



Brightspeed Business Fiber UOC Quote & Order Job Aid

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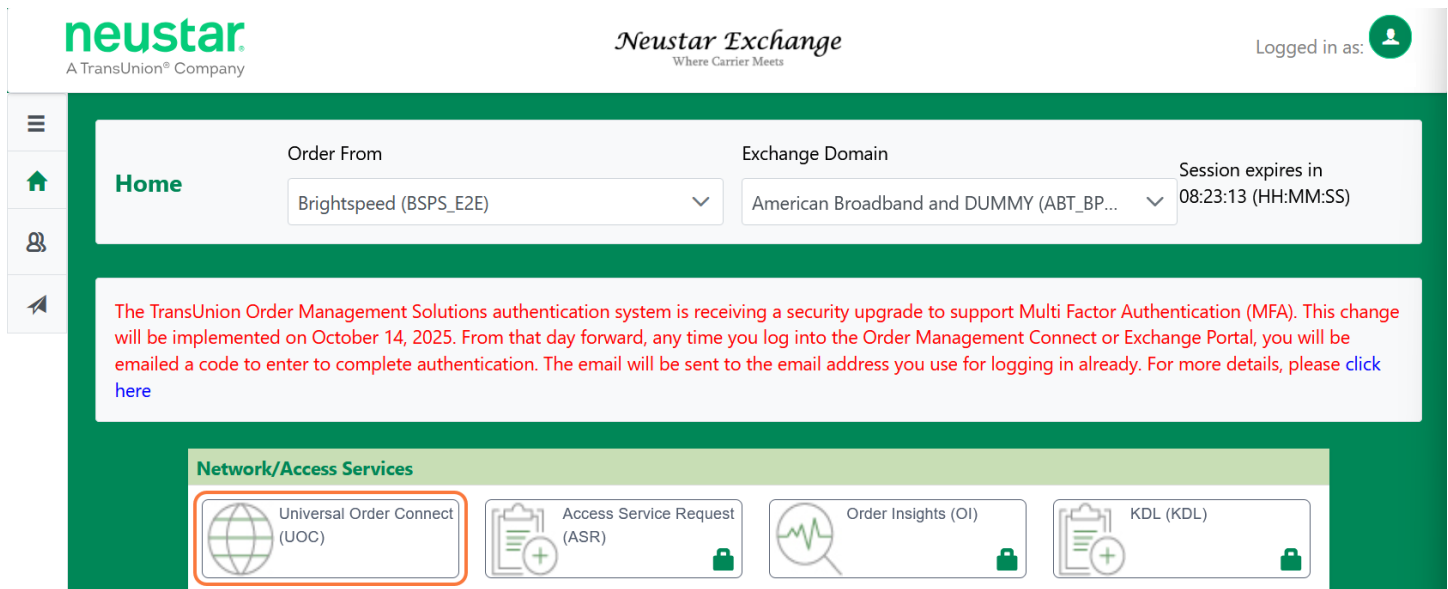
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Overview

This Job Aid describes the process to Order Brightspeed Fiber.

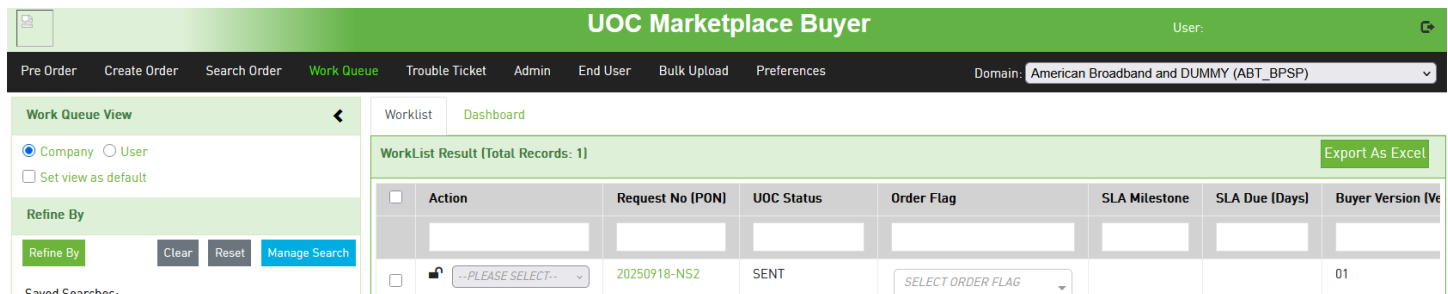
Neustar Connect

From The **Neustar Exchange Home** page click **Universal Order Connect (UOC)**.



