



# Switched E-Line | UNI EVC Combo Quote Job Aid



End user UNI and associated EVC connecting to an active UNI or NNI/HUB.

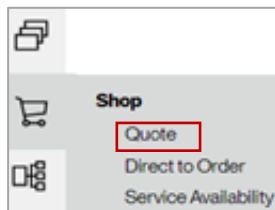
## Things to Know

- 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.

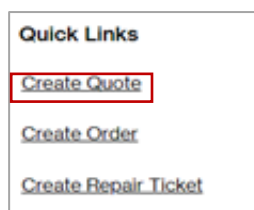
## Getting Started

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

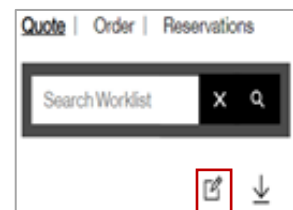
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**





# Switched E-Line | UNI/EVC Combo Quote Job Aid



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## Quote Configuration

1. Select Product Name: **Switched E-Line**
2. Select Product Offering: **UNI/EVC Combo**
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. Choose **Contract ID**
7. Select **Verizon Legal Entity**

Quote Configuration

Product Name * Switched E-Line	Product Offering * UNI/EVC Combo	Company * [Dropdown]
Group Name * EVC30490235	Term (in Years) * 1 2 3 4 5	Contract ID * D40002-03
		Verizon Legal Entity * Verizon Business Network Services LLC

1. Enter the **UNI Location** in the type ahead field, select address from the drop down (green check mark indicates the address validation was successful) ) (See page 3 for additional address entry options)
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. Enter **Speed**
4. Select **EVC Performance** type
5. Click + to add **Additional Features** (if desired)
6. Click **Get Pricing**

No.	Location Country *	UNI Location *	Currency	Access Type	Location Country	NNI/HUB Location	Speed(EVC/UNI/Access) *	EVC Performance	From Additional Features
1	United States	18850 ORANGE ST, BLOOMINGTON, CA, 92705	USD	Verizon	--Select--		100M1G/500M	Best	+

Additional Features:

- ☐ Carrier Diversity
- ☐ Collocation Override
- ☐ Telecom Service Priority

Save Get Pricing

### 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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## Additional address capabilities (International & US)

No.	<input type="checkbox"/>	Location Country	Location	Currency	Access Type	Port Only	Port Configuration	Speed *	Additional Features	Remarks
1	<input type="checkbox"/>	United States	<input type="text"/>	USD			--Select--		+	

Records per page: 10 | 1 of 1 | Previous | Next

Save Get Pricing

**Parse Address Entry**

Country:\*  2

Street Address:\*  3

Street Address 2:


City:\*  4

Province/State:\*  5

Postal Code:\*  6

7

Save Get Pricing

1. Click the  icon to enter and search using parsed address
2. Enter **Country** (Country will be defaulted to Country shown on Quote Configuration, screen and can be changed as applicable)
3. Enter **Street Address** (Street Address 2 is optional)
4. Enter **City**
5. Select or enter the **Province/State**
6. Enter **Postal Code**
7. Select **Validate**

**Parse Address Entry**

Country:\*

Street Address:\*

Street Address 2:

City:\*

Province/State:\*

Postal Code:\*

☒ Address Qualified 8

9

8. Address Validation response is returned
9. Click **Close** and continue with **steps 2–8** from the bottom of **page 2**

**Note:** If unable to validate, user will have the ability to return to the Quote Configuration screen to utilize the existing Create New Address functionality.



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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. Callout 1 points to the 'Pricing' column header. Callout 2 points to the checkbox in the first row. Callout 3 points to the 'Accept' button in the modal. Callout 4 points to the 'Submit' button in the modal. Callout 5 points to the 'Assignee Name' field. Callout 6 points to the 'Submit' button in the modal. Callout 7 points to the 'Start Order' button in the modal.

Download	QuoteID	UNILocation	AccessType	NNI/HUBLocation	Speed	Pricing	Term	MRC	NRC	Status	Expires
<input checked="" type="checkbox"/>	EVC3244923-001	16880-ORANGE ST	On-NetTypeS		100 Mbps/1 Gbps/500 Mbps	DADT	3 Years	\$230.00	\$100.00	Accepted	04-02-2024

**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 90 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:

Buttons: 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