



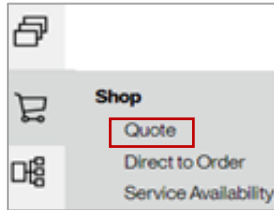
# Switched E-Line | EVC Standalone Quote Job Aid

The association of two active UNIs or an active UNI and an active NNI/HUB for delivering Ethernet frames between two customer locations.

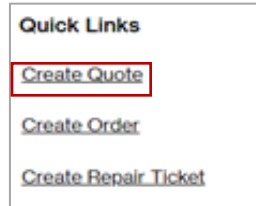
## Getting Started

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

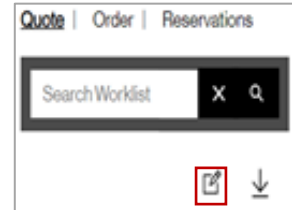
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**



## Quote Configuration

1. Select Product Name: **Switched E Line**
2. Select Product Offering: **EVC Standalone**
3. Choose **Company** from the dropdown
4. Retain or modify **Group Name** if needed (minimum of 4 characters maximum of 12)
5. Select **Contract ID** from the drop down

Quote Configuration

Product Name *	Product Offering*	Company *
Switched E-Line <b>1</b>	EVC Standalone <b>2</b>	[Dropdown] <b>3</b>
Group Name*	Contract ID: *	
EVC300988571 <b>4</b>	D40002-03 <b>5</b>	[Dropdown]

6. Enter **Speed**
7. Select **EVC Performance**
8. Add **Remarks** (if needed)
9. Click **Get Pricing**

No.	Speed(EVC) *	EVC Performance	Remarks
1	100 M <b>6</b>	Basic <b>7</b>	<b>8</b>

Save Get Pricing **9**

### 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)

Download	Quote ID	Speed	EVC Performance	MRC	NRC	Status	Expires
<input type="checkbox"/>	EVC00000001-001	100Mbps	Best	\$10000	\$10000	Open	04-02-2024

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.

Are you sure you want to submit this quote?

- By submitting this quote, 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.
- This quote expires in 90 days and will no longer be available for ordering after the expiration date.

Assign to 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