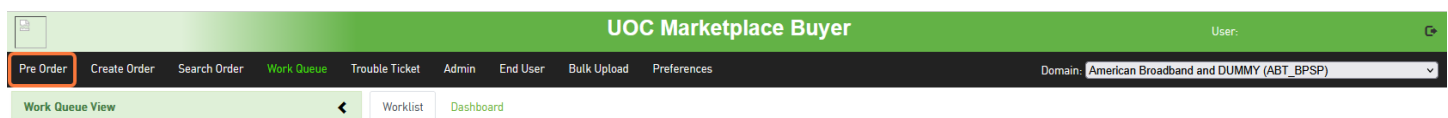
UOC Marketplace Buyer

The **UOC Marketplace Buyer Work Queue View** page opens.



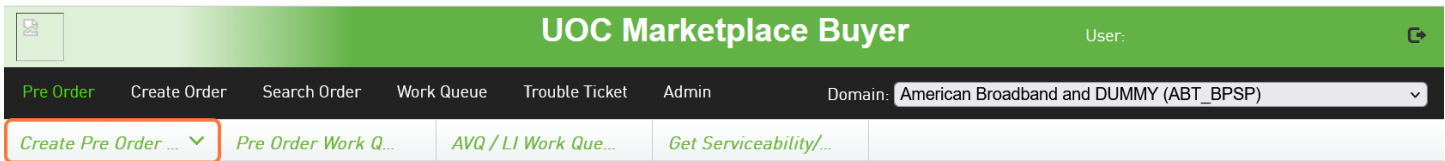
Pre-Order Quote

If you don't see **Create Pre Order Request**, click **Pre Order** to proceed to the next step.



The information contained herein is confidential and proprietary and should not be disclosed to unauthorized persons. It is meant for use by authorized representatives of Brightspeed Business.

Click **Create Pre Order Request**.



UOC Marketplace Buyer

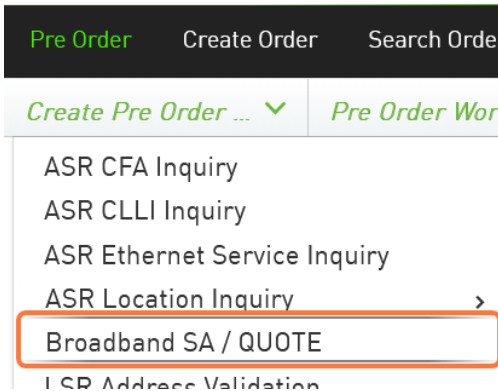
User: [User Name]

Domain: American Broadband and DUMMY (ABT_BPSP)

Pre Order Create Order Search Order Work Queue Trouble Ticket Admin

Create Pre Order ... Pre Order Work Q... AVQ / LI Work Que... Get Serviceability/...

Select **Broadband SA/Quote** from the dropdown.



