



Switched E-Line (TLS) Add New Address Quote Job Aid

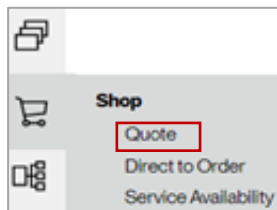
Things to Know

- 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.

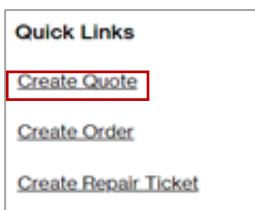
Getting Started

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

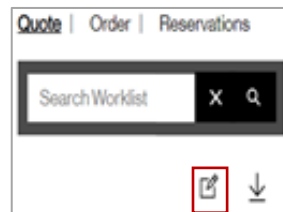
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**





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Create Quote | Add New Address

1. Select **Product Name**: Switched E-Line Metro/Regional (TLS)
2. Select applicable **Product Offering**
3. Choose **Company Name** from the drop down
4. Retain or modify the **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)

Product Name * Switched E-Line Metro/Regional 1	Product Offering* UNI/EVC Combo 2	Company * VERIZON INTERNET SERVICES NORTH INC.-VERIZON INTERNET 3
Group Name* VER488484765 4	Term (in Years):* <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 5	Contract ID: * New 6

1. Enter location and Select Address from the dropdown. If the entered location is not displayed as a selection on the dropdown list click + Create New
 2. Complete the “**Create New Request Location**” template and click **Accept**
 3. The **Access Type** determines if the services will be provisioned On Net (Verizon) or Off Net
 4. Enter **Speed**
 5. Select **Performance Type**
 6. Click + to include **Additional Features** (if needed)
 7. Include **Remarks** (if needed)
- Click **Get Pricing**

No.	Location *	Access Type	Speed(EVC/UNI)	Performance	Additional Features	Remarks
1	1abrad benegal ny 1	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	

Create New Requested Location

House Number*: Street Name: Thoroughfare:

House Number Suffix: Street Directional Prefix: Street Directional Suffix:

City*: State*: Zip Code:

Accept **Close**

Save **Get Pricing** **7**

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 Configuration

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)

Download	Refresh	Accept	Custom Quotes	Edit Group	Delete	Submit	PDF				
QuoteID	Location	Access Type	Performance	Speed	Term	Pricing	MRC	NRC	Status	Expires	
<input type="checkbox"/>	VER488484765-001	60 Hudson ST New York NY 10013	Verizon	Real Time	10 Mbps/100 Mbps	3 Years	FBIEN00635	\$1.00	\$1.00	Open	08-12-2024

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.

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Are you sure you want to submit this quote?

- By submitting this quote, you are moving it to your order work queue 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.

Assign to Order:
Assignee Name **6**

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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

Download	Refresh	Accept	Edit Group	Delete	Submit	PDF
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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