



Switched E-Line Metro/Regional (TLS) Combo Quote Job Aid

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

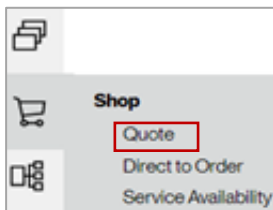
Things to Know

- 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.

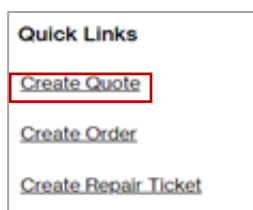
Getting Started

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

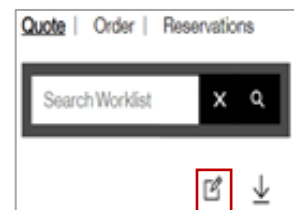
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**



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Quote Configuration

1. Select Product Name: **Switched E-Line Metro/National (TLS)**
2. Select Product Offering : **UNI/EVC Combo**
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)
6. Choose **Contract ID**

Product Name *	Product Offering*	Company *
Switched E-Line Metro/Regio	UNI/EVC Combo	ABC Tech
Group Name*	Term (in Years):*	Contract ID: *
TLSCOMBO9420	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	New

1. Enter the **Location** in the type ahead field (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 **Speed** (EVC/UNI/Access) in type ahead field
 4. Select **Performance**: Realtime, Priority, Basic, Low Cost Ethernet(address specific)
 5. Click + to add **Additional Features**(if desired)
- Click **Get Pricing**

No.	Location *	Access Type	Speed(EVC/UNI/Access)	Performance	Additional Features	Remarks
1	150 HUDSON ST, NEW YORK, NY 10003, USA	Verizon	50 M/100 M	Basic	+	

Buttons: Save, Get Pricing

Additional Features:

- ☐ Customer UNI
- ☐ Telecom Service Priority

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

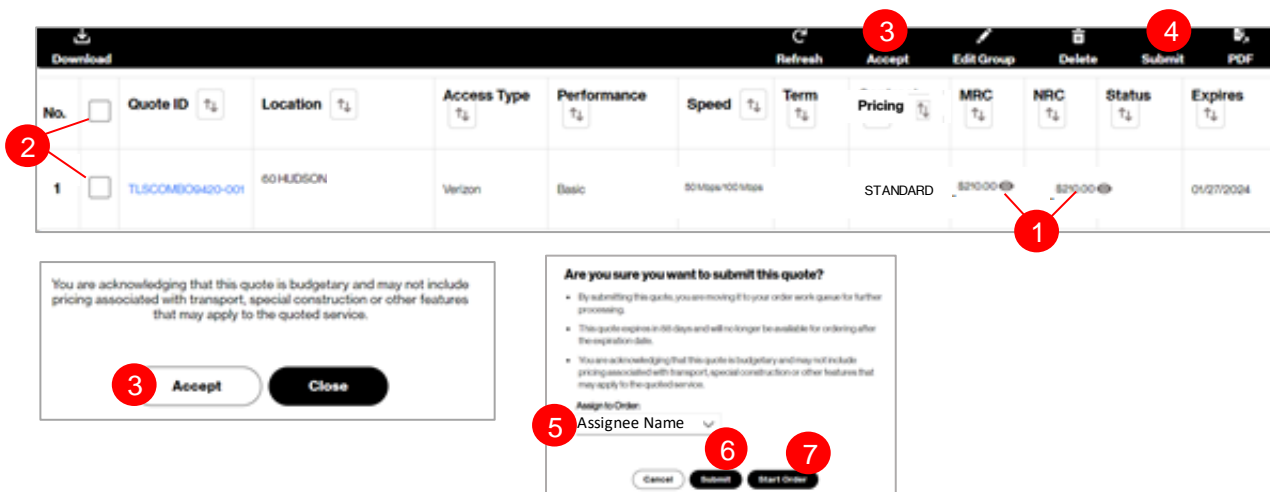
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Quote Summary

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 (1), Refresh (2), Accept (3), Edit Group (4), Delete (5), Submit (6), and PDF (7). Below these is a table with columns: No., Quote ID, Location, Access Type, Performance, Speed, Term, Pricing, MRC, NRC, Status, and Expires. The first row shows a quote with No. 1, Quote ID TLSCOMBOG420-001, Location 60 HUDSON, Access Type Verizon, Performance Basic, Speed 50 Mbps/100 Mbps, Term STANDARD, Pricing \$210.00, MRC \$210.00, NRC \$210.00, Status, and Expires 01/27/2024. Below the table, there are two panels. The left panel has an 'Accept' button (3) and a 'Close' button. The right panel has a dropdown for 'Assignee Name' (5) and buttons for 'Cancel', 'Submit' (6), and 'Start Order' (7).

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 function buttons at the bottom of the interface: Download (1), Refresh (2), Accept (3), Edit Group (4), Delete (5), Submit (6), and PDF (7).

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