



# Internet Dedicated + (Essentials) Quote Job Aid

Native Ethernet Handoff, QoS. Internet Essentials

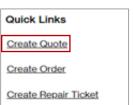
## **Getting Started**

There are three ways to create a Quote

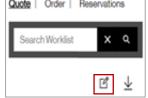
#### Option 1: From Shop









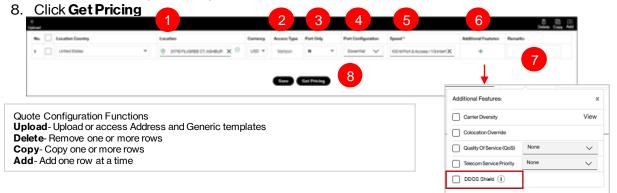


## **Quote Configuration**

- Select Product Name: Internet Dedicated Services
- Select Product Offering: Internet Dedicated +
- 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. Choose appropriate **ContractID** (if needed)
- 7. Select Verizon Legal Entity from the drop down (if applicable)



- 1. Enter Location (green check mark indicates the address validation was successful)
- The Access Type determines if the services will be provisioned On Net (Verizon) or Off Net (Third Party provider) based on the address entered
- Select Port Only: Y/N
- 4. Choose Port Configuration: Tiered, Burstable, Essentials
- Enter Speed
- Click + to include Additional Features (if needed) (DDOS Shield is not applicable for 1 year terms)
- Include Remarks (if needed)







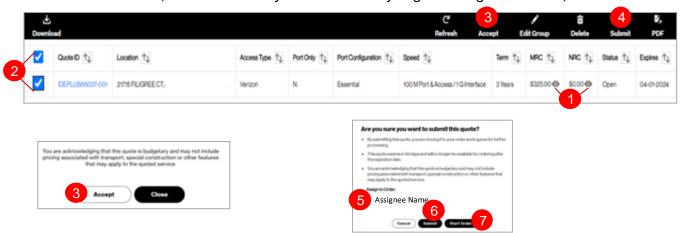
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### **Quote Summary**

### 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 (optional)
- 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 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 csy file
- 6. You can manually add up to 250 locations