

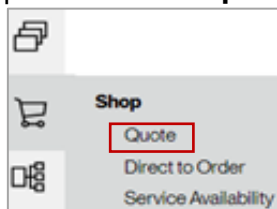
# Switched E-Line Metro/Regional (TLS) Combo Quote Job Aid

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

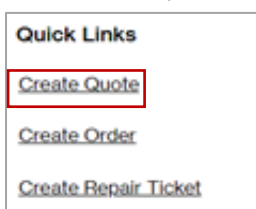
## Getting Started

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

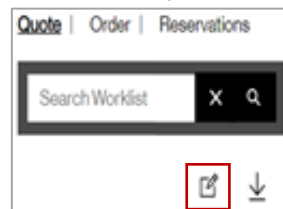
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**



## Quote Configuration

1. Select Product Name: **Switched E-Line Metro/National (TLS)**
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**

|                                      |   |                         |
|--------------------------------------|---|-------------------------|
| Product Name *                       | Product Offering*   | Company *               |
| Switched E-Line Metro/Regio <b>1</b> | UNI/EVC Combo <b>2</b>  | ABC Tech <b>3</b>       |
| Group Name*                          | Term (in Years):*   | Contract ID: *          |
| TLSCOMBO9420 <b>4</b>                | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5 <b>5</b> | Best Available <b>6</b> |

1. Enter the **Location** in the type ahead field (green check mark indicates the address validation was successful)
2. The **AccessType** 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**



### 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 Metro/Regional (TLS) Combo Quote Job Aid

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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)

| No. | Quote ID         | Location  | Access Type | Performance | Speed            | Term | Contract | MRC       | NRC | Status | Expires    |
|-----|------------------|-----------|-------------|-------------|------------------|------|----------|-----------|-----|--------|------------|
| 1   | TLSCOMBO9420-001 | 60 HUDSON | Verizon     | Basic       | 30 Mbps/100 Mbps |      |          | \$21000 @ |     |        | 01/27/2024 |

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.

**3 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 30 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

**5 Assignee Name** **6** **7**

**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

**1** **2** **3** **4** **5** **6** **7**

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