Pre Order Create Order Search Order

Create Pre Order ... Pre Order Work

ASR CFA Inquiry

ASR CLLI Inquiry

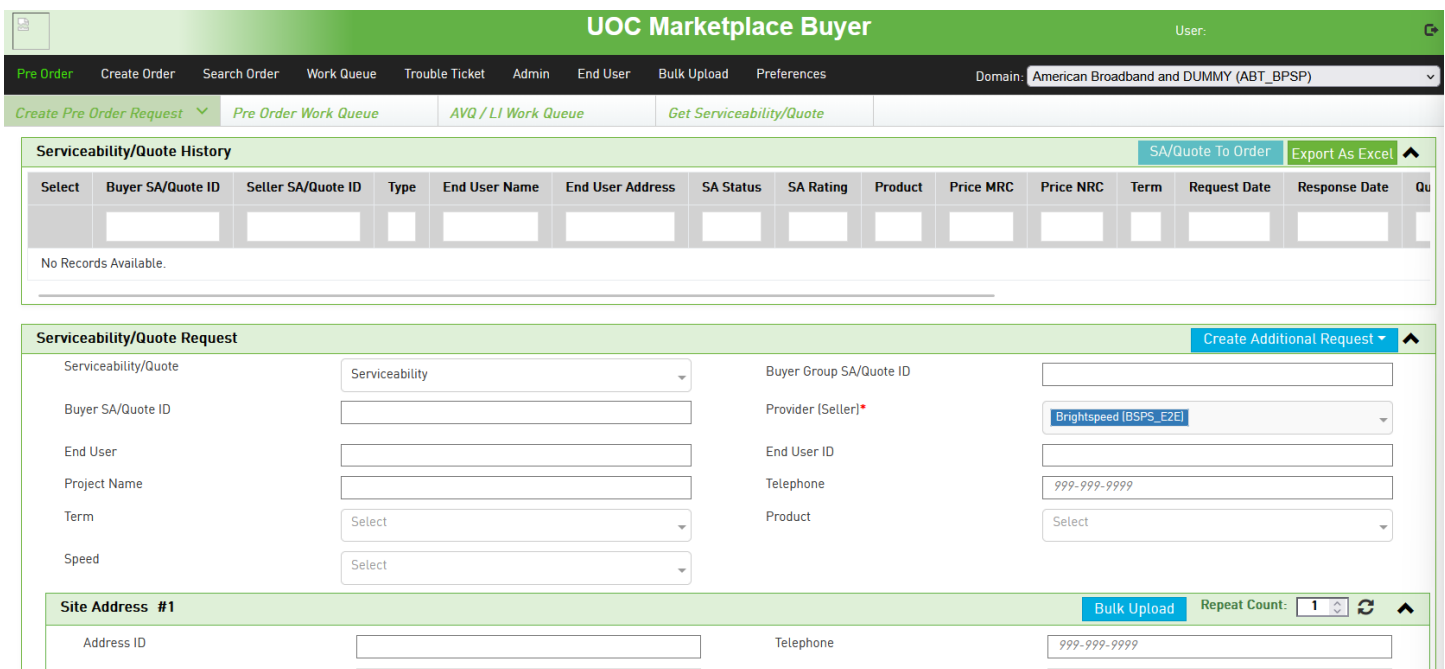
ASR Ethernet Service Inquiry

ASR Location Inquiry

Broadband SA / QUOTE

ISP Address Validation

The **Serviceability/Quote** opens.



UOC Marketplace Buyer

User: [User Name]

Domain: American Broadband and DUMMY (ABT_BPSP)

Pre Order Create Order Search Order Work Queue Trouble Ticket Admin End User Bulk Upload Preferences

Create Pre Order Request Pre Order Work Queue AVQ / LI Work Queue Get Serviceability/Quote

Serviceability/Quote History SA/Quote To Order Export As Excel

| Select | Buyer SA/Quote ID | Seller SA/Quote ID | Type | End User Name | End User Address | SA Status | SA Rating | Product | Price MRC | Price NRC | Term | Request Date | Response Date | Qu |
|--------|-------------------|--------------------|------|---------------|------------------|-----------|-----------|---------|-----------|-----------|------|--------------|---------------|----|
| | | | | | | | | | | | | | | |

No Records Available.

Serviceability/Quote Request Create Additional Request

Serviceability/Quote Serviceability

Buyer SA/Quote ID

End User

Project Name

Term Select

Speed Select

Buyer Group SA/Quote ID

Provider (Seller) Brightspeed (BSPS_EZE)

End User ID

Telephone 999-999-9999

Product Select

Site Address #1 Bulk Upload Repeat Count: 1

Address ID Telephone 999-999-9999

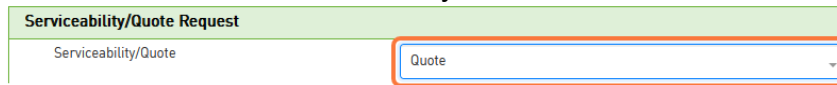
Serviceability/Quote Request

Proceed to the **Serviceability/Quote Request** section and populate the following:

- Serviceability/Quote

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- Select **Quote** as this will allow you to transition to an Order.

