

Placing an order for WBC FTTP on Enhanced eCoPlus

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1. Accessing Enhanced eCoPlus

Once logged in to <u>www.btwholesale.com</u>, you'll be taken to Business zone.

If you aren't taken to Business zone, you'll need to arrange access via your company administrator.

Click 'Place a New Order'





2: Accessing the order journey

If you have multiple accounts associated with your user id, you'll need to select the applicable account from the dropdown. You can tick the 'Set as favourite' box if you want this to be your default account

- Click 'Data Services'.
- Click 'Broadband'.
- Select 'WBC End User Access (EUA)'.

If you have performed these steps previously then the product will be listed on the 'Most Recent' tab.



Step 1. Configure your order

WBC

		Q ty	One			
WBC (EUA) (I-CKAESSA)	Check availability	Provide using DN	-			
		Provide with DN FTTP only				
Check availability	Find out what products are available	Provide using address FTTP only				
Order details		Regrade WLR3 to FTTP				
	Order types*	Regrade ADSL/ADSL2+ to FTTP				
Product details		Regrade ADSL/ADSL2+ to FTTP CP Migration				
Activation		Regrade FTTC to FTTP				
Activation		Regrade FTTC to FTTP CP Migration				
		Regrade SOGEA to FTTP				
		Regrade SOGEA to FTTP CP Migration				
		Regrade MPF to FTTP				
		Provide using Access Line Id (SOGEA/SOADSL)				
	*Required fields	Provide using address SOGEA New Line only				
		SIM Provide (ADSL/ADSL2+/FTTC/FTTP)				
		SIM Provide (FTTC with Access Line Id)				
		Home Movers (ADSL/ADSL2+/FTTC)				
		Home Movers (FTTC with Access Line Id)	-			

3: Select the Order Type

- Select the appropriate order type:
 - For a standalone provide, select _ 'Provide Using address FTTP only'. You should use this order type for placing a FTTP to FTTP CP Migration or Working Line Take Over order as well.
 - For change of technology _ migration orders, select the appropriate regrade option.
- Select 'Next'



Step 1. Configure your order							
- WBC (EUA) (5-BE2XN0B5)	Check availability	/	ų	Total	Qty 1	One-off £0.00	Monthly £0.00
Check availability	Find out what products are available at your customer's site.						
Order details	Order types*	Provide using add	Iress FTTI	P only		~	
Product details	Site address*	Search by Postcode	or UPRN	?			
Activation					9		

4: Address Search

- Enter the post code or UPRN
- Press the magnifying glass to look up
 the full address

Step 1. Configure your order

— WBC (EUA) (1-CAD4KLG)	Check availability	1. Total	Qty 1	One-off £0.00	Monthly £0.00
Check availability	Find out what products are ava	ilable at your customer's site.			
Order details	Order types*	Regrade ADSL/ADSL2+ to FTTP		~	
Product details	Current service ID*		?)	
Activation	Site address*	Search by Postcode or UPRN ①			
			9		

For product migration orders you will also be asked for a line identifier such as Service ID or a Directory Number depending on the journey chosen.



Site addr	ess									>
Quick sear	rch									
Search for y	our site address below	r, select th	e one you want,	then click	'Confirm'	to continu	e with your order	•		
Search by Po	stcode or UPRN 🕐	DA3 8LY		Q	Refine se	earch				
Sub premise	Building name	Street no.	Street name	City		Postcode	UPRN	Address key	Organization Name	
	Arsenal Soccer Schools		Pennis Lane	Longf	field	DA3 8LY		A14430940890	(9
	Gay Dawn Farm		Pennis Lane	Longf	ïeld	DA3 8LY	10092020321	A00024497906		
Black Barn	Gay Dawn Farmhouse		Pennis Lane	Longf	ïeld	DA3 8LY		A00061041225		
Corinthian S	.Gay Dawn Farmhouse		Pennis Lane	Longf	ïeld	DA3 8LY		A00028012062		
Gaydown O	Gay Dawn Farmhouse		Pennis Lane	Longf	ield	DA3 8LY		A00030249848		

5: Select Address

- Select the required address from the list
- Select 'Confirm' at the bottom of the page

Note: Use the scroll bar and move to the subsequent pages to see all addresses. Only 5 will show in the box.

Note: Please ensure you select the correct address. The engineer will not install service on the day anywhere other than at the specific NAD key selected. If the address you require is not listed, please consult the <u>Broadband Availability Checker</u> to ensure FTTP is available and that your required address has a Gold NAD key.



