

Metro/Regional Wave (OWS) Quote Job Aid



Customize a solution to deliver private data over a fully managed, point-to-point circuit on an advanced optical network.

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

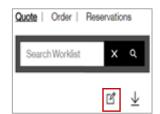
Option 1: From **Shop**



Option 2: From Quick Links



Option 3: From Quote Worklist



OWS Quote Configuration

- 1. Select Product Name: Wavelength Solutions
- 2. Select Product Offering: Metro/Regional Wave (OWS)
- 3. Choose **Company Name** from the dropdown
- 4. Modify **Group Name** if needed, (minimum of 4 characters max of 12)
- 5. Modify Term(s): (default is three years)

Quote Configuration





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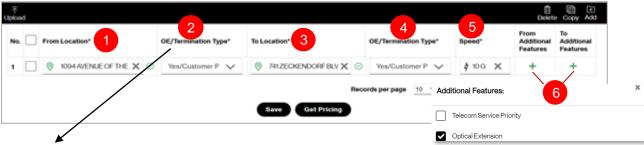


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OWS Quote Configuration (continued)

- 1. Enter From Location (green check mark indicates the address validation was successful)
- 2. Select **OE Termination Type** (as applicable)
- 3. Enter To Location (green check mark indicates the address validation was successful)
- 4. Select **OE Termination Type** (as applicable)
- 5. Enter Speed
- 6. Click + to include **Additional Features** on the **From** and **To** Location: TSP | Optical Extension Click **Get Pricing**

Note: Save can be used to retain your data entries to come back at a later time to complete or price.



Field Definitions

- **OE/Yes** Optical Extension
- OE/No- OWS
- **POP** a physical location (like a data center or a designated part of a building) where equipment like servers, routers, and switches are housed to facilitate data transmission and internet access
- Customer premise refers to the physical location where a customer's networking and telecommunications equipment is installed, such as a home or business, and connects to the service provider's network
- **Colocation** (often shortened to "colo") refers to renting space within a data center or telecommunications facility to house a customer's own servers, storage, and networking equipment

Quote Configuration Functions

Upload- Upload or access address or generic templates

Colocation Override- Modify access type to reflect On Net Pricing (when applicable)

Delete- Removes one or more rows

Copy- Copies one or more rows

Add- Adds one row at a time



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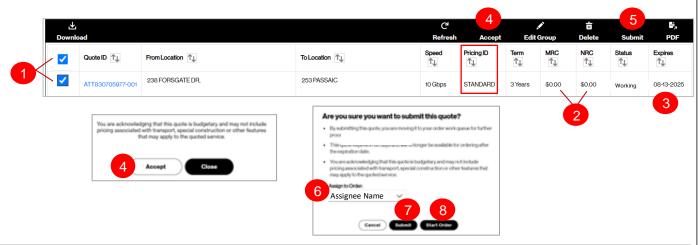


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Quote Summary

Review Pricing:

- Click on Quote Name to view pricing
- 2. Hover over MRC/NRC to review a breakdown of the price (if needed)
- 3. Expiration date (Note: Wave quotes are valid for 180 days from the creation date)
- 4. Click **Accept** to acknowledge the budgetary quote
- 5. Click Submit Quote
- 6. Choose the Order Assignee (if desired)
- 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 immediately begin working on the 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 guotes in an Open or Error status
- 5. Click **Delete** to remove one, several or all quotes
- Click Submit to submit the quote to order
- 7. Click **PDF** to generate a PDF document for each quote (one at a time)



Quoting Tips

- 1. Wave quotes are valid for 180 days from the creation date
- 2. A quote must be submitted to order for it to be converted to an order
- 3. Quotes in Submitted, Pricing Requested or Pricing Review status cannot be edited
- 4. In order to generate an additional quote, add a new row to the group and populate the requested information
- 5. Co-location addresses will default to Off Net pricing (Co-location override must be initiated during the quote journey)
- 6. From the Quote Summary page, the group quote information can be downloaded into a csv file
- 7. You can manually add up to 250 addresses