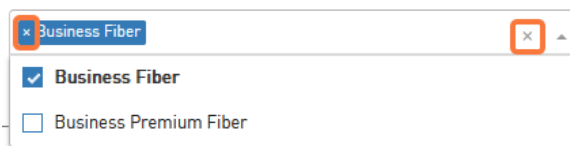


- End User
 - Enter the **End User**

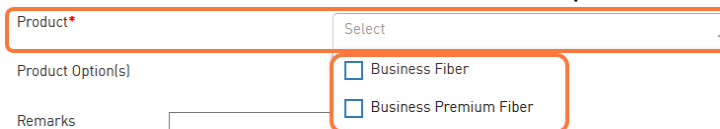


Upon selecting **Quote**, the following are required *.

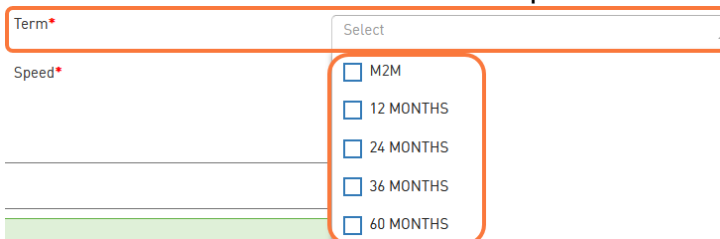
NOTE: After making the desired selection, click anywhere on the screen to close the dropdown menu. **DO NOT** click either **X**, as that will remove the selection.



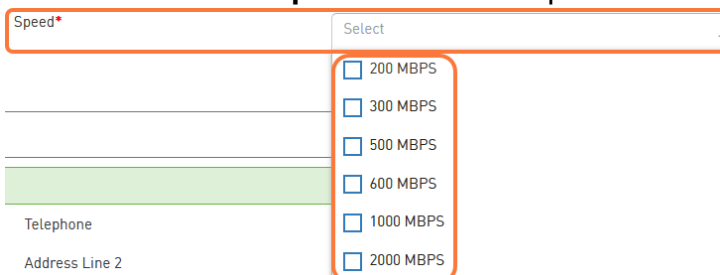
- **Product ***
 - Select the desired **Product** from the dropdown



- **Term ***
 - Select the desired **Term** from the dropdown



- **Speed ***
 - Select the desired **Speed** from the dropdown



- Product Options = Static IP
 - ⊖ Select the Static IP Block from the dropdown if needed.

| | |
|-------------------|---|
| Product Option(s) | Select |
| Remarks | <input type="checkbox"/> BLOCK OF 4 (1 USEABLE) <input type="checkbox"/> BLOCK OF 8 (5 USEABLE) <input type="checkbox"/> BLOCK OF 16 (13 USEABLE) |
| Site Address #1 | |

Site Address #1

Populate the Service Address details, including the Address Line 2 is if there is sub address information to populate (Unit, Suite, etc.). The Address Line 2 must be an exact match. If the address doesn't validate for Serviceability, try different options until you receive an exact match. Ex. If the address has a Suite, use Suite instead of Unit, or vice versa.

| | | | | | |
|-----------------|--|----------------|--------------|-----------------|--|
| Site Address #1 | | Bulk Upload | | Repeat Count: 1 | |
| Address ID | | Telephone | 999-999-9999 | | |
| Address Line 1* | | Address Line 2 | | | |
| City* | | State* | | | |
| ZIP* | | Country* | US | | |

Click **Submit**.

| | |
|-------|--------|
| Clear | Submit |
|-------|--------|

Serviceability Quote History

After clicking submit, the quote information will appear as shown below.

If the **SA Rating** is **Green**, the **Address is Qualified**.

| Serviceability/Quote History | | | | | | | | | | SA/Quote To Order | Export As Excel | |
|----------------------------------|-------------------|--------------------|-------|---------------|---------------------------------|-----------|-----------|-------------------|-----------|-------------------|-----------------|--|
| Select | Buyer SA/Quote ID | Seller SA/Quote ID | Type | End User Name | End User Address | SA Status | SA Rating | Product | Price MRC | Price NRC | Term | |
| <input checked="" type="radio"/> | Q1920 | Q1920 | QUOTE | GRANITE | 325 E FRANK ST CARO MI 48723 | ON-NET | ● GREEN | Business Fiber | 89.99 | 0 | 24 MONTH | |

If the **SA rating** is **Red**, the **Address is NOT Qualified**.

