South Central
Sub-Market: Central Texas

Home > Account > User Management

767 - ACCURATE SERVICES
PO Box 160759, San Antonio, TX - 78280
210-559-2476 ricky@accurate-services.net

Create User

7
User Count

| First Name | Last Name | Role | Email | Phone | User ID | Ivr Access | |
|-----------------|--------------|-------------|------------------------------|------------|--------------|------------|--|
| admin | adminVP | PORTALADMIN | admin@vendorportal.com | 2028712323 | vp0adadmin01 | Enabled | |
| Nitin | Bharadwaj | PORTALADMIN | nitin.burela@verizon.com | 7702755542 | vp0nibhara01 | Enabled | |
| James | Byrd | PORTALUSER | james.byrd@verizon.net | 7034451267 | vp0jabyr01 | Enabled | |
| June | Huang | PORTALADMIN | adminjune@vendorportal.com | 3258741369 | vp0juhuang06 | Enabled | |
| Kannan | Kandasamy | PORTALADMIN | kannan@verizon.com | 7854123692 | vp0kakanda01 | Enabled | |
| Sathyanarayanan | Srinivasan | PORTALADMIN | sathya.srinivasan@verizon... | 5712390828 | vp0sasrini03 | No Access | |
| Ramakrishnan | Vaidyanathan | PORTALADMIN | ram@verizon.com | 1111111111 | vp0ravaidy01 | Enabled | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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4. Modify Vendor Users

- **Step 1**
 - In the user management page, click “Edit” icon (Highlighted Below) of the user to modify the details of the user

verizon VENDOR PORTAL









Ramakrishnan
ACCURATE SERVICES
Market: South Central
Sub-Market: Central Texas

Home > Account > User Management

767 - ACCURATE SERVICES
PO Box 160759, San Antonio, TX - 78280
210-559-2476 ricky@accurate-services.net

Create User

7
User Count

| First Name | Last Name | Role | Email | Phone | User ID | Ivr Access | |
|-----------------|--------------|-------------|------------------------------|------------|--------------|------------|---|
| admin | adminVP | PORTALADMIN | admin@vendorportal.com | 2028712323 | vp0adadmin01 | Enabled |  |
| Nitin | Bharadwaj | PORTALADMIN | nitin.burela@verizon.com | 7702755542 | vp0nibhara01 | Enabled |  |
| James | Byrd | PORTALUSER | james.byrd@verizon.net | 7034451267 | vp0jabyr01 | Enabled |   |
| June | Huang | PORTALADMIN | adminjune@vendorportal.com | 3258741369 | vp0juhuang06 | Enabled |  |
| Kannan | Kandasamy | PORTALADMIN | kannan@verizon.com | 7854123692 | vp0kakanda01 | Enabled |  |
| Sathyanarayanan | Srinivasan | PORTALADMIN | sathya.srinivasan@verizon... | 5712390828 | vp0sasrini03 | No Access |  |
| Ramakrishnan | Vaidyanathan | PORTALADMIN | ram@verizon.com | 1111111111 | vp0ravaidy01 | Enabled |  |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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10 rows

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4. Modify Vendor Users

- The detail of the vendor user will be displayed as shown below.
- Modify the details and click “Update” button to update the details.

Update User

First Name *

Nitin

Phone No *

7702755542

Title *

Mr

Last Name *

Bharadwaj

Email *

nitin.burela@verizon.com

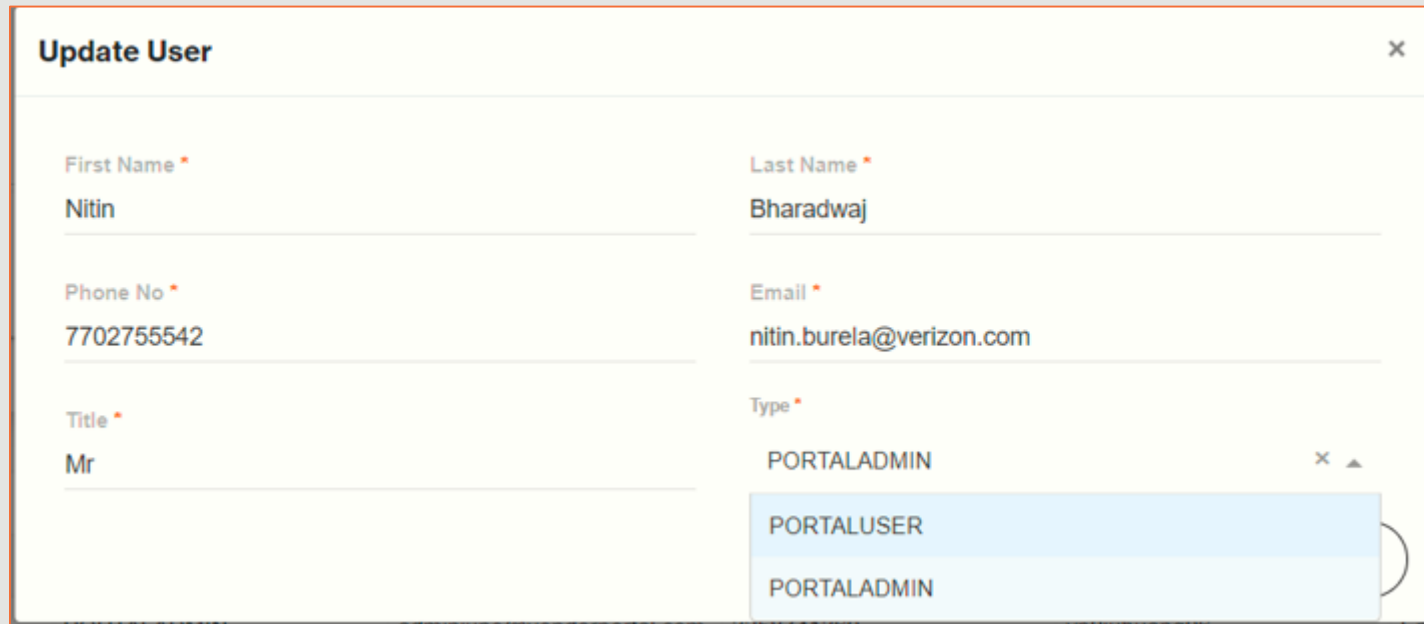
Type *

PORTALADMIN

Update

4. Modify Vendor Users

- The detail of the vendor user will be displayed as shown below.
- Modify the details and click “Update” button to update the details.



Update User [X]

| | |
|--------------|--------------------------|
| First Name * | Last Name * |
| Nitin | Bharadwaj |
| Phone No * | Email * |
| 7702755542 | nitin.burela@verizon.com |
| Title * | Type * |
| Mr | PORTALADMIN [X ▲] |
| | PORTALUSER |
| | PORTALADMIN |

To delete a vendor admin,
update the role from portal
admin role to portal user role

[Back to Index](#)

4. Modify Vendor Users

- The detail of the vendor user will be displayed as shown below.
- Modify the details and click “Update” button to update the details.

Update User

First Name *

Chris

Last Name *

Lynn

Phone No *

7035641267

Email *

chris@kkcr.com

Title *

Mr

Type *

PORTALUSER

☐ Request IVR Access

Update

Check box to request IVR Access

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5. Delete Vendor Portal Users

- **Step 1**

- In the user management page, click “Delete” icon (Highlighted Below) of the user to delete the account of the user.
- Vendor Admin cannot delete another Vendor Admin. To delete a Vendor Admin, update the portal admin role to portal user role. (Refer to slide 18 on how to modify)

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > User Management

2546 - Test Vendor Portal company

Create User

11
User Count

| First Name | Last Name | Role | Email | Phone | User ID | Ivr Access | |
|------------|----------------|-------------|------------------------------------|------------|--------------|------------|--|
| Greg | Bagley | PORTALADMIN | baglegr@gmail.com | 5013665717 | vp0grbagel01 | No Access | |
| Jazmine | Freeny | PORTALADMIN | jazmine.freeny@verizon.com | 2024946373 | vp0jafreen01 | No Access | |
| June | Huang | PORTALADMIN | junetest@vz.com | 2027481805 | vp0juhuang04 | No Access | |
| Neal | Jackson | PORTALADMIN | james.jackson@vzw.com | 8137841049 | vp0nejacks01 | No Access | |
| Keerthi | Jampula | PORTALADMIN | keerthi@vz.com | 8329851659 | vp0kejampu02 | No Access | |
| John | Smith | PORTALUSER | john.smith@abc.com | 5555555555 | vp0josmith02 | No Access | |
| Sathya | Srinivasan | PORTALUSER | sathyanarayan.a.srinivasan@veri... | 7035818170 | vp0sasrini01 | Enabled | |
| Chowdhry | Thammineni | PORTALADMIN | narasimha.c.thammineni@verizon... | 7324238056 | vp0chthamm01 | No Access | |
| T | Tharappel | PORTALADMIN | t@vzw.com | 8173206181 | vp0tthara01 | No Access | |
| Amamresh | Venkataramappa | PORTALUSER | ammaresh.venkataramappa@veri... | 2145422769 | vp0amvenka01 | No Access | |

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10 rows



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6. Search Work Orders

- **Step 1**

- In the Dashboard page, enter the search parameter in the text box (Highlighted below) to search for the Work Order (based on attributes like work order number, site name, work scope, work type...)

