



Wholesale Self Serve training module

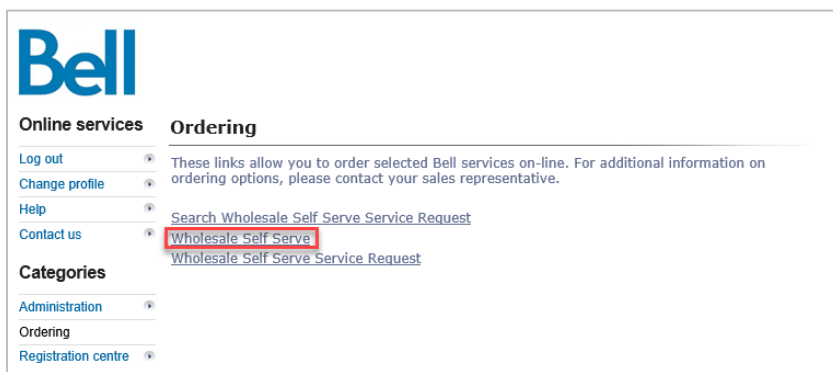
Disconnecting Capacity Based
Billing with Wholesale Ethernet
Connect Service

Bell

The following process describes the steps to issue an order to disconnect Capacity Based Billing (CBB) with Wholesale Ethernet Connect Service (WECS) services in Wholesale Self Serve (WSS).

The following reference materials are available:

- [Training video that covers submitting an EI order in WSS](#)
 - To request a support session, [click here](#)
 - To request new user credentials, [click here](#)
1. Logon to the [Bell Business Portal](#)
 2. Under the **Categories** menu, click **Ordering** then click **Wholesale Self Serve**



3. Click **Create new service request**
4. Select a service region, enter a Purchase order number (PON) and select an account number from the drop down menu

A screenshot of the 'Account details' form. It asks 'Is this for a new or existing account?' with radio buttons for 'New account' and 'Existing account'. The 'Existing account' option is selected. Below this is a field for '* Existing account number.' with a dropdown menu showing 'BANBBIP06242019'.

5. Select Wholesale Ethernet Connect Service (WECS), then select **Add and configure**

A screenshot of the 'Product/Service information' form. It says 'Please configure your product' and 'Select a product/service to add'. There are radio buttons for 'Ethernet Internetworking (EI)', 'Ethernet Access Service (EAS)', 'Bandwidth Select (BWS)', 'Ethernet Internetworking Priority (EIP)', 'Wholesale Ethernet Connect Service (WECS)' (highlighted with a red box), 'Disaggregated Broadband Service (DBS)', and 'Broadband other'. At the bottom, there is a blue button labeled 'Add and configure' (highlighted with a red box).

6. Identify the Service Type and Presale or Firm order

- Note that a Presale order initiates a facilities check; a Firm order initiates an installation.

7. Select **Disconnect** and click **Create**

* Indicates mandatory field

Wholesale Ethernet Connect Service (WECS) information

* Request type:

Firm order

Presale

* Activity:

New installation

Change request

Upgrade

Move same premises

Move different premises

Disconnect

Create

8. Identify the end user site name for Site A and verify the address

Site A details

This site is mandatory.

* End user site name:

abc

Service address

+ Add civic number prefix

* Civic number:

76

+ Add civic number suffix

* Street name:

ADELAIDE Search previously used addresses

Street type:

Street

Street direction:

East

* Location type:

Floor

* Location details:

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9. Enter the Site Contact details or select Copy to populate your information

10. Enter the Access circuit number and Access type

11. Click **Save**

Access type information

* Access circuit number:

* Access type:
 10G

Customer premise equipment (CPE):
 Yes
 No


Media interface type:
 SR multi mode fibre
 LR single mode fibre

Demarcation power option:
 AC
 Redundant AC
 DC
 Redundant DC

12. Select the Requested due date

13. Click Continue

Due date information

* Requested due date:
 

Do you want to prioritize your request?
Please be aware that there may be additional charges associated with a priority due date request.
 Yes. Please provide a reason:
 No

Due date interval:
Please note that intervals starting before 8:00 AM or after 5:00 PM are considered outside Bell's regular business hours.
 Business hours (8AM - 5PM)
 Other, please specify
Please be aware that there may be additional charges for work to be completed outside Bell's regular business hours.

Remarks for installer:

14. Review the order and update, if required, by clicking **Edit**

15. Save the order as a pdf by clicking **Print**, if required.

16. Click **Submit**

- Note, upon submitting the order, changes must be made by clicking the revise button on the homepage or clicking cancel to completely cancel the order.