



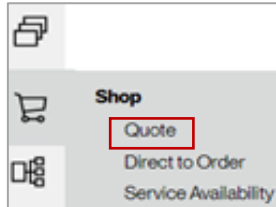
# Switched E-Line Metro/Regional (TLS) UNI Standalone Quote Job Aid

Port and Access connecting the Customer designed premises to the Verizon Switched Ethernet network.

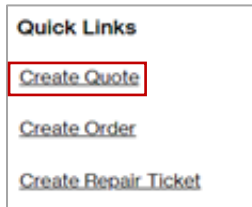
## Getting Started

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

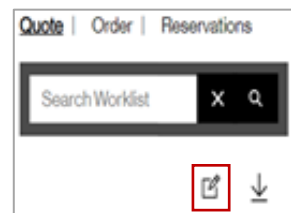
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**



## Quote Configuration

### Quote Configuration

Product Name * <b>1</b>	Product Offering* <b>2</b>	Company * <b>3</b>
Switched E-Line Metro/Regi	UNI Standalone	ABC Company
Group Name* <b>4</b>	Term (in Years):* <b>5</b>	Contract ID: * <b>6</b>
Quote ABCD	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Best Available

1. Select Product Name: **Switched E Line Metro/Regional TLS**
2. Select Product Offering: **UNI Standalone**
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. Select **Contract ID** from the dropdown

No.	Location *	Access Type	Speed(UNI) *	Service Type	Additional Features	Remarks
1	60 HUDSON ST, NEW YORK, NY, 10013, USA	Verizon	10M	ERS Plan	+	

Save Get Pricing

1. Enter **Location** (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 (UNI)**
4. Choose **Service Type**
5. Click **+** to include **Additional Features** (if needed)
6. Include **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 ID	Location	Access Type	Service Type	Speed	Term	Contract	MRC	NRC	Status	Expires	
<input checked="" type="checkbox"/>	UNH080984-001	6CHUDSONST	Verizon	ERS Premier	10Mbps	3 Years	FBEN00008	\$875.00	\$0.00	Open	04-01-2024

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 moving it to your order work queue for further processing.
- This quote expires in 60 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:

## 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