 **VENDOR PORTAL** **MENU** 



Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June 
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

[Home](#) > Vendor Dashboard

Work Order Search

WORKORDER **SITE** **SWITCH**



| Quote | | |
|---------------|----------------|-------------|
| 8 | | |
| Quote Pending | Quote Received | Awaiting PO |
| 1 | 4 | 3 |

| Work | | | | |
|--------------|----------------|---------------|---------------|----------------|
| 14 | | | | |
| Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
| 3 | 10 | 1 | 0 | 0 |


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6. Search Work Orders

- The work orders for the entered search parameter will be displayed as shown below.

verizon  **VENDOR PORTAL** **MENU** 

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release



June 
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

[Home](#) > Vendor Dashboard

WORKORDER

SITE

SWITCH




Search result for Workorder "176099"

| Site | Switch Name | Site Manager | Priority | Work Type | Work Scope | Work order | WO Status | Quote Status | Work Completed By |
|--------|---------------------|-----------------|----------|-----------|----------------------------|------------|-----------|---------------|-------------------|
| Bryant | Little Rock Central | Bagley, Gregory | MAJOR | Generator | test work order for ven... | 176099 | APPROVED | QUOTE PENDING | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
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10 rows 

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Quote



Work

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7. View Work Order Details

- **Step 1**

- After searching for the work order, in the search result page - Click on the “Work Order” (Highlighted Below).

[illegible]

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7. View Work Order Details

- The below information will be displayed on selecting the Work Order in Dashboard.

✓ Work Order Details

Work Order Information

Work Scope
test work order for vendor portal training

Work Order
176099

Priority
MAJOR

Work Type
Generator

Switch Name
Little Rock Central

Site Name
Bryant

Manager Email
gregory.bagley@verizonwireless.com

Work Order Status
APPROVED

Quote Status
QUOTE PENDING

Requested Date
8/8/2019 12:21 pm

Requested By
Huang, Xiaojun

Requestor Number
301-679-2709

Requestor Email
xiaojun.huang@one.verizon.com

Callout Zone Information

Zone Period
Weekend

Phone#
501-516-8721
501-516-8721
501-516-8721

Tower Managed By:

Vendor Information

VendorStatus
Select...

Vendor Status Updated By

Vendor Status Updated Date

Generator Information

Mfr
Generac

Model
0062910

Serial
8142074

Installed
07/29/2013

Generator RunTime(hrs)
hrs

Fuel Level(1-100)%
%

Generator Type
Fixed

Fuel Type
Diesel

Tank Type
Belly (w/ gen)

New Fuel Level(1-100)%
%

Tank Capacity(gallons)
210

Generator Fuel Updated By
Diego Erazo

Generator Fuel Updated Date
06/09/2017

Show Site Details

Save

Vendors can have sub status for the work order

Generator details (specific work type)

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31

8. View Site Details

- **Step 1**
 - In the Work Order Details page, click on “Show Site Details” button (Highlighted below)

✓ Work Order Details

| Work Order Information | | | | | |
|--|------------------------------------|-------------------------------------|--|----------------------------------|---|
| Work Scope test work order for vendor portal training | | | | Show Site Details | |
| Work Order 176099 | Priority MAJOR | Work Type Generator | Switch Name Little Rock Central | Site Name Bryant | Manager Email gregory.bagley@verizonwireless.com |
| Work Order Status APPROVED | Quote Status QUOTE PENDING | Requested Date 8/8/2019 12:21 pm | Requested By Huang, Xiaojun | Requestor Number 301-679-2709 | Requestor Email xiaojun.huang@one.verizon.com |
| Callout Zone Information | | | | | |
| Zone Period | Phone# | Tower Managed By: | | | |
| Weekend | 501-516-8721 | | | | |
| After Hours | 501-516-8721 | | | | |
| Holiday | 501-516-8721 | | | | |
| Vendor Information | | | | | |
| Vendor Status Select... | | Vendor Status Updated By | | Vendor Status Updated Date | |
| Generator Information | | | | | |
| Mfr Generac | Model 0062910 | Serial 8142074 | Installed 07/29/2013 | | |
| Generator RunTime(hrs) hrs | Current Fuel Level(1-100)% 0.00 | Generator Type Fixed | Fuel Type Diesel | | Tank Type Belly (w/ gen) |
| New Fuel Level(1-100)% % | Fuel Gallons Added(gallons) gal | Tank Capacity(gallons) 210 | Generator Fuel Updated By Diego Erazo | | Generator Fuel Updated Date 06/09/2017 |
| Save | | | | | |

[Back to Index](#)

8a. View Site Details

- The below information will be displayed at the bottom on selecting “Show Site Details” button.

Site Information

| | | | | | |
|------------------------|---------------|------------------------------|---------------------|---------------------------|---------------|
| Address: | | County: | SALINE | Lat/Long: | |
| Site Type: | Cabinet | Status: | live | Site Function: | Cell |
| Equipment Type: | CDMA 800 CELL | Market: | South Central | Sub-Market: | South Central |
| Group: | Arkansas | Switch: | Little Rock Central | PeopleSoft Id: | |
| Tower Type | Monopole | Man Lift Requirements | | RRH Antenna Access | |

Contacts

Scroll down this section to view more information

[Back to Index](#)

8b. View Site Details (second page)

- Additional information shown when user scrolls down the page.

Contacts

| Name | Email | Phone Number | Role |
|------------|------------|--------------|------------|
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

Site Access

| | | |
|--|--------------------------------------|-----------------------------|
| Security Lock Type: Cyber Lock | Lock is NOC Integrated: no | Access Restrictions: |
| Gate Combo 1: | Gate Combo 2: | |
| Restrictions: COMBO 4722, 3210 or 2536 for gate. Uses a Cyberlock for cell site. | | |

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9. IVR Login

- **Step 1**
 - In the Site Details section, click on “IVR Login” link (Highlighted Below)

324 - Little Rock Central - Bryant

IVR Login

Site Information

Address:

County:

SALINE

Lat/Long:

Site Type:

Cabinet

Status:

live

Site Function:

Cell

Equipment Type:

CDMA 800 CELL

Market:

South Central

Sub-Market:

South Central

Group:

Arkansas

Switch:

Little Rock Central

PeopleSoft Id:

