



Wholesale Self Serve
training module

Ordering Internet
Connect – Dedicated Internet
Access services

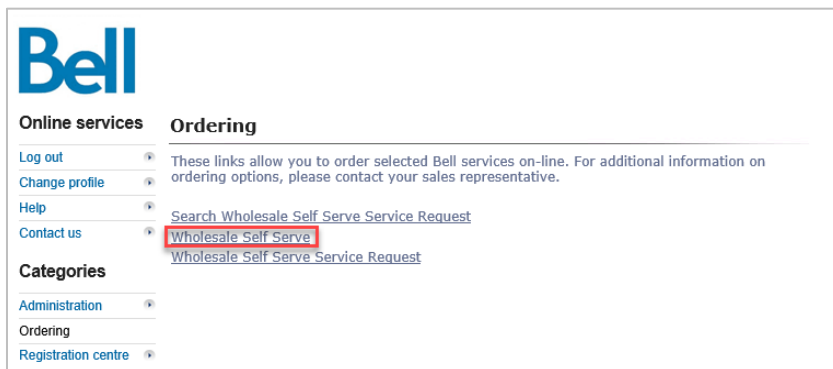
Bell

The following process describes the steps to issue an order for Internet Connect – Dedicated Internet Access (IC-DIA) services in Wholesale Self Serve (WSS).

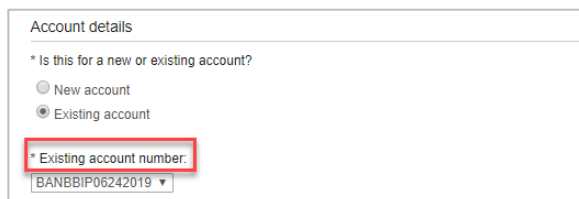
The following reference materials are available:

- [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. Please make sure that you have filed out the [BGP template](#) and attached it to your order before submitting as it is mandatory (step 13)
4. Click **Create new service request**
5. Select a service region, enter a PON and select an account number from the drop down menu

A screenshot of the 'Account details' form. It contains a question: '* Is this for a new or existing account?'. There are two radio button options: 'New account' and 'Existing account'. The 'Existing account' option is selected. Below this, there is a field for '* Existing account number.' with a dropdown menu showing the value 'BANBBIP06242019'.

6. Select Ethernet Internetworking (EI), then select **Add and configure**

7. Select **Internet Connect Service (ICS)** as the Service type and identify Presale or Firm order as the Request type
 - Note that a Presale order initiates a facilities check; a Firm order initiates an installation.

Ethernet Internetworking (EI) service details

* Indicates mandatory field

Ethernet Internetworking (EI) information

* Service type:

Ethernet Internetworking (EI)

Internet Connect Service (ICS)

* Request type:

Firm order

Presale

8. Click the + icon to open fields associated with Site A or Site Z
 - The location details associated with Site A and contact information are mandatory; Site Z details are recommended.
 - Only site A is mandatory (please do not fill out Site Z)

Ethernet Internetworking (EI) service details

the Agreement. The provisioning of this Service Order constitutes written acceptance of the Service Order by Bell.

Site A details +

At least one site is mandatory.

Site Z details +

At least one site is mandatory.

Ethernet virtual connection (EVC) information +

General remarks

Remarks:

Cancel Clear fields Save

9. Select **New installation** in the Activity field and click **Create**
10. Enter the Access Circuit Number and Initial Port Circuit Number
 - If the port circuit number is not available, use the access circuit number in both fields Identify the end user site name for Site A and verify the address
 - Under the VLAN trunking: please select no trunk port as the DIA/ ICS order will not require a trunk.

* VLAN trunking:

No trunk port

VLAN trunk port

11. Select the plus sign next to EVC and configure your EVC
 - If you have questions about the technical configuration associated with your order, please contact your Bell CSE
 - EVC type A Switched EVPL – No VLAN
 - EVC type Z – Switched EVLP – 1 VLAN ID

Ethernet Internetworking (EI) service details

EVC 1 +

* Path action:

Add path

Assign port:

Initial port

Additional port 1

Additional port 2

Additional port 3

Port circuit number (A end):

* EVC type (A end):

Switched EVPL - No VLAN

Port circuit number (Z end):

* EVC type (Z end):

Switched EVPL - 1 VLAN ID

Cancel Clear fields Save

- Select the class of service and identify the bandwidth

Ethernet Internetworking (EI) service details

Add class of service action(s)

Class of service type:	Bandwidth
<input type="checkbox"/> Near real time - CIR:	Select
<input type="checkbox"/> Business priority - CIR:	Select
<input type="checkbox"/> Business priority - EIR:	Select
<input checked="" type="checkbox"/> Standard - EIR:	50M

0 M Used 1.0 G Available

● EVC1

12. Enter a brief description of the order in the General Remarks field, e.g. New ICS installation with 1GB access and circuit number

13. Click **Save**

Site Z details

Ethernet virtual connection (EVC) information

General remarks

Remarks:

CBB upgrade from 400M to 1G

Cancel Clear fields Save

14. Select the due date for your request and attach the [BGP template](#) using the File management button on the top right

Create service request

File management (0)

1. Service request information 2. Product summary 3. Due date 4. Review 5. Confirmation

Due date

* Indicates mandatory field

Information about your request

Service request status: Draft
Service request number: W64787

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

15. Click **Continue**
16. Review the order and update, if required, by clicking **Edit**
17. Save the order as a pdf by clicking **Print**, if required
18. 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.