



Wholesale Self Serve training module

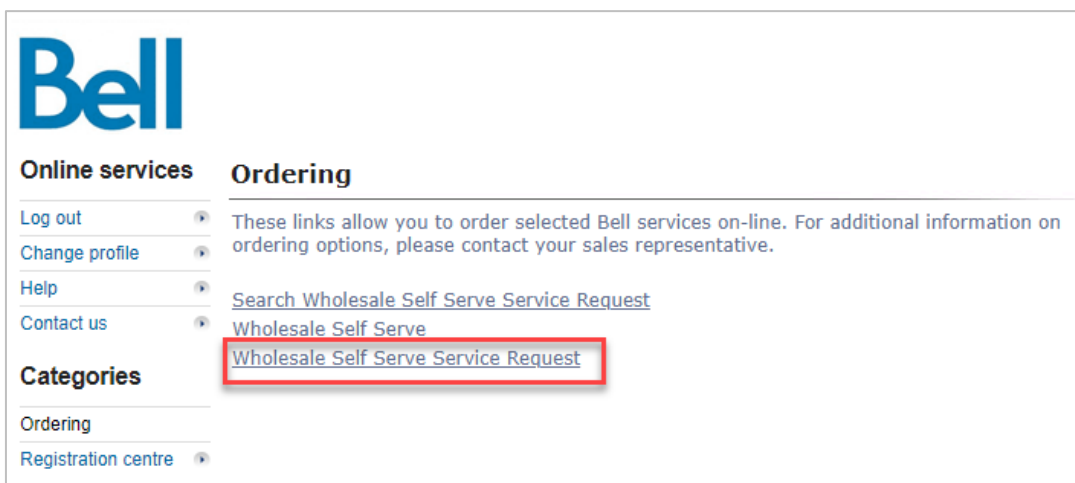
Ordering Megalink services



The following process describes the steps to issue an order for new Megalink 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 Service Request**



3. Select **Voice** from the Product Category drop-down menu
4. Enter a Company Name and Purchase Order Number (PON)
5. Select a Service Region

The screenshot shows the 'Step 1 Service Request' form. The form is titled 'Step 1 Service Request' and has a progress bar with five steps: Step 1 (Service Request), Step 2 (Product Summary), Step 3 (Due Date), Step 4 (Review SR), and Confirmation/Rejection. The form is currently in the 'Draft' status. The form fields are as follows:

*Product Category:	Voice
Service Request Status:	Draft
Service Request Number (SRN):	158416
*Company Name:	WSS Demo Co3
*Purchase Order Number (PON):	EMT103119
Related PON(s):	
Project ID:	
*Service Region:	Montreal

6. Enter an Existing Account number



7. Select **Continue**

Account Details

*Is this for a New or Existing Account?

New Account

Existing Account

Service Request History

Service Request Number (SRN) 161135

Exit Clear Save **Continue**

8. Select **Add Line Item**

Line Item	Activity	TN	Service Address	Edit	Clone	Del.
Add Line Item						

Product Detail Service Address

Exit Continue

9. Select **ISDN Megalink** from the Product/Service menu

10. Select **Establish service** from the Activity menu

11. If you know the circuit number, add it here. If not, click Create

Activity

What would you like to do on this Service Request?

*Product/Service: ISDN Megalink

*Activity: Establish service

Circuit Number:

Create Cancel

12. Enter the Existing Data Account Number

Order Information

*Existing Data Account Number:

Access Type: DS1 DS3

Quantity of DS-1(s) to be added:

Quantity of DS-1 to be removed:

Do DS-1(s) Terminate on DS-3 Circuits(s)?: Yes No

DS-3 Circuit:

13. Click **Service Address**

14. Enter the service address

*End Company Name:

Civic Number Prefix:

*Civic Number:

Civic Number Suffix:

*Street Name:

Street Type:

Street Direction:

Location Type:

Location Number:

Additional Location Name:

Additional Location Number:

*Municipality/City:

*Province/State:

Postal code/Zip code:

*Country:

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

Site Contact

Copy the information of the 'Requested By' contact

*Site Contact Name:

*Telephone Number: Extension #

Cell Number

Pager Number


Email:

Language:

16. Click **Save Service Address**

17. Click **Continue**

18. Select the Requested Due Date

*Requested Due Date: 

Do you want to prioritize your request?
Please be aware that there may be a fee associated with priority due date requests.

Yes No

Due Date Interval:

Remarks for Installer:

19. Click **Continue**

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

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

22. 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.