| Serviceability/Quote History | | | | | | | | | | | | | SA/Quote To Order | Export As Excel | |
|----------------------------------|-------------------|--------------------|-------|---------------|-------------------------------|-----------|-----------|---------|-----------|-----------|------|---------------------|---------------------|-----------------|------------|
| Select | Buyer SA/Quote ID | Seller SA/Quote ID | Type | End User Name | End User Address | SA Status | SA Rating | Product | Price MRC | Price NRC | Term | Request Date | Response Date | Query Status | PON Status |
| <input checked="" type="radio"/> | Q1920 | Q1920 | QUOTE | GRANITE | 111 8TH AVE NEW YORK NY 10011 | OFF-NET | ● RED | | | | | 12/16/2025 07:22:07 | 12/16/2025 07:22:07 | SUCCESS | |

SA/Quote to Order

To proceed with the Quote, click **SA/Quote to Order**.

Serviceability/Quote History

[SA/Quote To Order](#)
[Export As Excel](#)

| Select | Buyer SA/Quote ID | Seller SA/Quote ID | Type | End User Name | End User Address | SA Status | SA Rating | Product | Price MRC | Price NRC | Term | Request Date | Response Date | Query Status | PON Status |
|----------------------------------|-------------------|--------------------|-------|---------------|---------------------------------|-----------|-----------|-------------------|-----------|-----------|--------------|------------------------|------------------------|--------------|------------|
| <input checked="" type="radio"/> | Q1924 | Q1924 | QUOTE | | 325 E FRANK ST CARO MI 48723 | ON-NET | GREEN | Business Fiber | 89.99 | 0 | 12 MONTHS | 12/16/2025 07:32:30 | 12/16/2025 07:32:30 | SUCCESS | |

Buyer SA/Quote ID :Q1924 request processed successfully.

Serviceability/Quote Request

UOC SA/QUOTE ID: ABTB000008261 [Create Additional Request](#)

Serviceability/Quote

Quote

Buyer SA/Quote ID

Q1924

End User

Project Name

Telephone

999-999-9999

Product*

Business Fiber

Product Option(s)

Calant

Buyer Group SA/Quote ID

Provider (Seller)*

Brightspeed (BSPS_EZE)

End User ID

Promotion Number

Term*

12 MONTHS

Speed*

500 MBPS

Fiber Order

The **SA/Quote To Order Details** populate.

SA/Quote To Order

Activity:*

Install

Project Name (Group ID):

ENTER GROUP ID

| Select | Buyer SA/Quote ID | Seller SA/Quote ID | Type | PON* | Product Catalog | End User Name* | End User Address | SA Status | SA Rating | Product | Price MRC | Price NRC | Term | Request Date | Resp |
|--------------------------|-------------------|--------------------|-------|------|--------------------|----------------|---------------------------------|-----------|-----------|-------------------|-----------|-----------|--------------|------------------------|----------------|
| <input type="checkbox"/> | Q1926 | Q1926 | QUOTE | | BSPS BB PRODUCT | GRANITE | 325 E FRANK ST CARO MI 48723 | ON-NET | GREEN | Business Fiber | 89.99 | 0 | 12 MONTHS | 12/16/2025 07:46:59 | 12/16 07:47 |

[Cancel](#)
[Submit](#)

Click the **Checkbox** ☐ and then click **Submit**.

SA/Quote To Order

Activity:*

Install

Project Name (Group ID):

ENTER GROUP ID

| Select | Buyer SA/Quote ID | Seller SA/Quote ID | Type | PON* | Product Catalog | End User Name* | End User Address | SA Status | SA Rating | Product | Price MRC | Price NRC |
|-------------------------------------|-------------------|--------------------|-------|------|--------------------|----------------|---------------------------------|-----------|-----------|-------------------|-----------|-----------|
| <input checked="" type="checkbox"/> | Q1926 | Q1926 | QUOTE | | BSPS BB PRODUCT | GRANITE | 325 E FRANK ST CARO MI 48723 | ON-NET | GREEN | Business Fiber | 89.99 | 0 |

[Cancel](#)
[Submit](#)

The **Preview Before Submit** window opens showing the details for the Order that will be created.

The information contained herein is confidential and proprietary and should not be disclosed to unauthorized persons. It is meant for use by authorized representatives of Brightspeed Business.

