

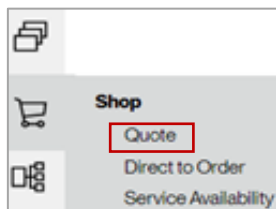
# Internet Dedicated Ethernet (IDE) Quote Job Aid

Native Ethernet Handoff

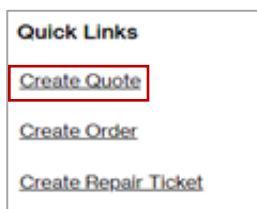
## Getting Started

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

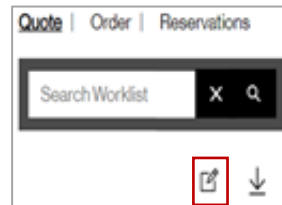
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**



## Quote Configuration

1. Select Product Name: **Internet Dedicated Services**
2. Select Product Offering: **Internet Dedicated Ethernet**
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)

Quote Configuration

Product Name *	Product Offering*	Company *
Internet Dedicated Services <b>1</b>	Internet Dedicated Ethernet <b>2</b>	ABC Company <b>3</b>
Group Name*	Term (in Years):*	
TEST1908002 <b>4</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <b>5</b>	

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. Choose **Port Only**: Y/N
4. Choose **Port Configuration**: Tiered, Burstable
5. Enter **Speed**
6. Click **+** to include **Additional Features** (if needed)
7. Include **Remarks** (if needed)
8. Click **Get Pricing**

No.	Location	Access Type	Port Only	Port Configuration	Speed *	Additional Features	Remarks
1	2975 FLK... <b>1</b>	Verizon <b>2</b>	Y <b>3</b>	Tiered <b>4</b>	10-M Port & Acc... <b>5</b>	+ <b>6</b>	<b>7</b>

Save Get Pricing **8**

Collocation Override  
 Quality Of Service (QoS) None **6**  
 Telecom Service Priority None

### 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	Port Only	Port Configuration	Speed	Term	MRC	NRC	Status	Expires
IDE88967216-001	165HALSEY	Verizon	N	Tiered	50 M Port & Access / 100 M Interface	3 Years	\$235.00	\$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.

**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.

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