



Internet Dedicated Ethernet Quote Job Aid



Native Ethernet Handoff

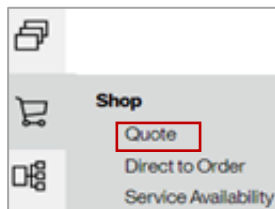
Things to Know

- 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.

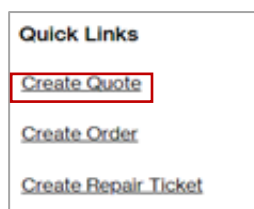
Getting Started

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

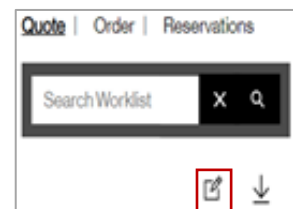
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**





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Quote Configuration

1. Select Product Name: **Internet Dedicated Services**
2. Select Product Offering: **Internet Dedicated Ethernet**
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)

Quote Configuration

Product Name * Internet Dedicated Services 1	Product Offering* Internet Dedicated Ethernet 2	Company * Test ABCD Comp 3
Group Name* ATT687127078 4	Term (in Years):* <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 5	

1. Enter **Location** (green check mark indicates the address validation was successful)
2. The **Access Type** determines if the services will be provisioned On Net (Verizon) or Off Net (Third Party provider) based on the address entered
3. Select **Port Only**: Y/N
4. Choose **Port Configuration**: Tiered, Burstable
5. Enter **Speed**
6. Click + to include **Additional Features** (if needed)
7. Include **Remarks** (if needed)
8. Click **Get Pricing**

Upload								Delete Copy Add		
No.	<input type="checkbox"/>	Location 1	Access Type	Port Only	Port Configuration	Speed * 5	Additional Features 6	Remarks 7		
1	<input type="checkbox"/>	18850 ORANGE ST BLOCK 2	Verizon 3	Y	Burstable 4	1G Port / 100M Commit	+ 6			
Records										
Save Get Pricing 8										
Additional Features: x										
<input type="checkbox"/> Colocation Override										
<input type="checkbox"/> Quality Of Service (QoS) None										
<input type="checkbox"/> Telecom Service Priority None										

Quote Configuration Functions

Upload- Upload or access Address and Generic templates

Delete- Remove one or more rows

Copy- Copy one or more rows

Add- Add one row at a time



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Quote Summary

Review **Pricing**:

1. Hover over MRC/NRC to review a breakdown of the price (if needed)
2. Click the checkbox to select the Price Quote
3. Click Accept to 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)

The screenshot shows the Quote Summary interface. At the top, there are buttons: Download, Refresh, Accept, Edit Group, Delete, Submit, and PDF. Below these is a table of quotes. The first row is highlighted. Callout 1 points to the MRC/NRC column. Callout 2 points to the checkbox in the first column. Callout 3 points to the Accept button. Callout 4 points to the Submit button. Callout 5 points to the Assignee Name field. Callout 6 points to the Submit button in the Assignee section. Callout 7 points to the Start Order button in the Assignee section.

Download	Quote ID	Location	Access Type	Port Only	Port Configuration	Speed	Pricing ID	Term	MRC	NRC	Status	Expires
<input type="checkbox"/>	ATT687127078-001	18850 ORANGE ST	Verizon	Y	Burstable	1G Port / 100 M Commit	STANDARD	3 Years	\$325.00	\$0.00	Open	05-15-2025

Are you sure you want to submit this quote?

- By submitting this quote, you are moving it to your order work space for further processing.
- This quote expires in 60 days and will no longer be available for ordering after the expiration date.
- You are acknowledging that this quote is budgetary and may not include pricing associated with transport, special construction or other features that may apply to the quoted service.

Buttons: Accept, Close, Cancel, Submit, Start Order

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

The screenshot shows the top navigation bar of the Quote Summary interface. Callout 1 points to the Download button. Callout 2 points to the Refresh button. Callout 3 points to the Accept button. Callout 4 points to the Edit Group button. Callout 5 points to the Delete button. Callout 6 points to the Submit button. Callout 7 points to the PDF button.

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