Tower Type

Monopole

Man Lift Requirements

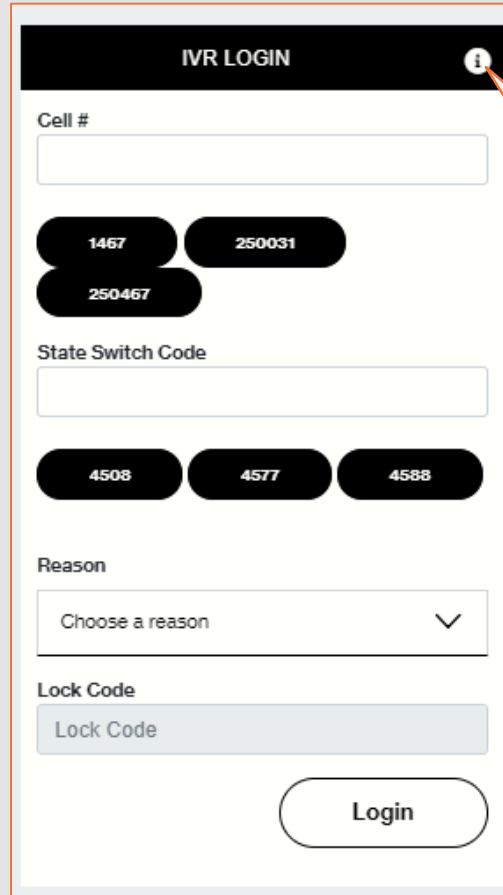
RRH Antenna Access

Contacts

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9. IVR Login

- The below information will be displayed on selecting “IVR Login” link



The image shows a mobile application interface for IVR Login. At the top is a black header with the text "IVR LOGIN" and an information icon (i) on the right. Below the header, there is a "Cell #" label followed by a text input field. Underneath the input field are three black buttons with white text: "1467", "250031", and "250467". Below these buttons is a "State Switch Code" label followed by another text input field. Underneath this input field are three black buttons with white text: "4508", "4577", and "4588". Below these buttons is a "Reason" label followed by a dropdown menu with the text "Choose a reason" and a downward arrow. Below the dropdown menu is a "Lock Code" label followed by a text input field with the placeholder text "Lock Code". At the bottom right of the form is a rounded rectangular button labeled "Login".

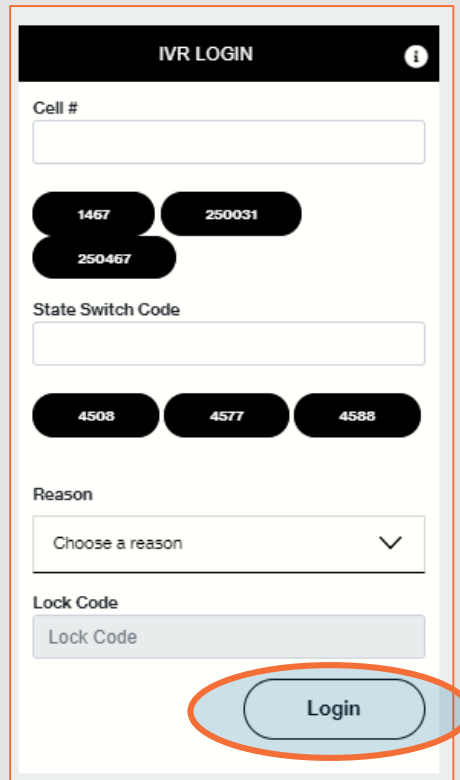
Vendors can now download the IVR instruction document by clicking this icon

In the IVR instruction document, vendor can view the information about Verizon IVR Automated Intrusion System, How to access a Verizon Shelter and IVR login/logout process

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9. IVR Login

- **Step 2**
 - Enter the “Cell#”, “State Switch Code”, “Reason” and click “Login” to get the IVR lock code

A screenshot of a mobile application interface titled "IVR LOGIN". The form contains several input fields and buttons. At the top, there is a black header bar with the text "IVR LOGIN" and an information icon. Below the header, the form is organized into sections. The first section is labeled "Cell #" and contains a text input field. Below this field are three black buttons with white text: "1467", "250031", and "250467". The second section is labeled "State Switch Code" and contains a text input field. Below this field are three black buttons with white text: "4508", "4577", and "4588". The third section is labeled "Reason" and contains a dropdown menu with the text "Choose a reason" and a downward arrow. The fourth section is labeled "Lock Code" and contains a text input field with the placeholder text "Lock Code". At the bottom of the form, there is a large blue button with the text "Login". The entire form is enclosed in a thin orange border, and the "Login" button is also circled in orange.

9. IVR Login

- After IVR login, vendors can see the open alarms at the site (as shown below)

| Alarm | | | | | |
|---|--|----------|----------------------|----------------------|------------|
| <input type="text" value="Search"/> | | | | | |
| AMO Name | Description | Severity | Created | Updated | NOC Ticket |
| ELSSTX13_001_SITE_133888_Master_Lock_Test-2 | IVR IN 8888; (133888, 8888) Master Lock; June Huang ANI= Vendor; Verizon; 0 - CORRELATED: 1 | Warning | 3/25/2019 9:23 am | 3/25/2019 9:23 am | |

10. Quoting

- **Step 1**

- In the Dashboard page, select the Work Order count under “Quote Pending”

verizon **VENDOR PORTAL** **MENU**

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search

WORKORDER **SITE** **SWITCH**

Quote

8

Quote Pending

1

Quote Received

4

Awaiting PO

3

Work

14

Work Pending

3

Work Completed

10

Work Accepted

1

Work Declined

0

Work Cancelled

0

Quote Pending

| Site | Switch name | Manager | Priority | Work Type | Work Scope | Work Order | WO Status | Quote Status | Work Award Date | Work Complete... |
|--------|---------------------|-----------------|----------|-----------|-----------------------|------------|-----------|---------------|-----------------|------------------|
| Bryant | Little Rock Central | Bagley, Gregory | MAJOR | Generator | test work order fo... | 176099 | APPROVED | QUOTE_PENDING | | |

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10. Quoting

- List of work orders which needs to be quoted will be displayed.
- **Step 2**
 - Select the Work Order which needs to be quoted.

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search WORKORDER SITE SWITCH

Quote

| | | |
|---------------|----------------|-------------|
| Quote Pending | Quote Received | Awaiting PO |
| 1 | 4 | 3 |

Work

| | | |
|--------------|---------------|----------------|
| Work Pending | Work Declined | Work Cancelled |
| 2 | 0 | 0 |

Vendors can filter the Work Orders based on Work Type or through text search

Quote Pending

| Site | Switch name | Manager | Priority | Work Type | Work Scope | Work Order | WO Status | Quote Status | Work Award Date | Work Completed By |
|--------|---------------------|-----------------|----------|-----------|--------------------------|------------|-----------|---------------|-----------------|-------------------|
| Bryant | Little Rock Central | Bagley, Gregory | MAJOR | Generator | test work order for v... | 176099 | APPROVED | QUOTE PENDING | | |

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10. Quoting

- Below page will be displayed on selecting the work order.
- **Step 3A (submit a quote)**
 - Enter the quote information and Click on “Submit” button.

✓ Submit Quote

| | | | |
|----------------|--------------------|----------------|-------------------------|
| Quote Subtotal | Materials Subtotal | Labor Subtotal | Generator Fuel Subtotal |
| 1200 | 1000 | 200 | .00 |

Comments

\$1200 in quote

Drop files here, or click to select files to upload

QuoteAtt1.pdf

Submit

10. Quoting

- Below page will be displayed on selecting the work order.
- **Step 3B (decline a quote)**
 - The vendor can add comments and leave quote field blank to decline a quote

2 Submit Quote

| | | | |
|----------------|--------------------|----------------|-------------------------|
| Quote Subtotal | Materials Subtotal | Labor Subtotal | Generator Fuel Subtotal |
| .00 | .00 | .00 | .00 |

Comments
no capacity this month

Drop files here, or click to select files to upload

Note: You are about to decline the quote. If you plan to submit quote, please populate the amount in Quote Subtotal and other subtotal fields

Decline

10. Quoting

- Below page will be displayed on successful submission of Quote.

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search

WORKORDER

SITE

SWITCH

Quote

8

| | | |
|---------------|----------------|-------------|
| Quote Pending | Quote Received | Awaiting PO |
| 0 | 5 | 3 |

Work

14

| | | | | |
|--------------|----------------|---------------|---------------|----------------|
| Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
| 3 | 10 | 1 | 0 | 0 |

Success
Quote submitted successfully.