Preview Before Submit

Below Order will be created :

| Buyer SA/Quote ID | Seller SA/Quote ID | SA Status | SA Rating | Seller | Term | Product | End User Name | End User Address | PON | Product Catalog |
|-------------------|--------------------|-----------|-----------|----------|-----------|----------------|---------------|---------------------------------|---------------|-----------------|
| Q1926 | Q1926 | ON-NET | GREEN | BSPS_EZE | 12 MONTHS | Business Fiber | GRANITE | 325 E FRANK ST CARO MI 48723 | DEMO TRAINING | BSPS BB PRODUCT |

Cancel
Save Order
Submit Order

Review the details. If everything is as expected, click **Submit Order** to create the Fiber Order.

Preview Before Submit

Below Order will be created :

| Buyer SA/Quote ID | Seller SA/Quote ID | SA Status | SA Rating | Seller | Term | Product | End User Name | End User Address | PON | Product Catalog |
|-------------------|--------------------|-----------|-----------|----------|-----------|----------------|---------------|---------------------------------|---------------|-----------------|
| Q1926 | Q1926 | ON-NET | GREEN | BSPS_EZE | 12 MONTHS | Business Fiber | GRANITE | 325 E FRANK ST CARO MI 48723 | DEMO TRAINING | BSPS BB PRODUCT |

Cancel
Save Order
Submit Order

Fiber Order Details

The **Fiber Order Details** screen opens.

Pre Order
Create Order
Search Order
Work Queue
Trouble Ticket
Admin
End User
Bulk Upload
Preferences

American Broadband and DUMMY (ABT_BPSP)

Update Order Details
Please specify the Product Name: BUSINESS FIBER
Seller: Brightspeed
Activity: (N) Install
Associated Universal Catalog Name: BSPS BB UNIVERSAL
UOC Order ID : ABTBSPS805780411
User Override
Order Summary

Request Number (PON) DEMO TRAINING
Buyer Order ID
Seller Order ID
Group ID
UOC Order ID ABTBSPS805780411
Application Broadband
Owner bonnie.anderson@...
Requested Due Date 12-16-2025
Created Date 2025-12-16 08:13:53.015
Last Updated 2025-12-16 08:13:53.456

Back To Results
DRAFT 12/16/2025 08:13:53 ... By bonnie.anderson@... 1min ago
Owner Changed 12/16/2025 08:13:53 ... By AUTO 1min ago
SENT
ACCEPT
CONFIRMED
COMPLETE

Fields are required
Universal Order
Product Order
Order History
Notes
Go To
Submit
Save
Validate
More Actions

Order Details
OCN Lookup
OCN* SELECT OR ENTER VALUE
Buyer Name*
Desired Due Date* MM/DD/YYYY
Project ID
PO Number* DEMO TRAINING
Promotion Number

Quote Details
MRC 89.99
Quote Id Q1926
Technician Install Fee Waived NO
NRC 0
Technician Install Fee 99

Product Service Request
Term Duration Requested* 12 MONTHS
Preferred Installation Window (M-F)* SELECT
Speed Selected* 500 MBPS

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Note: Click **Save** at any time prior to Submit to save selections/details entered.

The **Product Name** (Product Selected) and **Activity** ((N) Install) are listed in the left panel under the Update Order Details section.

Update Order Details

Please specify the Product Name:
BUSINESS FIBER

Seller:
Brightspeed


Activity:
(N) Install

Associated Universal Catalog Name:
BSPS BB UNIVERSAL

UOC Order ID : ABTBSPSB05780411

Order Details

All * Fields are required for every order:

- OCN
 - The OCN (begins with the letter R) assigned to the customer will appear in the dropdown of the OCN field. Select the OCN.
- Buyer Name (Customer Name)
 - Enter the Buyer (Customer)
- Desired Due Date (Date of Install)
 - Select the Desired Due Date from the **Calendar** .
- PO Number (PON)
 - Enter the PON

Order Details

OCN Lookup

OCN*
SELECT OR ENTER VALUE

Buyer Name*

Desired Due Date*
MM/DD/YYYY

Project ID

PO Number*

Promotion Number

Quote Details and Product Service Request

The **Quote Details** and **Product Service Request** sections carry over from the Quote.