Confirm >

1-11of11 >

Step 1. Configure your order

— WBC (EUA) (1-CAD4KLG)	> Check availability	·나 Total	Qty 1
Check availability	Find out what products are av	vailable at your customer's site.	
Order details	Order types*	Regrade ADSL/ADSL2+ to FTTP	
Product details	Current service ID*		?
Activation	Site address*	Search by Postcode or UPRN ①	
	Copper cease required? Number Port/ Transfer?	Yes Yes ?	
	Directory number (DN)*		?

*Required fields

6: Copper Cease / Number Porting Options

If you have selected a product migration order type, you will be asked to select two further options after confirming the address:

- Copper Cease required? if you wish to cease the WLR line as part of the migration journey, you should set this option to Yes. If you wish to cease the broadband only and leave the WLR line in place, select No. Note that this option must be Yes for MPF/SOGEA to FTTP journeys.
- Number Port/Transfer? if you wish to port or transfer the number select Yes. You will be asked to confirm the DN of the number to be ported/transferred. Note that the WLR DN must be in a range allocated to BT and a number port or transfer cannot be requested from an MPF or SOGEA service. We suggest making use of the Number Portability Checker app on www.btwholesale.com prior to placing an order with a number port/transfer to check that the DN can be successfully ported/transferred.
- Once all required fields have been completed, click 'Check availability'





7: Select the ONT type

CPs should check the FTTP Availability Flags on the <u>Broadband Availability Checker</u> to understand what options are available at the premise. There are multiple options depending on the combination of the three FTTP flags.

- Select the required ONT type
 - New ONT where there is no ONT already installed at the premises, or an additional one is needed.
 - Existing ONT where there is already an ONT installed and you want to activate a spare port or do a CP Migration or Working Line Take Over of a working port. Also if you are happy for an existing single port ONT to be swapped to a multiport ONT for provision of a 2nd service.

Note that depending on the availability results for the address chosen, the ONT type will sometimes be defaulted if there is only one possible option. E.g. If there is no existing ONT at the premise, it will be defaulted to New ONT or if the address is a Greenfield location and is in Planned status, it will default to Existing ONT.



Order types*	Provide using address FTTP only	~
Site address*		
	3335 HUNTINGFIELD ROAD	
	LONDON	
	UNITED KINGDOM	
	GR8 9NW	
	Change address	
NAD key*	A90000504064	
	NAD key selected is a Brownfield location	

Check availability > ONT type New ONT ONT Option* Single port Multiport

8a: Select an ONT option: New ONT

- If an ONT Type of New ONT has been selected, the available options are:
 - Single port a 1 data port ONT
 - Multiport a 4 data port ONT (note that multiport ONTs are not available in all locations and if not available a single port ONT will be installed)



ONT type*	Existing ONT 🗸	0
ONT reference number*		Get ONT details
ONT port number*		
ONT option*	×	0

Select ONT reference								×
ONT reference number	Port number	Port status	ONT option		Floor	Room	Position	
ONT000447899	1	Working	Please select	1	Ground	1	Wall	~
ONT000447899	2	Spare	Please select	1	Ground	1	Wall	
ONT000447899	3	Spare	Please select	1	Ground	1	Wall	
ONT000447899	4	Spare	Please select	1	Ground	1	Wall	

Step 8b: Select an ONT option: Existing ONT (i)

- If an ONT Type of Existing ONT has been selected, click on Get ONT details. A list of the existing ONTs installed at the premises will be displayed. The port status will indicate if the specific port is 'spare' or 'working'.
- Click on the pencil icon against the ONT/port that you wish to place an order against.



Select ONT Option		×
ONT option*	Please select Activate a spare port	~
Option where a spare por	t on a single or multiport port O	Confirm > ONT has been selected
Select ONT Option		×
ONT option*	Please select	~
	Swap to multiport Restrict swap CPM/WLTO	
	×0	

Options where a working port on a single port ONT has been selected

Step 8b: Select an ONT option: Existing ONT (ii)

- There are different options available depending on whether the existing ONT is single port or multiport and whether you selected a spare or working port. The appropriate option(s) will be displayed to you.
 - Activate a spare port this is the only option if you have selected a spare port on an existing ONT
 - CPM/WLTO to request a Change of Retailer or a Working Line Take Over of a working port on an existing ONT (only available on standalone provide orders, not migrations)
 - Swap to multiport an existing single port ONT can be swapped to a multiport ONT to provide a 2nd FTTP service.
 - Restrict swap if you wish a 2nd FTTP service to be provided on a new ONT instead of a swap of an existing single port ONT to a multiport ONT.
- Click on Confirm once you have selected your ONT option.