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10. Quoting

- The work order will move to “Quote Received”

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search

WORKORDER

SITE

SWITCH

8

Quote Pending

0

Quote Received

5

Awaiting PO

3

14

Work Pending

3

Work Completed

10

Work Accepted

1

Work Declined

0

Work Cancelled

0

Quote Received

| Site | Switch name | Manager | Priority | Work Type | Work Scope | Work Order | WO Status | Quote Status | Work Award Date | Work Completed By |
|----------------------|---------------------|---------------------|----------|---------------------|---------------------------|------------|-----------|---------------|-----------------|-------------------|
| test for task | DFW CENTRAL MSC | Korimilli, Srikanth | MAJOR | HVAC | test WO for vendor u... | 140899 | APPROVED | QUOTERECEIVED | 12/21/2018 | 12/31/2018 |
| Master Lock Test - 2 | DFW CENTRAL MSC | | DISASTER | Antenna Replacement | test WO for disaster ... | 145004 | APPROVED | QUOTERECEIVED | 01/31/2019 | 02/01/2019 |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAJOR | Battery | test email communic... | 146301 | APPROVED | QUOTERECEIVED | 02/08/2019 | 02/12/2019 |
| Master Lock Test - 2 | DFW CENTRAL MSC | | CRITICAL | Battery | test validation of quo... | 171027 | APPROVED | QUOTERECEIVED | | |
| Bryant | Little Rock Central | Bagley, Gregory | MAJOR | Generator | test work order for v... | 176099 | APPROVED | QUOTERECEIVED | | |

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10. Quoting

- The work order will move to “Awaiting PO” if the work has been awarded to the vendor
- The work orders that will be moved to “Work Pending” status are highlighted in orange color

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search

WORKORDER

SITE

SWITCH

Quote

8

Quote Pending

0

Quote Received

4

Awaiting PO

4

Work

14

Work Pending

3

Work Completed

10

Work Accepted

1

Work Declined

0

Work Cancelled

0

Awaiting PO

| Site | Switch name | Manager | Priority | Work Type | Work Scope | Work Order | WO Status | Quote Status | Work Award Date | Work Completed By |
|----------------------|---------------------|-----------------|-------------|-----------|--------------------------|------------|------------|--------------|-----------------|-------------------|
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | HVAC | test maint flow with ... | 150884 | PO_REQUEST | COMPLETED | | |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | Battery | test ELOG on 4/4 | 154076 | PO_REQUEST | COMPLETED | | |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAJOR | Battery | Test VVRS WO ID to ... | 159519 | PO_REQUEST | AWAITING_PO | | |
| bryant | Little Rock Central | Bagley, Gregory | MAJOR | Generator | test work order for v... | 176099 | PO_REQUEST | AWAITING_PO | | |

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11. Invoicing

- **Step 1**
 - In the Dashboard page, select the Work Order count under “Work Pending” section (Highlighted Below).

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search

WORKORDER

SITE

SWITCH

Q

C

| Quote | | | Work | | | | |
|---------------|----------------|-------------|--------------|----------------|---------------|---------------|----------------|
| 8 | | | 14 | | | | |
| Quote Pending | Quote Received | Awaiting PO | Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
| 0 | 5 | 3 | 3 | 10 | 1 | 0 | 0 |

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11. Invoicing

- List of work orders for which the work has to be completed will be displayed.
- Step 2**
 - Select the Work Order which needs to be Completed.

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search WORKORDER SITE SWITCH

Quote
8
Quote Pending: 0
Quote Received: 5
Awaiting PO: 3

Work
14
Work Pending: 3
Work Completed: 10
Work Accepted: 1
Work Declined: 0
Work Cancelled: 0

Vendors can filter the Work Orders based on Work Type or through text search

| Site | Switch name | Manager | Priority | Work Type | Work Scope | Work Order | WO Status | Quote Status | Vendor Status | Work Completed... | PO |
|----------------------|-----------------|---------|-------------|------------------|----------------------|------------|-------------|---------------|----------------|-------------------|-----------------|
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | Generator Repair | test WO for vendo... | 140898 | WORKPENDING | QUOTEAPPROVED | Work Completed | 12/27/2018 | |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | Building | test attachments | 143615 | WORKPENDING | QUOTEAPPROVED | | | |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAJOR | Battery | test | 144255 | WORKPENDING | QUOTEAPPROVED | | 01/28/2019 | testPO1242019-2 |

PO Status will be visible on all work orders once a PO has been created.

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11. Invoicing

- Below page will be displayed on selecting the work order.
- **Step 3**
 - Log the work that has been performed and Click on “Add” button.
 - Multiple Work Request Comments can be added along with the attachment to a single Work Order

2/7/2019 4:28 pm CRITICAL WORKPENDING

Vendor Status
Select...

Vendor Status Updated By

Vendor Status Updated Date

Drop files here, or click to select files to upload

Submit Attachment

2 Work Request Comments

New Comments

Drop files here, or click to select files to upload

ADD

Historic Work Request Comments

| DateTime | VendorTech | Tech Comments |
|-------------------|-------------|--|
| 2/27/2019 8:27 pm | Huang, June | 2nd merged ELOG info on 2/27 elogattachement.docx |

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11. Invoicing

- Below page will be displayed after submitting the Work Request Comments.
- The Work Request Comments that has been added before will be displayed.

Step 4

- Enter the invoice information and Click on “Mark as Completed” button.

2/27/2019 5:09 pm Admin, Admin Added comments with file after UAT change
TestDoc1.txt

Previous Page 1 of 9 5 rows Next

3 Submit Invoice (Please follow the BAU process to submit the invoice to Accounts Payable also)

| | | | |
|----------------|--------------------|----------------|-------------------------|
| Quote Subtotal | Materials Subtotal | Labor Subtotal | Generator Fuel Subtotal |
| 45.00 | 3.00 | 5.00 | 6.00 |

Comments
\$45 quote

Drop files here, or click to select files to upload

Mark As Completed

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11. Invoicing

- Below page will be displayed on successful submission of Invoice and Marked as Complete.

3 Submit Invoice (Please follow the BAU process to submit the invoice to Accounts Payable also)

Record saved successfully

Quote Subtotal

45.00

Materials Subtotal

3.00

Labor Subtotal

5.00

Generator Fuel Subtotal

6.00

Comments

\$45 quote

Drop files here, or
click to select files to
upload

Mark As Completed

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12. Search Sites

- **Step 1**
 - In the Dashboard page, select the button “Site”(Highlighted below)

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Site Search

WORKORDER **SITE** SWITCH

Quote (Site)

8

| Quote Pending | Quote Received | Awaiting PO |
|---------------|----------------|-------------|
| 0 | 4 | 4 |

Work (Site)

14

| Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
|--------------|----------------|---------------|---------------|----------------|
| 3 | 10 | 1 | 0 | 0 |

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12. Search Sites

- **Step 2**
 - Enter the search parameter in the “Site Search” field
 - The sites matching the entered search parameter will be displayed as shown below.

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

bry

WORKORDER

SITE

SWITCH

Search Result for sites "bry"

| Action | Site # | Site Name | Switch Name | Site Engineer | Site Manager |
|--------------------------|--------|--------------------------|---------------------|----------------------|-----------------|
| <input type="checkbox"/> | 324 | Bryant | Little Rock Central | Southard, Del | Bagley, Gregory |
| <input type="checkbox"/> | 938 | SCR LTR PAUL BEAR BRYANT | Little Rock Central | Shackleford, Kenneth | Curry, William |
| <input type="checkbox"/> | 182725 | WALMART BRYANT AR - A | Little Rock Central | Southard, Del | Bagley, Gregory |
| <input type="checkbox"/> | 101 | BRYANT_SOUTH_AR | Little Rock Central | Southard, Del | Bagley, Gregory |
| <input type="checkbox"/> | 127 | MEMORIAL AND BRYANT | Tulsa | Bender, William | Hughes, Paul |

PreviousPage 1 of 15 rowsNext

Quote (Site)

8

| Quote Pending | Quote Received | Awaiting PO |
|---------------|----------------|-------------|
| 0 | 4 | 4 |

Work (Site)

14

| Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
|--------------|----------------|---------------|---------------|----------------|
| 3 | 10 | 1 | 0 | 0 |

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13. Request Work Order for Site