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| Quote Details | | | |
|-------------------------------|-------|------------------------|----|
| MRC | 89.99 | NRC | 0 |
| Quote Id | Q1926 | Technician Install Fee | 99 |
| Technician Install Fee Waived | NO | | |

| Product Service Request | | | |
|--------------------------------------|-----------|-----------------|----------|
| Term Duration Requested* | 12 MONTHS | Speed Selected* | 500 MBPS |
| Preferred Installation Window (M-F)* | SELECT | | |
| Comments | | | |

- Preferred Installation Window (M-F) is also required.
 - Select the desired option from the dropdown.

Preferred Installation Window (M-F)*

SELECT

Comments

SELECT

AM

PM

AM/PM

IP Information

| IP Information | |
|---------------------------|--------|
| IP Address Configuration* | SELECT |
| Quantity of IP Addresses* | SELECT |

- IP Address Configuration
 - Select the desired value from the dropdown
 - DYNAMIC (DHCP) = DHCP based IP's
 - STATIC = Static IP if required

IP Address Configuration*

SELECT

SELECT

DYNAMIC (DHCP)

STATIC

- Quantity of IP Addresses
 - If DYNAMIC (DHCP) was selected, select **NONE**
 - If **STATIC** was selected, select the desired **BLOCK OF IPs**

Quantity of IP Addresses*

SELECT

SELECT

NONE

BLOCK OF 4 (1 USEABLE)

BLOCK OF 8 (5 USEABLE)

BLOCK OF 16 (13 USEABLE)

Product Add Ons

- WIFI Disabled
- Bring Your Own Device
 - These are defaulted to **NO**. Change to **YES** if required.

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| Product Add Ons | |
|------------------------|---------------|
| WIFI Disabled* | <div>NO</div> |
| Bring Your Own Device* | <div>NO</div> |

Billing/Contact Section

Billing Information

Billing Information is optional field – Brightspeed will assign the appropriate BAN for the customer.

| Billing/Contact Section | |
|--|-----------------------|
| Billing Information (REQUIRED WHEN BILLING ACCOUNT NUMBER = NEW) | |
| Email | SELECT OR ENTER VALUE |
| Tel No/Ext | ____-____-____ |
| Address line 2 | |
| State | |
| Bill Name | |
| Contact Name | |
| Address line 1 | |
| City | |
| Zip | |

Requested By

Enter the Requester Details. Should be the name and contact of the person submitting the order

| Requested By | |
|--------------|-----------------------|
| Email | SELECT OR ENTER VALUE |
| Tel No/Ext | ____-____-____ |
| Contact Name | |


End User Primary Location

| End User Primary Location | |
|---------------------------|---------------------------|
| End User:* | GRANITE |
| End User ID:* | NSEUABT_68384 |
| -OR- | |
| ENTER END USER NAME | |
| Address: | 325 E FRANK ST CARO MI |
| Site ID: | NSSI68385 |
| Site/Address Details: | |
| Address Line 1:* | 325 E FRANK ST |
| City:* | CARO |
| Zip Code:* | 48723 |
| Access Information: | ENTER ACCESS INFORMATION |
| Contacts Details: | |
| Primary LCON:* | ENTER PRIMARY NAME |
| Primary LCON Phone 2: | 999-999-9999 |
| Secondary LCON: | ENTER SECONDARY NAME |
| Secondary LCON Phone 2: | 999-999-9999 |
| Address Line 2: | BLDG 1,FL 1,RM CUST TELCO |
| State:* | MI |
| Country: | US |
| Working Telephone: | 999-999-9999 |
| Primary LCON Phone 1:* | 999-999-9999 |
| Primary LCON Email:* | EXAMPLE@EMAIL.COM |
| Secondary LCON Phone 1: | 999-999-9999 |
| Secondary LCON Email: | EXAMPLE@EMAIL.COM |

End User and End User ID

Populated based on the Buyer (Customer) Name

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| | | | |
|----------------|---|------|---------------------|
| End User: * | GRANITE x ▼  | -OR- | ENTER END USER NAME |
| End User ID: * | NSEUABT_68384 | | |

Location Site/Address Details

Automatically populated from the Quoted Address Details

| | | | |
|------------------------------|----------------------------|--------------------|---------------------------|
| Address: | 325 E FRANK ST CARO MI X ▼ | | |
| Site ID: | NSSI68385 | | |
| Site/Address Details: | | | |
| Address Line 1: * | 325 E FRANK ST | Address Line 2: | BLDG 1,FL 1,RM CUST TELCO |
| City: * | CARO | State: * | MI |
| Zip Code: * | 48723 | Country: | US |
| Access Information: | ENTER ACCESS INFORMATION | Working Telephone: | 999-999-9999 |

