



Bulk Upload – Addresses Job Aid

Things to Know

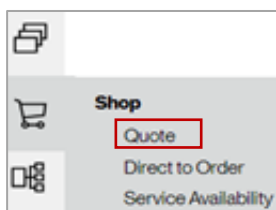
Bulk Upload availability applies to the following products:

Dedicated E-Line, Dedicated E-Line Metro/Corridor (VzON), Internet Dedicated Services, Switched E-Line, Switched E-Line Metro/National (EVPL), Switched E-Line Metro/Regional (TLS), and Wavelength Solutions

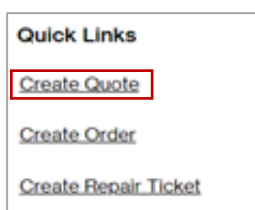
Getting Started

There are **three** ways to create a Quote

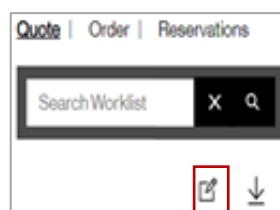
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**



Configuration | Upload

Quote Configuration

Product Name * Internet Dedicated Services 1	Product Offering* Internet Dedicated Ethernet 2	Company * VERIZON DATA SERVICES INC 3
Group Name* VERI72384768 4	Term (in Years):* <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 5	

1. Select Product Name
2. Select Product Offering
3. Choose **Company** from the dropdown
4. Retain or modify **Group Name** if needed (minimum of 4 characters, maximum of 12)
5. Select **Term** (default is product specific and varies based on product)

Note:

- Choose **Contract ID (if applicable)**
- Select **Verizon Legal Entity (if applicable)**

No.	Location Country *	UNE Location *	Currency	Access Type	Location Country	NN/HUB Location ①	Speed(EVC/UNE/Access) *	EVC Performance	From Additional Features
1	United States	16850 ORANGE ST, BLOOMINGTON, CA, 92	USD	VERIZON	--Select--		100M1G/500M	Sec	+

1. Select Upload (to access the **Address template**)
2. Accept the pop up

Modification of Product will remove all quote configuration data entered

2 Accept Close



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Upload (continued)

The screenshot displays the Verizon Business interface for bulk uploading addresses. The 'Upload' panel on the left features an 'Upload Files' button (3) and a 'File Type' dropdown menu. The 'Templates' panel on the right lists 'Addresses' (1). An inset shows the 'Addresses (13).csv' Excel template with columns: Street, Add, City, State, Zip Code, Country. The 'City' column is highlighted (2).

1. Select **Addresses** to download the Address template
2. Open the **Addresses** template and enter requested information
3. Select Upload Files to upload the completed Addresses template file
4. Select **Done**

The screenshot shows the 'Upload Files' dialog box. It displays the file 'Addresses (13).csv' (0.0 KB) being uploaded. A progress bar is shown, and the 'Done' button (4) is highlighted.



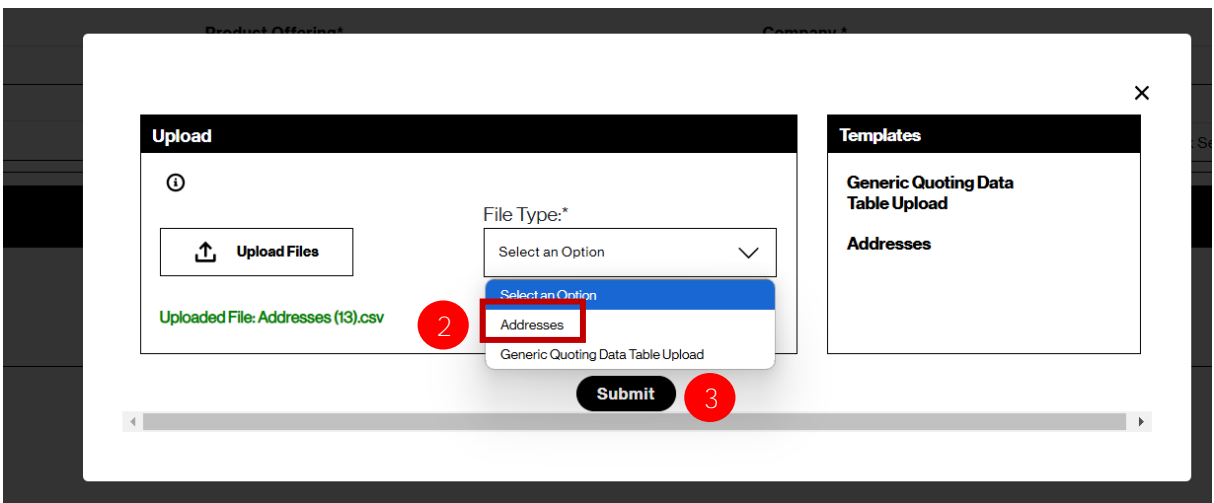
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Upload (continued)

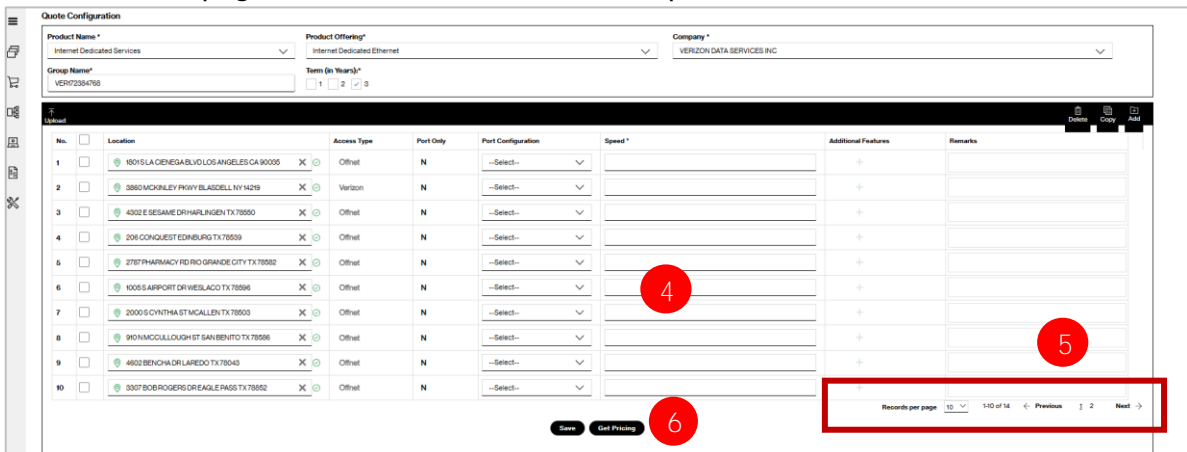
1. Click on the (X) to acknowledge and close the pop up



2. Choose Addresses as the **File Type**
3. Click **Submit**



4. Complete all applicable configuration options
5. Click Next to page forward to address all records uploaded (as needed)



6. Click **Get Pricing**