

# Dedicated E-Line | Point to Point Quote Job Aid



New End User Access with associated Connection connecting to another new End User Access.

## **Things to Know**

- The existing contract ID field is being renamed to Pricing ID. This field indicates whether the pricing is standard contractual or promotional. It is not specific to promotions. When a promotion drives the pricing, it will contain the value of the Promo, but it does not just indicate pricing related to promotions.
- An additional value of "New" will be available in the Pricing ID field. Selecting the value of
  "New" enables a quote to be created without an existing contract. Existing contract IDs will
  continue to appear as selections in the Pricing ID drop down as applicable.

## **Getting Started**

There are three ways to create a Quote

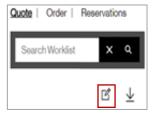
Option 1: From **Shop** 

Option 2: From Quick Links

Option 3: From Quote Worklist









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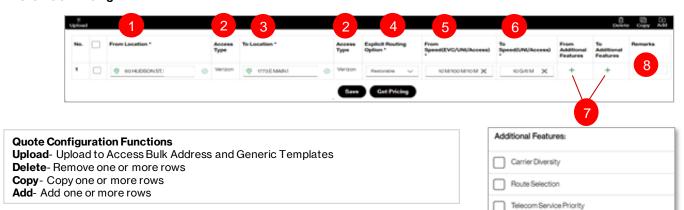
### **Quote Configurations**

- 1. Select Product Name: Dedicated E-Line
- 2. Select Product Offering: Point to Point
- 3. Choose **Company** from the drop down
- 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)
- 6. Select the Contract ID from the drop down (selection varies by product)



- Enter the From Location in the type ahead field, select address from the drop down(green check mark indicates the address validation was successful)
- 2. The **Access Type** will determines if On Net (Verizon) or Off Net (Third Party provider) based on the address entered
- 3. Enter the To Location in the type ahead field, select address from the drop down
- 4. Select Explicit Routing Option
- 5. Enter From Speed (EVC/UNI/Access)
- 6. Enter **To Speed** (UNI/Access)
- 7. Add Route Selection using either From or To **Additional Features** (additional options are available if needed)
- 8. Add Remarks

#### Click Get Pricing





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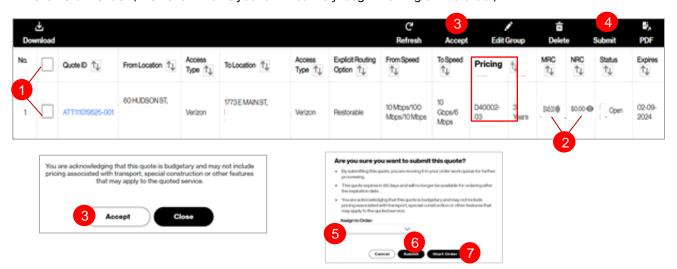


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### **Quote Summary**

#### Review **Pricing**:

- 1. Click the checkbox to select the Price Quote
- 2. Hover over MRC/NRC to review a breakdown of the price (if needed)
- 3. Click to Accept and Acknowledge the budgetary quote
- 4. Submit Quote
- 5. Choose the Order Assignee (if desired)
- 6. Click Submit (this action moves the submitted quote to the Order Worklist to be worked on at a later time) or
- 7. Click Start Order (this action allows you to immediately begin working on the order)



### **Quote Summary Functions**

- 1. Use **Download** to access quote/pricing CSV file
- Click Refresh to reload the page
- 3. Choose **Accept** to agree to the Price Quote
- 4. Click Edit Group to:
  - Edit or Modify quotes in an Open or Error status
- 5. Click **Delete** to remove one, several or all quotes
- 6. Click **Submit** to process and submit the Quote
- 7. Click **PDF** to generate a PDF document for a single quote only



#### **Quoting Tips**

- 1. A quote must be submitted in order for it to be converted to an order
- 2. Quotes in Submitted, Pricing Requested or Pricing Review status cannot be edited
- 3. In order to generate an additional quote, add a new row to the group and populate the requested information
- 4. Co-location addresses will default to Off Net pricing (Co-location override must be selected via Additional Features during the quote journey)
- 5. From the Quote Summary page, the group quote information can be downloaded into a csv file
- 6. You can manually add up to 250 locations