Contact Details

- Contact Details
 - Enter the Primary LCON (Local Contact) Details

| | | | |
|--------------------------|----------------------|-------------------------|-------------------|
| Contacts Details: | | | |
| Primary LCON: * | ENTER PRIMARY NAME | Primary LCON Phone 1: * | 999-999-9999-9999 |
| Primary LCON Phone 2: | 999-999-9999-9999 | Primary LCON Email: * | EXAMPLE@EMAIL.COM |
| Secondary LCON: | ENTER SECONDARY NAME | Secondary LCON Phone 1: | 999-999-9999-9999 |
| Secondary LCON Phone 2: | 999-999-9999-9999 | Secondary LCON Email: | EXAMPLE@EMAIL.COM |

Documents Section

Add Documents

Attach any applicable documents (5 max).

Documents Section

Add Documents

Category

Order Attachment

Attach File

Browse...

No file selected.

Document Title

SELECT OR ENTER VALUE

Document Description

- A maximum of 5 attachments per order is allowed.
- Maximum file size allowed for uploading document is 10MB.
- Supported file formats are listed in the Readme File.

Download Readme

Upload

Cancel

Attached Documents

Where all attachments will show.

| Attached Documents | | | | |
|--------------------|----------------|-----------|----------------------|---------|
| Category | Document Title | File Name | Document Description | Actions |
| No Data Found. | | | | |

Validate Order

Click **Validate** to view any missed requirements.

Go To

Submit

Save

Validate

More Actions

If any are missed, the missing details/requirements will be listed under the applicable categories.

| Universal Order Errors | Product Order Errors |
|---|--|
| Buyer Name : is required field! Desired Due Date : is required field! Preferred Installation Window (M-F) : is required field! IP Address Configuration : is required field! Quantity of IP Addresses : is required field! Primary LCON : is required field! Primary LCON Phone 1 : is required field! Primary LCON Email : is required field! | Customer Name : is required field! Provider ID : is required field! Desired Due Date : is required field! Preferred Install Window : is required field! OCN : is required field! IP Address Configuration : is required field! Quantity of IP Addresses : is required field! |

Submit Order

Once all requirements are met, click **Submit** to send the Order to Brightspeed.

Go To

Submit

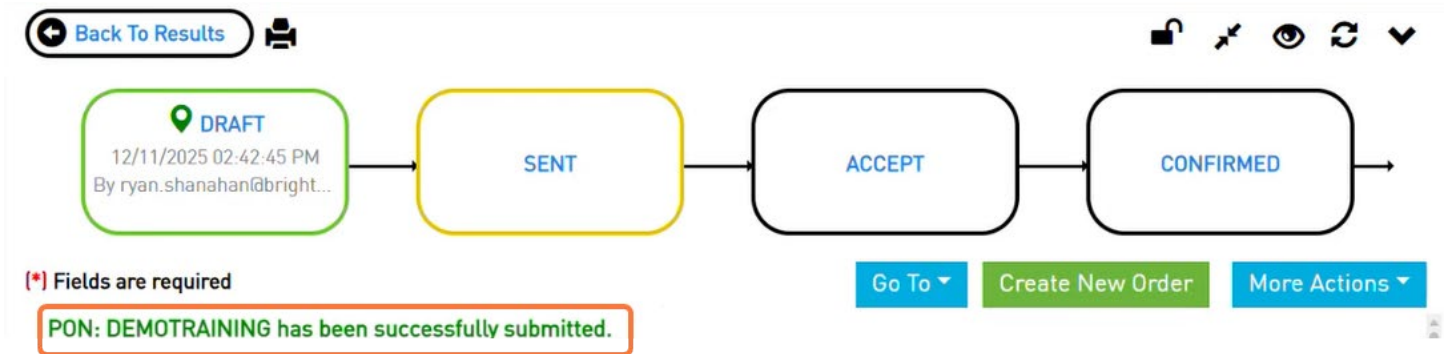
Save

Validate

More Actions

When submitted successfully, a message will appear.

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Order Status

The **Order Status** appears at the top of the order. Statuses with a time stamp populated have been completed.

