verizon business

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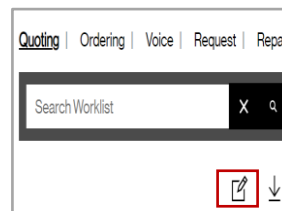
Getting Started

Option 1: From **Shop**

🗗

🛒 **Shop**
    Quote
    Direct to Order
    Service Availability
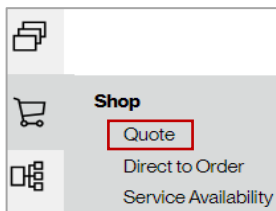
Option 2: From **Quick Links**

Quick Links

Create Quote   Create Order

Create Repair Ticket   Invoice List
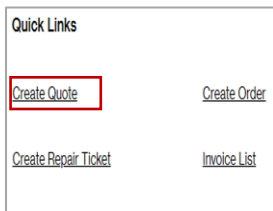
Option 3: From **Quote Worklist**

Quoting | Ordering | Voice | Request | Repair

Search Worklist   X 🔍

🖉 ↓

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 INTERNE ③

Group Name*
VER488484765 ④

Term (in Years): ⑤
☐ 1 ☐ 2 ☑ 3 ☐ 4 ☐ 5

Contract ID: *
Best Available 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**

↑ Upload   🗑 Delete 🗐 Copy ⊞ Add

No.	☐	Location *		Access Type	Speed(EVC/UNI)	Performance	Additional Features	Remarks
1	☐	📍 1abra rd benegal ny ①	✕ ⊘ **+** ③		④	⑤	⑥	

Create New Requested Location ②

House Number:*
60

Street Name:*
Hudson

Throughfare:
ST

House Number Suffix:
Please Enter House Number Suffix

Street Directional Prefix:
Select Street Directional Prefix

Street Directional Suffix:
Select Street Directional Suffix

City:*
New York

State:*
NY

Zip Code:
10013

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

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

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)

	Quote ID	Location	Access Type	Performance	Speed	Term	Contract	MRC	NRC	Status	Expires
☐	VER488484765-001	60 Hudson ST New York NY 10013	Verizon	Real Time	10 Mbps/100 Mbps	3 Years	FB1BN00635	$1.00	$1.00	Open	08-12-2024

Download · Refresh · Accept · Custom Quotes · Edit Group · Delete · Submit · PDF

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.

Accept   Close

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 88 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

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

Download · Refresh · Accept · Edit Group · Delete · Submit · PDF

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