

Fiber to the Internet (FTTI) & Fixed Wireless Access (FWA) Package Quote Job Aid



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

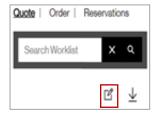
Option 1: From Shop



Option 2: From Quick Links



Option 3: From **Quote Worklist**



Product Package Configuration

Choose from the following options:

- Product Package: Select Fiber to the Internet (FTTI) & Fixed Wireless Access (FWA)
- Select the appropriate Product Package Offering
 Active/Active: The Wireline and FWA services are intended to be "on" all the time
 Active/Backup: The FWA service is intended to be used as a backup if the Wireline service fails
- 3. Choose the appropriate **Company**
- 4. Modify the **Group Name** (if desired)

Product Package Configuration



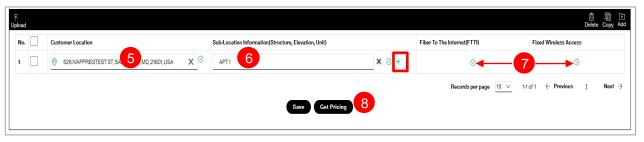


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Product Package Configuration continued

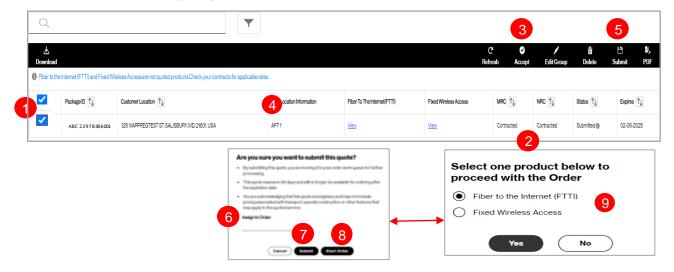
- 5. Enter **Customer Location** and select address from the dropdown
- Select Sublocation from the dropdown OR click the + to manually enter the sublocation details (if needed)
- 7. Green signifies that all necessary information for creating the FTTI/FWA quote request has been provided
- 8. Click Get Pricing



Quote Summary

Note: FWA pricing is not included in quote. Refer to your FWA contract for applicable plans and rates

- 1. Click the checkbox to select the Price Quote
- 2. The MRC/NRC pricing will be displayed as "Contracted"
- 3. Click Accept to acknowledge the budgetary quote
- 4. Use the filter option to drill into additional detail
- 5. Submit Quote
- 6. Choose the Order Assignee (if desired)
- 7. Click Submit (this action moves the submitted quote to the Order Worklist to be worked on at a later time) **or**
- 8. Click Start Order (this action allows you to begin working on the order immediately)
- To proceed with the order creation process, select Fiber to the Internet (FTTI) or Fixed Wireless Access (FWA)





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Quote Summary Functions

- 1. Use **Download** to access quote/pricing CSV file
- 2. 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 one quote at a time



Quoting Tips

- 1. A quote must be submitted to 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