



Bulk Upload – Addresses Job Aid

Things to Know

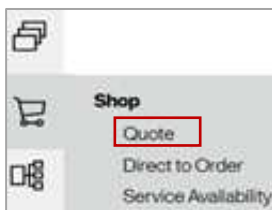
Bulk Upload availability applies to the following products:

Dedicated E-Line, Dedicated E-Line Metro/Corridor (VzON), Internet Dedicated Services, Switched E-Line, Switched E-Line Metro/National (EVPL), Switched E-Line Metro/Regional (TLS), and Wavelength Solutions

Getting Started

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

Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**



Configuration | Upload

Quote Configuration

| | | |
|-------------------------------|---|-----------------------------|
| Product Name * | Product Offering * | Company * |
| Internet Dedicated Services 1 | Internet Dedicated Ethernet 2 | VERIZON DATA SERVICES INC 3 |
| Group Name * | Term (in Years): * | |
| VER72304768 4 | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 5 | |

1. Select Product Name
2. Select Product Offering
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)

Note:

- Choose **Contract ID** (if applicable)
- Select **Verizon Legal Entity** (if applicable)

| No. | Location Country * | Old Location * | Currency | Access Type | Location Country | NW/MS Location ① | Speed(SVC/Access) * | SLA Performance | From Additional Features |
|-----|-----------------------|--|----------|----------------|---------------------|------------------|---------------------|--------------------|-----------------------------|
| 1 | United States | 10000 SPANISH BLVD, BLOOMINGTON, CA, 92705 | USD | IPSON | Search | | 100M10/500M | See | + |

1. Select Upload (to access the **Address template**)
2. Accept the pop up

Modification of Product will remove all quote configuration data entered

2 Accept Close



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Upload (continued)

The screenshot shows the 'Upload' and 'Templates' panels. The 'Upload' panel has an 'Upload Files' button (3) and a 'File Type:' dropdown. The 'Templates' panel lists 'Generic Quoting Data Table Upload' and 'Addresses' (1). An inset shows the 'Addresses' template spreadsheet (2) with columns for Street, Add, City, State, Zip Code, and Country.

1. Select **Addresses** to download the Address template
2. Open the **Addresses** template and enter requested information
3. Select Upload Files to upload the completed Addresses template file
4. Select **Done**

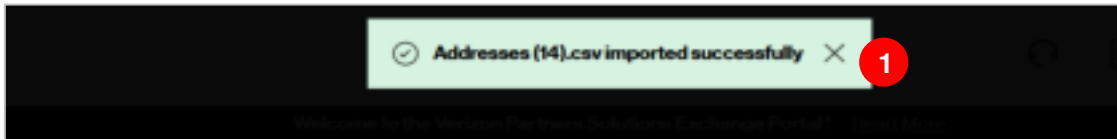
The screenshot shows the 'Upload Files' dialog box. It displays the file 'Addresses (123.csv)' with a progress bar and a green checkmark. The 'Done' button is circled in red with a '4' next to it.



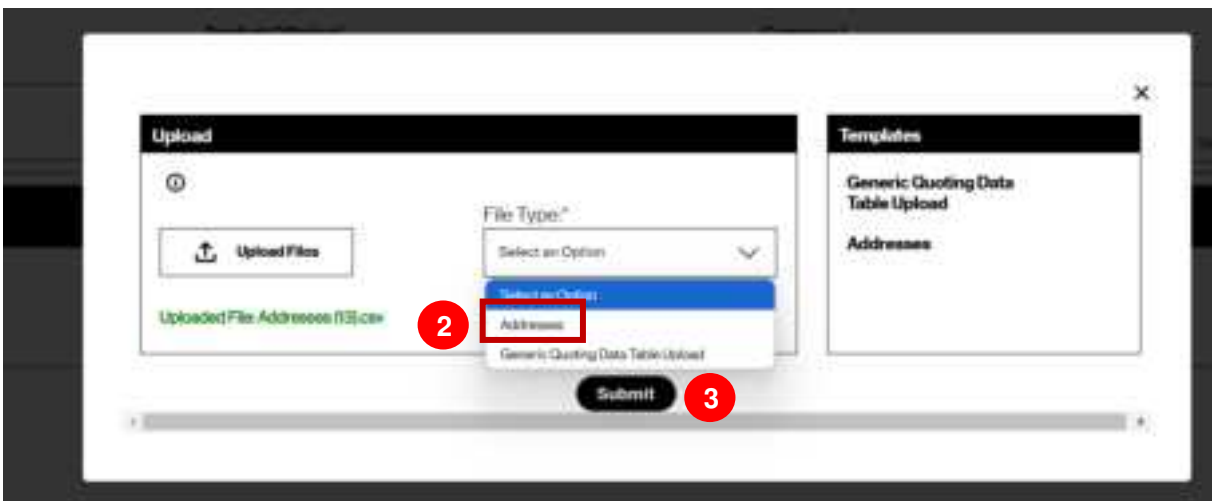
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Upload (continued)

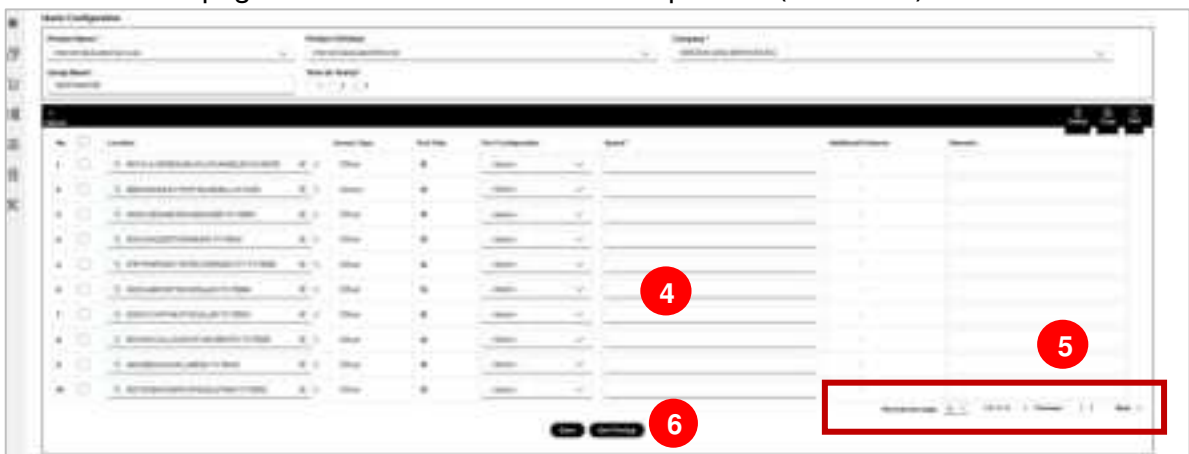
1. Click on the (X) to acknowledge and close the pop up



2. Choose Addresses as the **File Type**
3. Click **Submit**



4. Complete all applicable configuration options
5. Click Next to page forward to address all records uploaded (as needed)



6. Click **Get Pricing**