- **Step 1**
 - Perform a site search as described in 12
 - Select the site the work order request will be added
 - Click on the briefcase icon to create a request

verizonVENDOR PORTALMENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

WORKORDERSITE SWITCH

Search Result for sites "bry"

| | Action | Site # | Site Name | Switch Name | Site Engineer | Site Manager |
|-------------------------------------|--------------------|--------|--------------------------|---------------------|----------------------|-----------------|
| <input checked="" type="checkbox"/> | <div>Request</div> | 324 | Bryant | Little Rock Central | Southard, Del | Bagley, Gregory |
| <input type="checkbox"/> | | 938 | SCR LTR PAUL BEAR BRYANT | Little Rock Central | Shackleford, Kenneth | Curry, William |
| <input type="checkbox"/> | | 182725 | WALMART BRYANT AR - A | Little Rock Central | Southard, Del | Bagley, Gregory |
| <input type="checkbox"/> | | 101 | BRYANT_SOUTH_AR | Little Rock Central | Southard, Del | Bagley, Gregory |
| <input type="checkbox"/> | | 127 | MEMORIAL AND BRYANT | Tulsa | Bender, William | Hughes, Paul |

PreviousPage 1 of 15 rowsNext

Quote (Site)

8

| | | |
|---------------|----------------|-------------|
| Quote Pending | Quote Received | Awaiting PO |
| 0 | 4 | 4 |

Work (Site)

14

| | | | | |
|--------------|----------------|---------------|---------------|----------------|
| Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
| 3 | 10 | 1 | 0 | 0 |

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13. Request Work Order for Site

- **Step 2**
 - The work order request form will be open

SITE INFORMATION

Site Name:
Bryant

Site Manager:
Bagley, Gregory

Switch Name:
Little Rock Central

Site Engineer:
Southard, Del

City:
Bryant

Site #:
324

State:
AR

Vendor Work Request

*Work Scope

| | | | | |
|--|--|--|--|---|
| <div>*Priority</div> <div>Select...</div> | <div>*Requested By</div> <div>Southard, Del</div> | <div>Manager Email</div> <div>gregory.bagley@verizonwireless.com</div> | <div>Vendor Name</div> <div>Test Vendor Portal company</div> | <div>Manager Approval Required?</div> <div>YES</div> |
| <div>*Work Type</div> <div>Select...</div> | <div>Requestor Email</div> <div>del.southard@verizonwireless.com</div> | <div>Requestor Phone</div> <div>501-680-5026</div> | <div>Vendor Email</div> <div>junetest@vz.com</div> | <div>Engineering Review Required?</div> <div>NO</div> |
| <div>Drop files here, or click to select files to upload</div> | | | | <div>Request</div> |

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13. Request Work Order for Site

- **Step 3A**
 - Work Scope is required to describe the work needed
 - Priority has 3 options
 - Maintenance: No PO needed to start the work
 - Emergency: No PO needed to start the work
 - Major: Used to propose a quote for work needed

| SITE INFORMATION | | | | |
|--|--|--|--|---|
| Site Name: Bryant | Switch Name: Little Rock Central | City: Bryant | State: AR | |
| Site Manager: Bagley, Gregory | Site Engineer: Southard, Del | Site #: 324 | | |
| Vendor Work Request | | | | |
| *Work Scope test work order request from Vendor Portal | | | | |
| *Priority <div>Select... Maintenance Emergency Major</div> | *Requested By Southard, Del | Manager Email gregory.bagley@verizonwireless.com | Vendor Name Test Vendor Portal company | Manager Approval Required? YES |
| | Requestor Email del.southard@verizonwireless.com | Requestor Phone 501-680-5026 | Vendor Email junetest@vz.com | Engineering Review Required? NO |
| <div>Drop files here, or click to select files to upload</div> | | | | <div>Request</div> |

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13. Request Work Order for Site

- **Step 3B**

- When priority is set to Major, a submit quote section will be open below to allow the vendor to propose a quote for the work needed

Vendor Work Request

***Work Scope**
test work order request from Vendor Portal

| | | | | |
|-------------------------------|--|--|--|---|
| *Priority Major x ▾ | *Requested By Southard, Del x ▾ | Manager Email gregory.bagley@verizonwireless.com | Vendor Name Test Vendor Portal company | Manager Approval Required? YES |
| *Work Type HVAC x ▾ | Requestor Email del.southard@verizonwireless.com | Requestor Phone 501-680-5026 | Vendor Email junetest@vz.com | Engineering Review Required? NO |

***Submit Quote**

| | | | |
|---|-----------------------------------|-------------------------------|--|
| Quote Subtotal 679 | Materials Subtotal 0.00 | Labor Subtotal 0.00 | Generator Fuel Subtotal 0.00 |
| Comments propose \$679 to replace the motor | | | |

HVAC
Select... ▾

Drop files here, or click to

Request

[Back to Index](#)

13. Request Work Order for Site

- **Step 4**

- The work type dropdown lists the type of work
- When the work type is selected as generator, generator repair and generator fueling. The Generator dropdown will display the generator installed at the site along with the fields to add generator fueling info

Vendor Work Request

***Work Scope**
test work order request from Vendor Portal

| | | | | |
|---------------------------------------|--|--|--|---|
| *Priority Maintenance | *Requested By Southard, Del | Manager Email gregory.bagley@verizonwireless.com | Vendor Name Test Vendor Portal company | Manager Approval Required? YES |
| *Work Type Generator Repair | Requestor Email del.southard@verizonwireless.com | Requestor Phone 501-680-5026 | Vendor Email junetest@vz.com | Engineering Review Required? NO |

Generator
0062910-8142074

| | | | | |
|--------------------------------------|---|--------------------------------------|---|--|
| Mfr Generac | Model 0062910 | Serial 8142074 | Installed 07/29/2013 | |
| Generator RunTime(hrs) hrs | Current Fuel Level(1-100)% % | Generator Type Fixed | Fuel Type Diesel | Tank Type (Belly (w/ gen) |
| New Fuel Level(1-100)% % | Fuel Gallons Added(gallons) gal | Tank Capacity(gallons) 210 | Generator Fuel Updated By Diego Erazo | Generator Fuel Updated Date 06/09/2017 |

Drop files here, or click to select files to upload

Request

[Back to Index](#)

13. Request Work Order for Site

- **Step 5**

- The vendor can utilize the generator fueling fields to update the fueling info for a generator
- When work type is selected as “Generator Fueling”, after all generator fueling fields are filled in, a submit invoice section will be open below. The vendor has the option to submit an invoice (This is optional)

| | | | | |
|---|--|--|---|--|
| *Work Type Generator Fueling x ▾ | Requestor Email del.southard@verizonwireless.com | Requestor Phone 501-680-5026 | Vendor Email junetest@vz.com | Engineering Review Required? NO |
| Generator 0062910-8142074 x ▾ | | | | |
| Mfr Generac | Model 0062910 | Serial 8142074 | Installed 07/29/2013 | |
| *Generator RunTime(hrs) 879 | *Current Fuel Level(1-100)% 6 | Generator Type Fixed | Fuel Type Diesel | Tank Type (Belly (w/ gen) |
| *New Fuel Level(1-100)% 88 | *Fuel Gallons Added(gallons) 170 | Tank Capacity(gallons) 210 | Generator Fuel Updated By Diego Erazo | Generator Fuel Updated Date 06/09/2017 |
| Drop files here, or click to select files to upload | | | | |

Submit Invoice
(Please follow the BAU process to submit the invoice to Accounts Payable also)

| | | | | |
|-------------------------------|-----------------------------------|-------------------------------|--|---|
| Quote Subtotal 0.00 | Materials Subtotal 0.00 | Labor Subtotal 0.00 | Generator Fuel Subtotal 0.00 | Invoice Number |
| Comments | | | | Drop files here, or click to select files to upload |

Request

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13. Request Work Order for Site

- Work Type in “Generator Repair”, “Generator” and “Generator Fueling”
 - Common
 - Generator info and generator fueling fields will be displayed for the vendor to
 - When generator fueling fields are entered
 - Work type as “Generator Repair” / “Generator” , the work order will be created as pending approval, the generator fueling information will be stored in Verizon system. There is no option to submit invoice
 - Work type as “Generator Fueling”, the vendor has an option to submit invoice. When the invoice is submit, the work order will be created as work completed