ONT type*	Existing ONT	~	(?)
ONT reference number	ONT000447899		Get ONT details
ONT port number	1		
ONT option	Activate a spare port		

Select the product you would like to order.

Product* FTTP

*Required fields

~

9: Confirm Product

The selected ONT option will be stamped on the order page. At the bottom the Product FTTP will be displayed.

Click 'Next'

BT WHOLESALE

Step 1. Configure your order

— WBC (EUA) – FTTP (4-AQICZNXR)	>	Order details		ų	Total	Qty 1	One-off £103.48	Monthly £25.00
Check availability	1							
Order details		Tell us more about what	at you'd like to orde	r				
Product details		Customer required date*	28/09/2020		2	?		
Activation		Retailer ID*				?		
		Billing account number*						
			Please <u>click here</u> to select	billing acc	ount			
		Password				?		
		Appointment type			~	(?)		

10: Order Details

- Customer Required by Date will default to the standard lead time for the product and order type. If you want a date in the future, use the calendar icon to select the date you want.
- Retailed ID this is your RID ID supplied by Ofcom
- Billing Account use the click here link to select your billing account number
- Password optional
- Appointment type FTTP appointments are AM or PM



Who are the main contacts for the site?

Site Contacts* (?)

These contacts are really important for the engineer visiting the site. If these details are incorrect, it will cause a delay to your order. An Alternative site contact is useful if the engineer can't get in touch with the primary contact. It is required for an Advanced SVR and is also useful for orders with additional install options such as SSRAMS.



Set up alternative site contact >

11: Site Contacts (i)

• Site Contacts – select 'set up primary contact' to enter the details. Note that these are mandatory if you will be ordering an Advanced install.

What are the specifics of your site?

Site details

This will help our engineers locate the site. Please note that incorrect site details will cause a delay in your order.

 Floor
 ?

 Room
 ?

 Position
 ?



te contacts		×
et up primary contact		
u can select a contact you have ι	sed previously, or create a new contact if they are not already listed.	
Favourite contacts Crea	te new contact Add existing contact	
⚠ Note: If your contact is a	iready in the database, click 'Add existing contact' and add them from the	ere.
First name*		
Last name*		
Email address*		
Preferred contact number*		
Other contact number		
Required fields		
		Confirm >
		commin >

11: Site Contacts (ii)

From here you can Create a New Contact. If you have a contact you use frequently, you can save their details as a Favourite contact to stop you having to enter the details every time.

Select 'Confirm' once you have entered all the details.

If you wish to change this after you have selected Confirm, you can go back and amend the details using an Edit option that will appear on the previous screen.

u can select a contact y	ou have used previously, or cre	eate a new contact if they are n	t already listed.	
Favourite contacts	Create new contact	Add existing contact		
earch by Last name	Search	Q Refine se	ırch	
ïrst name	Last name	Email address	Preferred contact number	Other contact number
				No Records
				No Records



Do you have any important notes to add?	
Do you have any important notes to add?	
Notes	
Please add notes to tell us about any site access issues, special arrangements or hazards on site.	
	Add note
	Add liote
*Required fields	
C Deminue	No. A

12: Add Notes

You can now add any notes to your order that may be important by clicking the Add note button. This is not a mandatory parameter.

You can add Hazard notes, Site Visit notes and Special Arrangement notes.

Once saved you will be given the option to Edit or Remove the notes if you wish to.

• Click on Next once you have added any notes.



Step 1. Configure your order

— WBC (EUA) - FTTP (4-AQICZNXR)	>	Product details		ŗ	Ļ	Total	Qty 1	One-off £103.48	Monthl £25.0
Check availability	1	Tell us about your proc	luct requirements						
Order details	1	Cost ontions							
Product details		cost options							
Activation		Access Type	FTTP	~					
		FTTP On Demand	No	~					
		Downstream speed	80Mbit/s	~	?				
		Upstream speed	20Mbit/s	~	?				
		Business Bundle	Not Applicable	•	?				
		Traffic Weighting	● Standard ○ Elevated	(?				
		RealTime speed	OKbit/s	~	?				
		Charging category (FlatRateCategory)	Not Applicable		V				
		Maintenance category	Maintenance Category 5	v	?				
	Ch	ange Of Retailer	Yes		~	?			
	W	orking Line Take Over	Yes	•	~	?			
	Ex	cess construction charge band	0	•	~	?			

13: Cost Options

Use the Tool tips at the side of each category if you need help to understand the option and what you need to select.

