



# Wholesale Self Serve training module

## Ordering Ethernet Internetworking services



The following process describes the steps to issue an order to disconnect Ethernet (EI) services in Wholesale Self Serve (WSS).

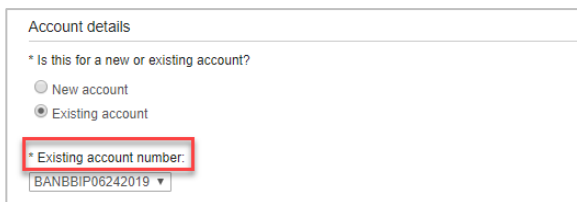
The following reference materials are available:

- [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 PON and select an account number from the drop down menu

A screenshot of the 'Account details' form. The form contains a question: '\* Is this for a new or existing account?'. Below this question are two radio button options: 'New account' and 'Existing account'. The 'Existing account' option is selected. Below the radio buttons is a text input field labeled '\* Existing account number.' with a dropdown arrow. The dropdown menu is open, showing the value 'BANBBIP06242019'. The text input field and the dropdown menu are highlighted with a red rectangular box.

5. Select Ethernet Internetworking (EI), then select **Add and configure**
6. Select Ethernet Internetworking (EI) and Presale or Firm order
  - Note that a Presale order initiates a facilities check; a Firm order initiates an installation.

7. Under access type information, select **New installation** and identify the Access type

Ethernet Internetworking (EI) service details

\* Activity:

- New installation
- Change request
- Upgrade
- Move same premises
- Move different premises
- Disconnect

\* Access type:

10M\_(UNI) ▼  
Select  
10M\_(UNI) (CPE): ⓘ  
100M\_(UNI)  
1G\_(UNI)  
10G\_(UNI)

\* Link aggregation group (LAG) access protection:

- No
- Yes

Initial port

Port speed:

- 10M

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.

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. To configure the Ethernet virtual connection (EVC), click the + icon next to Ethernet virtual connection (EVC) information,

Ethernet virtual connection (EVC) information +

10. Select **Add path** and complete mandatory fields

Ethernet Internetworking (EI) service details

\* 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):  
Select

Port circuit number (Z end):

\* EVC type (Z end):  
Select

- Note that the technical configuration may be different than the Class of service type selected. This information will be provided by your Bell Account Consultant.

Ethernet Internetworking (EI) service details

Add class of service action(s)

Class of service type:  
 Near real time - CIR:  
 Business priority - CIR:  
 Business priority - EIR:  
 Standard - EIR:

Bandwidth:  
Select

0 M Used  
EVC1

Management level report type - COS:  
 No  
 Ei net control  
 Ei net insight

MTU size (Jumbo frame size):  
Bell's default value is 1596. Contact your CSE for larger frame size.

1.0 G Available

11. If you are providing your own VLAN, the VLAN ID field is available under EVC

VLAN trunking:  
 On  
 Off

VLAN value (outer/S-tag):

Inner VLAN (C tag):

12. In the General remarks, provide a brief description of the order e.g. new installation for EI at xx location with 1GB access and 200 evc
13. Click **Continue**
14. Select the Requested due date
15. Click **Continue**

Due date information

\* Requested due date:

2019/11/20

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:

Exit Clear fields Save 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.