14. Request Work Order for Switch

- Step 1
 - Perform a switch search as described in 12
 - Select the switch the work order request will be added
 - Click on the briefcase icon to create a request

verizon VENDOR PORTAL MENU

Ram
767-ACCURATE SERVICES
Market: South Central
Sub-Market: Central Texas

Home > Vendor Dashboard

WORKORDERSITE**SWITCH**

Q C

Search Result for switch "Aus"

| | Action | Switch name | Switch Engineer | Switch Manager |
|-------------------------------------|--------------------|-------------|-----------------|----------------|
| <input checked="" type="checkbox"/> | <div>Request</div> | AUSTIN | Blake Ballard | Tory Cruse |
| <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | | | | |

PreviousPage 1 of 15 rowsNext

Quote (Switch)

24

| Quote Pending | Quote Received | Awaiting PO |
|---------------|----------------|-------------|
| 2 | 11 | 11 |

Work (Switch)

37

| Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
|--------------|----------------|---------------|---------------|----------------|
| 15 | 22 | 0 | 0 | 0 |

14. Request Work Order for Switch

- **Step 2**
 - The work order request form will be open

SWITCH INFORMATION ✕

Switch Name:
AUSTIN

City:
Schertz

State:
TX

Market:
South Central

Sub Market
Central Texas

Vendor Work Request

***Work Scope**

| | | | | | |
|--|--|---|---|---|---|
| *Priority Select... ▼ | *Requested By Ballard, Blake × ▼ | *Manager Name Waughtal, Robert × ▼ | Manager Email robert.waughtal@verizonwireless.com | Vendor Name ACCURATE SERVICES | Manager Approval Required? YES |
| *Work Type Select... ▼ | Manager Phone 817-358-3200 | Requestor Email Blake.Ballard@VerizonWireless.com | Requestor Phone 225-772-3797 | Vendor Email ram@verizon.com | Engineering Review Required? NO |
| <div>Drop files here, or click to select files to upload</div> | | | | <div>Request</div> | |

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14. Request Work Order for Switch

- **Step 3A**
 - Work Scope is required to describe the work needed
 - Priority has 3 options
 - Maintenance: No PO needed to start the work
 - Emergency: No PO needed to start the work
 - Major: Used to propose a quote for work needed

SWITCH INFORMATION

Switch Name:
AUSTIN

City:
Schertz

State:
TX

Market:
South Central

Sub Market
Central Texas

Vendor Work Request

***Work Scope**

***Priority**

Select...
Maintenance
Emergency
Major

***Requested By**

Ballard, Blake

***Manager Name**

Waughtal, Robert

Manager Email

robert.waughtal@verizonwireless.com

Vendor Name

ACCURATE SERVICES

Manager Approval Required?

YES

Manager Phone

817-358-3200

Requestor Email

Blake.Ballard@VerizonWireless.com

Requestor Phone

225-772-3797

Vendor Email

ram@verizon.com

Engineering Review Required?

NO

Drop files here, or
click to select files to
upload

Request

[Back to Index](#)

14. Request Work Order for Switch

- **Step 3B**
 - When priority is set to Major, a submit quote section will be open below to allow the vendor to propose a quote for the work needed

SWITCH INFORMATION✕

Switch Name:
AUSTIN

City:
Schertz

State:
TX

Market:
South Central

Sub Market
Central Texas

Vendor Work Request

***Work Scope**

| | | | | | |
|-------------------------------|--|---|---|---|---|
| *Priority Major ✕ ▼ | *Requested By Ballard, Blake ✕ ▼ | *Manager Name Waughtal, Robert ✕ ▼ | Manager Email robert.waughtal@verizonwireless.com | Vendor Name ACCURATE SERVICES | Manager Approval Required? YES |
| *Work Type HVAC ✕ ▼ | Manager Phone 817-358-3200 | Requestor Email Blake.Ballard@VerizonWireless.com | Requestor Phone 225-772-3797 | Vendor Email ram@verizon.com | Engineering Review Required? NO |

***Submit Quote**

Quote Subtotal
0.00

Materials Subtotal
0.00

Labor Subtotal
0.00

Generator Fuel Subtotal
0.00

Comments

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14. Request Work Order for Switch

- **Step 4**
 - The work type dropdown lists the type of work
 - When the work type is selected as generator, generator repair and generator fueling. The Generator dropdown will display the generator installed at the switch along with the fields to add generator fueling info

Vendor Work Request

*Work Scope

| | | | | | |
|-------------|----------------|-----------------------------------|-------------------------------------|-------------------|------------------------------|
| *Priority | *Requested By | *Manager Name | Manager Email | Vendor Name | Manager Approval Required? |
| Maintenance | Ballard, Blake | Waughtal, Robert | robert.waughtal@verizonwireless.com | ACCURATE SERVICES | YES |
| *Work Type | Manager Phone | Requestor Email | Requestor Phone | Vendor Email | Engineering Review Required? |
| Generator | 817-358-3200 | Blake.Ballard@VerizonWireless.com | 225-772-3797 | ram@verizon.com | NO |

Generator

1250DQGAA-1080206357

| | | | | |
|------------------------|-----------------------------|------------------------|---------------------------|-----------------------------|
| Mfr | Model | Serial | Installed | |
| Cummins-Onan | 1250DQGAA | 1080206357 | 07/07/2010 | |
| Generator RunTime(hrs) | Current Fuel Level(1-100)% | Generator Type | Fuel Type | Tank Type |
| | % | | Diesel | Stand alone |
| New Fuel Level(1-100)% | Fuel Gallons Added(gallons) | Tank Capacity(gallons) | Generator Fuel Updated By | Generator Fuel Updated Date |
| % | gal | 6000 | | 06/28/2012 |

Drop files here, or click to select files to upload

Request

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14. Request Work Order for Switch

- **Step 5**

- The vendor can utilize the generator fueling fields to update the fueling info for a generator
- When work type is selected as “Generator Fueling”, after all generator fueling fields are filled in, a submit invoice section will be open below. The vendor has the option to submit an invoice (This is optional)

| | | | | |
|--|-------------------------------------|-------------------------------|----------------------------------|------------------------------------|
| Generator 1250DQGAA-1080206357 x ▾ | | | | |
| Mfr | Model | Serial | Installed | |
| Cummins-Onan | 1250DQGAA | 1080206357 | 07/07/2010 | |
| *Generator RunTime(hrs) | *Current Fuel Level(1-100)% | Generator Type | Fuel Type | Tank Type |
| 12 | 12 | | Diesel | Stand alone |
| *New Fuel Level(1-100)% | *Fuel Gallons Added(gallons) | Tank Capacity(gallons) | Generator Fuel Updated By | Generator Fuel Updated Date |
| 12 | 12 | 6000 | | 06/28/2012 |
| <div>Drop files here, or click to select files to upload</div> | | | | |

Submit Invoice
(Please follow the BAU process to submit the invoice to Accounts Payable also)

| | | | | |
|-----------------------|---------------------------|-----------------------|--|-----------------------|
| Quote Subtotal | Materials Subtotal | Labor Subtotal | Generator Fuel Subtotal | Invoice Number |
| 0.00 | 0.00 | 0.00 | 0.00 | |
| Comments | | | <div>Drop files here, or click to select files to upload</div> | |
| | | | | |

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14. Request Work Order for Switch

- Work Type in “Generator Repair”, “Generator” and “Generator Fueling”
 - Common
 - Generator info and generator fueling fields will be displayed for the vendor to
 - When generator fueling fields are entered
 - Work type as “Generator Repair” / “Generator” , the work order will be created as pending approval, the generator fueling information will be stored in Verizon system. There is no option to submit invoice
 - Work type as “Generator Fueling”, the vendor has an option to submit invoice. When the invoice is submit, the work order will be created as work completed

15. Multi-market vendor

- When a vendor company is built in multiple submarket, the vendor will have access to all submarket to check work order and submit quote/invoice based on their permission
- A red downward arrow will appear to the vendor user name on the top right of screen
- The list of submarket will be shown with a red asterisk indicating the home submarket of the vendor user

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

Home > Vendor Dashboard

Work Order Search WORKORDER SITE SWITCH

Quote

8

| Quote Pending | Quote Received | Awaiting PO |
|---------------|----------------|-------------|
| 0 | 5 | 3 |