- Downstream Speed select the speed you require
- Upstream Speed select the speed you require
- Business Bundle refer to the product handbook for further details. Combines Traffic Weighting and Maintenance Category options.
- Traffic Weighting options are Standard (in tariff) or Elevated (chargeable)
- RealTime speed usually set to 0. Other options are chargeable as per the Price List.
- Charging category Not Applicable unless you have a contract with a specific flat rate category
- Maintenance Category:
 - Category 5 = 40 hour repair (in tariff)
 - Category 4 = 20 hour repair (chargeable)
 - Category 14 = 7 hour repair (chargeable)
- Change of Retailer
- Working Line Take Over
- Excess construction charge band to set a level of preauthorisation if ECCs are quoted





14: Product Options

 Stability Option – choose Standard, Stable or Super Stable.

Two additional product options are available.

- Named Engineer. When requested, Openreach will provide the names of up to three engineers ahead of the CCD, one of whom will fulfil the order. Additional information for engineers may be provided via an optional Notes field. Note that Named Engineer Notes should not exceed 100 characters and should not contain the characters & or <
- SSRAMS. This enables you to request that an FTTP provision includes a Site Specific Risk Assessment and Method Statement. You can either request a new SSRAMS (which will involve a survey pre-KCl2) or the use of an existing SSRAMS for the same premises. Note that SSRAMS can only be requested with a Premium or Advanced Site Visit Reason.





15: Number Port/Transfer Options

If you previously selected Number Port or Transfer as Yes, these options will be displayed:

- Select Number Portability details, Number Transfer Details or Controlled Cessation
- Enter Exchange Prefix and CUPID. Exchange Prefix is an Ofcom assigned voice call routing code and CUPID is an Ofcom assigned ID for the IP voice provider for the DN being ported or transferred. This information should come from the gaining VOIP provider.
- Select your required porting/transfer process. Auto Postpone allows you to control the timing of port or transfer and Fixed Porting allows you to set the timing of the port or transfer at the point of sale or amend.

For more information on number porting with FTTP migration orders please see the <u>WBC Migrations to FTTP</u> guide.



SVR details			
Action	Create	×	
SVR	Standard	~	
lotes		$\langle \rangle$	
Add another SVR			

16: Select Site Visit Reason

- Select Action as Create
- Select required Site Visit Reason:
 - No Site Visit unappointed, for remote activations or orders against working ports e.g. CP Migration or Working Line Take Over
 - Standard basic appointed option
 - Premium appointed option with additional activities to optimise connectivity within the premise
 - Advanced appointed option designed to support business customers with complex installations. Note, selecting Advanced will require you to input additional site information such as Alternative site contact, Company name, Site location/access details, Equipment location etc

For full details of what is included in each Site Visit Reason, see the <u>WBC FTTP Product Description</u>.

- You may add optional SVRs if required:
 - Prove IP Voice allows the engineer extra time to confirm that the CP's IP voice service is functioning over the FTTP service provided.
 - Install UPS to request the engineer to install a CPprovided Uninterruptible Power Supply unit and power feed cable as part of the FTTP provision.
 - Prove Telecare. Note this should not be used currently.
- Select 'Next'



Critical Service

Not Applicable	~	?
CNI		
999		
No		
Not Applicable		

(These additional details are not mandatory but strongly recommended for installations at complex sites to avoid order delays) Details exclusive to Advanced SVR

(?)Site Parking Available Not Applicable \sim ? Site Parking Desc ?) Site Access Desc Site Parking What3Words ? Site Access What 3 Words ? Equipment What3Words ? X Marks The Spot (?) Not Applicable \sim

17: Advanced Details

- Confirm if the site is for a Critical Service or not.
- If you have selected an Advanced SVR, you may provide additional details to assist the engineer with installation if the site is complex.



Customize your product specifications, extras and more.	Tell u abou	is who should be kept it the progress of the	t updated order.	Review your billing account details.			Make sure you're happy with everything, then go ahead and place the order.	
Step 1. Configure your order								
▶ WBC (EUA) - FTTC (4-AAVG3OT5)	1	Order sur	nmary	Ÿ	Total	Qty 1	One-off £54.00	Monthly £13.00
Activation	>	Here's a sum	mary of your o	rder				
		We'll aim to com	plete the order on t	the dates you requested, bu	t the actual (completion d	late may vary	depending on
		Services in yo	our basket	and soon octops and tak				
		Product	Order line ID	Customer required by date	Арро	intment date		
		WBC End User Acc	ess 4-AAVG30T5	21/08/2019	21/0	8/2019 AM		Change
		WBC End User /	Access (EUA) (FTTC)					
							<	1-1of1
							•	1 10/1
		*Required fields						
		< