Switched E-Line Metro/National (EVPL) Point to Point Quote Job Aid

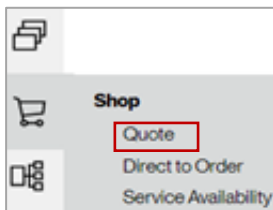New End user UNI with associated EVC connecting to another new End user UNI

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
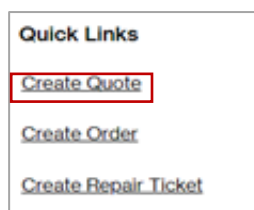
Getting Started

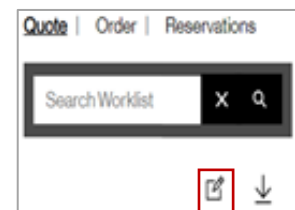There are **three** ways to create a Quote

Option 1: From **Shop**

Option 2: From **Quick Links**

Option 3: From **Quote Worklist**

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Quote Configuration

1. Select Product Name: **Switched E-Line**
2. Select Product Offering: **Point to Point**
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. Select the **Contract ID** from the drop down (selection varies by product)

1. Enter the **From Location** in the type ahead field, select address from the drop down (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. Enter the **To Location** in the type ahead field, select address from the drop down
4. From **Speed** (EVC/UNI/Access)
5. To **Speed** (UNI/Access)
6. Click **+** to add To and From **Additional Features** (if desired)
7. Add **Remarks** (if needed)

Click **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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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)

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