



Wholesale Self Serve training module

Ordering Capacity Based Billing with
Wholesale Ethernet Connect Service

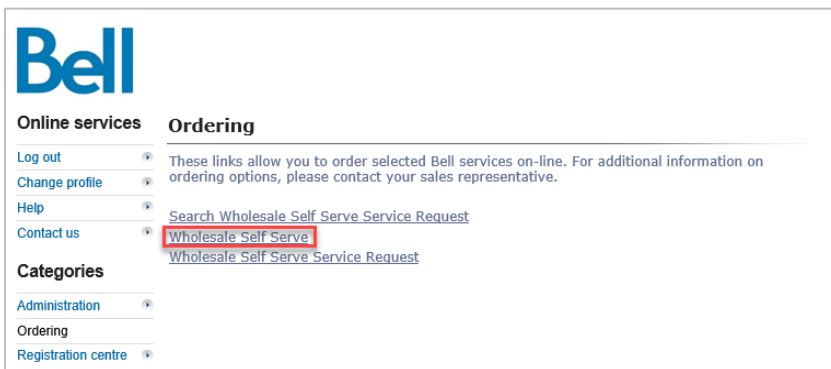
Bell

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

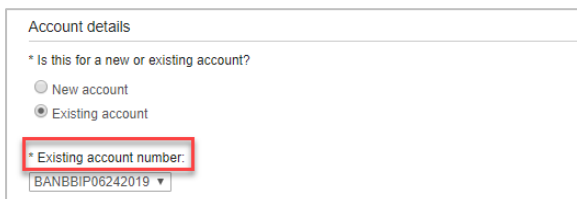
The following reference materials are available:

- [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. The form has a title 'Account details' and a question: '* Is this for a new or existing account?'. There are two radio buttons: 'New account' and 'Existing account'. The 'Existing account' radio button is selected. Below this, there is a field for '* Existing account number:' with a red box around it. The field contains the value 'BANBBIP06242019' and a dropdown arrow.

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

Product/Service information

Please configure your product

Select a product/service to add

- Ethernet Internetworking (EI)
- Ethernet Access Service (EAS)
- Bandwidth Select (BWS)
- Ethernet Internetworking Priority (EIP)
- Wholesale Ethernet Connect Service (WECS)
- Disaggregated Broadband Service (DBS)
- Broadband other

Add and configure

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 **Upgrade** and click **Retrieve asset**

* 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

Retrieve asset Create

8. Select the circuit number from the drop-down menu
9. Select **Create**

Circuit # available:
[Redacted]

Port circuit # available:
[Redacted]

Create

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

Site A details
This site is mandatory.

* End user site name:

Service address

+ Add civic number prefix

* Civic number:

+ Add civic number suffix

* Street name:
 Search previously used addresses

Street type:

Street direction:

* Location type:

* Location details:

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

12. If this is a Colo/Cross connection, click the + sign and complete the required information

Colo/Cross connect information

13. Complete the Access Type and Port information fields

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
 None

Diversity:
 Yes
 No

14. Identify the new Capacity Based Billing (CBB) speed

- The first section highlights the current speed e.g. combination residential/business 400M
- The second section highlights the new requested speed e.g. combination residential/business 1G

15. Click **Save**

Customer traffic
Capacity values requested must be increments of 100 starting from 3000 to 10000 inclusive.

Customer traffic from:
 Combination residential/business
Capacity value from: 6900

Customer traffic to:
 Residential
Capacity value to:
 Business
Capacity value to:
 Combination residential/business
Capacity value to: 10000

General remarks
Remarks:

Cancel Clear fields Save

16. Select the Requested due date

17. 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

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

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

20. 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