Work

14

| Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
|--------------|----------------|---------------|---------------|----------------|
| 3 | 10 | 1 | 0 | 0 |



Work Pending

| Site | Switch name | Manager | Priority | Work Type | Work Scope | Work Order | WO Status | Quote Status | Vendor Status | Work Completed... | PO |
|----------------------|-----------------|---------|-------------|------------------|----------------------|------------|-------------|---------------|----------------|-------------------|-----------------|
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | Generator Repair | test WO for vendo... | 140898 | WORKPENDING | QUOTEAPPROVED | Work Completed | 12/27/2018 | |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | Building | test attachments | 143615 | WORKPENDING | QUOTEAPPROVED | | | |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAJOR | Battery | test | 144293 | WORKPENDING | QUOTEAPPROVED | | 01/28/2019 | testPO1242019-2 |


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15. Multi-market vendors

- The user can toggle to a different submarket to view the work orders in that submarket and perform actions
- The user role of the vendor user will carry over to the selected submarket
- When a vendor user is added to a vendor company in multiple submarket and request IVR access, the IVR access will be granted to all submarkets

verizon  **VENDOR PORTAL** **MENU** 



Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June 
2596-Test Vendor - Calloway
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search

WORKORDER **SITE** **SWITCH**

Quote

1

Quote Pending

1

Quote Received

0

Awaiting PO

0

Work

0

Work Pending

0

Work Completed

0

Work Accepted

0

Work Declined

0

Work Cancelled

0

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16. Export Work Order to Excel

- **Step 1**
 - In the search result section, click on the Excel icon (Highlighted Below)
 - The excel document will be downloaded on selecting the icon

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search

WORKORDER

SITE

SWITCH

Quote

8

Quote Pending

0

Quote Received

4

Awaiting PO

4

Work

14

Work Pending

3

Work Completed

10

Work Accepted

1

Work Declined

0

Work Cancelled

0

Work

| Site | Switch name | Manager | Priority | Work Type | Work Scope | Work Order | WO Status | Quote Status | Work Completed... | Actual Completi... | PO |
|----------------------|-----------------|---------------------|-------------|------------------|--------------------------|------------|--------------|---------------|-------------------|--------------------|-------------------|
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | Generator Repair | test WO for vendo... | 140898 | WORKPENDING | QUOTEAPPROVED | 12/27/2018 | | |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | Building | test attachments | 143615 | WORKPENDING | QUOTEAPPROVED | | | |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAJOR | Battery | test | 144293 | WORKPENDING | QUOTEAPPROVED | 01/28/2019 | | testPO1242019-2 |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | HVAC | IT test work order f... | 139658 | WORKCOMPLETE | COMPLETED | 12/20/2018 | 12/11/2018 3:09 pm | TESTVENDORPORT... |
| test for task | DFW CENTRAL MSC | Korimilli, Srikanth | MAINTENANCE | HVAC | test work order for... | 140154 | WORKCOMPLETE | COMPLETED | 12/21/2018 | 3/13/2019 8:27 am | |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAJOR | Generator | test quote | 140156 | WORKCOMPLETE | COMPLETED | | 12/11/2018 4:06 pm | TESTVENDORPORT... |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAJOR | Generator | test order for man ... | 140782 | WORKCOMPLETE | COMPLETED | 12/20/2018 | 4/11/2019 5:05 pm | 12345434 |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAINTENANCE | Generator | test maint | 144294 | WORKCOMPLETE | COMPLETED | | 1/24/2019 11:30 am | testMPO1242019 |
| Master Lock Test - 2 | DFW CENTRAL MSC | | MAJOR | Generator | test OPS Tracker e... | 149837 | WORKCOMPLETE | COMPLETED | | 7/2/2019 2:26 pm | testPO07022019 |
| Master Lock Test - 2 | DFW CENTRAL MSC | | EMERGENCY | Generator | test email notificati... | 151642 | WORKCOMPLETE | COMPLETED | 03/19/2019 | 3/15/2019 12:42 pm | |

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17. Advanced Search

- **Step 1**
 - In the Dashboard page, select search icon to open Advanced Search panel

The screenshot displays the Verizon Vendor Portal dashboard. At the top, there's a navigation bar with the Verizon logo, 'VENDOR PORTAL', and a 'MENU' dropdown. A yellow banner message states: 'Vendor Portal July release has been successfully deployed on 8/7. Please refer to Release Notes New in Menu for the changes included in the release'. The user's profile is shown as 'June', '2546-Test Vendor Portal company', 'Market: South Central', and 'Sub-Market: South Central'. Below the navigation bar, there's a breadcrumb trail 'Home > Vendor Dashboard'. A search bar labeled 'Work Order Search' is on the left, and a 'WORKORDER' button is in the center. To the right of the button are 'SITE' and 'SWITCH' buttons. A search icon (magnifying glass) is circled in red on the right side of the dashboard. The main content area is divided into two sections: 'Quote' and 'Work'. The 'Quote' section shows a total of 8 quotes, broken down into: Quote Pending (0), Quote Received (4), and Awaiting PO (4). The 'Work' section shows a total of 14 works, broken down into: Work Pending (3), Work Completed (10), Work Accepted (1), Work Declined (0), and Work Cancelled (0). At the bottom, there's a table header for 'Work' with columns: Site, Switch name, Manager, Priority, Work Type, Work Scope, Work Order, WO Status, Quote Status, Work Completed..., Actual Complet..., and PO.

| Quote | | Work | | | | | |
|---------------|----------------|-------------|--------------|----------------|---------------|---------------|----------------|
| 8 | | 14 | | | | | |
| Quote Pending | Quote Received | Awaiting PO | Work Pending | Work Completed | Work Accepted | Work Declined | Work Cancelled |
| 0 | 4 | 4 | 3 | 10 | 1 | 0 | 0 |

| Work | | | | | | | | | | | |
|------|-------------|---------|----------|-----------|------------|------------|-----------|--------------|-------------------|-------------------|----|
| Site | Switch name | Manager | Priority | Work Type | Work Scope | Work Order | WO Status | Quote Status | Work Completed... | Actual Complet... | PO |

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17. Advanced Search

- **Step 2**
 - Advanced Search supports date range search for historical work orders that have been awarded to the vendor
 - Advanced Search allows single work order search if the work is associated with the vendor (permission and access are validated)

The screenshot shows the Verizon Vendor Portal interface. At the top, there's a header with the Verizon logo, 'VENDOR PORTAL', and a 'MENU' dropdown. A notification banner states: 'Vendor Portal July release has been successfully deployed on 8/7. Please refer to Release Notes New in Menu for the changes included in the release'. On the right, the user's profile is shown: 'June', '2546-Test Vendor Portal company', 'Market: South Central', and 'Sub-Market: South Central'. Below the header, there's a breadcrumb 'Home > Vendor Dashboard' and a navigation bar with 'Work Order Search', 'WORKORDER', 'SITE', and 'SWITCH'. The main content area is divided into 'Quote' and 'Work' sections. The 'Quote' section shows a large number '8' and two smaller boxes: 'Quote Pending' with '0' and 'Quote Received' with '4'. The 'Work' section shows a large number '0' and a 'Work Cancelled' box with '0'. An 'ADVANCED SEARCH' modal is open in the center, with fields for 'Start Date' (08/08/2018), 'End Date' (08/08/2019), 'Work Order Status' (Select Work Type), and 'Work Order Number' (Work Order No. Search). There are 'Reset' and 'Search' buttons at the bottom of the modal. Below the modal, a table is visible with columns: Site, Switch name, Manager, Priority, Work Type, Work Scope, Work Order, WO Status, Quote Status, Work Completed..., Actual Completi..., and PO. The first row of data is: Master Lock Test - 2, DEW/CENTRAL MSC, MAINTENANCE, Generator Repair, test WO for vendo, 140898, WORKPENDING, QUOTEAPPROVED, 12/27/2018.

verizon VENDOR PORTAL MENU

Vendor Portal July release has been successfully deployed on 8/7.
Please refer to Release Notes New in Menu for the changes included in the release

June
2546-Test Vendor Portal company
Market: South Central
Sub-Market: South Central

Home > Vendor Dashboard

Work Order Search WORKORDER SITE SWITCH

Quote Work

8

Quote Pending 0 Quote Received 4

Work Cancelled 0

ADVANCED SEARCH

Start Date : 08/08/2018 End Date : 08/08/2019

Work Order Status : Select Work Type

Work Order Number : Work Order No. Search

Reset Search

Work

| Site | Switch name | Manager | Priority | Work Type | Work Scope | Work Order | WO Status | Quote Status | Work Completed... | Actual Completi... | PO |
|----------------------|-----------------|---------|-------------|------------------|-------------------|------------|-------------|---------------|-------------------|--------------------|----|
| Master Lock Test - 2 | DEW/CENTRAL MSC | | MAINTENANCE | Generator Repair | test WO for vendo | 140898 | WORKPENDING | QUOTEAPPROVED | 12/27/2018 | | |

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18. Scheduling Work

Step 1

- Select a work order in Work Pending bucket and click to open Work Order Details
- At the top of Work Order Details, “Calendar for Site: <site name>” is displayed

WORK ORDER DETAILS

Calendar for Site: Bryant

Work Order Details

Work Order Information

Work Scope
test work order for vendor portal training

Show Site Details

| | | | | | |
|----------------------------------|-------------------------------|-------------------------------------|------------------------------------|----------------------------------|---|
| Work Order 176099 | Priority MAJOR | Work Type Generator | Switch Name Little Rock Central | Site Name Bryant | Manager Email gregory.bagley@verizonwireless.com |
| Work Order Status WORKPENDING | Quote Status QUOTEAPPROVED | Requested Date 8/8/2019 12:21 pm | Requested By Huang, Xiaojun | Requestor Number 301-679-2709 | Requestor Email xiaojun.huang@one.verizon.com |
| PO Status | PO Receipt Status | | | | |

Callout Zone Information

| | | |
|------------------------|------------------------|-------------------|
| Zone Period Weekend | Phone# 501-516-8721 | Tower Managed By: |
|------------------------|------------------------|-------------------|

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18. Scheduling Work

Step 2

- Click on “Calendar for Site:<site name>” to open calendar view

WORK ORDER DETAILS

Calendar for Site: Bryant

CREATE NEW SCHEDULE

Day Week Month

August 2019

Today < Year < Month Month > Year >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 01 | 02 | 03 |
| 04 | 05 | 06 | 07 | 08 | 09 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Scheduled

In Progress

Done

Rejected

Work Order Details

Work Order Information

[Back to Index](#)


18. Scheduling Work

Step 3

- Create on “Create New Schedule” to create a schedule event

WORK ORDER DETAILS

Calendar for Site: Bryant





CREATE NEW SCHEDULE 

Day Week Month

August 2019

Today < Year < Month Month > Year >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 01 | 02 | 03 |
| 04 | 05 | 06 | 07 | 08 | 09 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

 Scheduled  In Progress  Done  Rejected

Work Order Details

Work Order Information

[Back to Index](#)

18. Scheduling Work

Step 4

- Schedule event is populated with the information for the work order selected
- Start Date/Time and End Date/Time can be changed

WORK ORDER DETAILS

Calendar for Site: Bryant

RETURN TO MY CALENDAR ↩

Status: UNSCHEDULED

| | |
|---|--------------------------------------|
| *Category Vendor Work Order | *Work Type Generator |
| *Start Date/Time 08-08-2019 8:00 AM | *End Date/Time 08-08-2019 5:00 PM |
| *Work ID 176099 | |
| *Work Description test work order for vendor portal training | |

Drop files here, or click to select files to upload

Request for Schedule

Scheduled

In Progress

Done

Rejected

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18. Scheduling Work

Step 5

- After submit the request, the vendor user can click on “RETURN TO MY CALENDAR”

WORK ORDER DETAILS

Calendar for Site: Bryant

RETURN TO MY CALENDAR

👍 Schedule created successfully!

Status: SCHEDULED

| | |
|--|---|
| *Category Vendor Work Order | *Work Type Generator |
| *Start Date/Time 08-12-2019 8:00 AM | *End Date/Time 08-12-2019 5:00 PM |
| *Work ID 176099 | |
| *Work Description test work order for vendor portal training | |

Drop files here, or click to select files to upload

Request for Schedule

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18. Scheduling Work

Step 6

- The work order ID is shown on the scheduled date in the calendar
- The schedule event status is changed to scheduled

WORK ORDER DETAILS

Calendar for Site: Bryant

Day Week Month

August 2019

Today < Year < Month Month > Year >

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 01 | 02 | 03 |
| 04 | 05 | 06 | 07 | 08 | 09 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Scheduled

In Progress

Done

Rejected

☒ Work Order Details

[Back to Index](#)

OPS Tracker Information

1. Vendor Profile

- The list of vendor admin and vendor users are listed in vendor profile in OPS Tracker for VZW Sponsor to manage for the vendor if needed
- Verizon Sponsor with the right permission in OPS Tracker can add/delete/update vendor admin and vendor user in OPS Tracker
- A flag is used to indicate if the vendor has been migrated to user vendor portal. If the flag is checked, the email notification for quotation to vendor will be changed as shown below

| | |
|---------------------------|--|
| Vendor Information | |
| Vendor Status | <input checked="" type="radio"/> Active <input type="radio"/> Disabled (user accounts will also be disabled and vendor removed from all site/switch PM assignments--see list below.) |
| Vendor Name | <input type="text" value="Test Vendor Portal company"/> |
| Vendor Category | <input type="text" value="Generator Maint / HVAC Maint / Fuel"/> |
| Market | <input type="text" value="South Central"/> |
| Sub-Market | <input type="text" value="Central Texas"/> |
| Vendor Portal | <input checked="" type="checkbox"/> This vendor is migrated to the vendor portal. Email notifications should direct vendor to the portal. |
| Vendor VZW Sponsor | <input type="text" value="Kushwaha, Abhitabh"/> |
| IVR Domain | <input type="text" value="northeast"/> <input type="button" value="Choose from IVR"/> <input type="button" value="Clear"/> <input type="button" value="Override (Admin)"/> |
| Vendor ID (Internal) | <input type="text" value="2546"/> |
| Peoplesoft ID | <input type="text"/> |
| Service Email(s) | <input type="text" value="xiaojun.huang@verizon.com"/> |
| Phone Number | <input type="text"/> |
| Address | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text"/> |
| ZIP | <input type="text"/> |

The following work order has been submitted for quotation on the Verizon Vendor Portal

Please logon via the link below and provide your quote within 48 hours:

<https://opsportal.verizonwireless.com/>

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Operations Tracker



Home File Reports Inventory PM Tasks Regulatory Fleet Tracker Equipment Tracker License Tracker Admin Debug User: WIN-VZWNET\romansc

Suggestions/Issues

Select Vendor

Select an existing Vendor from the selector -OR- Create a new Vendor by clicking [here](#).

Market

Sub-Market -please select a Market-

Vendor -please select a Market and Sub-Market-

Quick Find Vendor

Quick Find User

Vendor Information

Vendor Status

☒ Active ☐ Disabled (user accounts will also be disabled and vendor removed from all site/switch PM assignments)

Vendor Name

TEST VENDOR

Vendor Category

Market

Pacific

Sub-Market

Northern California/Nevada

PeopleSoft ID

00001234

Vendor

☐ This vendor is migrated to the vendor portal. Email notifications should direct vendor to the portal.

Vendor VZW Sponsor

Group Visibility

☒ Contacts for this vendor can see records assigned to other vendors with the same PeopleSoft ID, and vice-versa

Vendor ID (Internal)

2124

Service Email(s)

Insertemailhere@vzw.com

Phone Number

Address

City

State

CA

ZIP

Contacts

| | OpsTracker Id | First Name | Last Name | Cell Phone | Email | Title | Role |
|--|---------------|------------|-----------|------------|-------|-------|-----------------|
| | | | | | | | Non-Portal User |

Site/Switch PM Assignments: (0)

[\[Expand/Collapse\]](#)

Document has changed. Click here to save.

Common Mistakes:

- Cell Phone- no dashes or spaces
- Email is the vendor login
- ROLE First person needs to be Admin
- Click Vendor is migrated to VP button

Thank you.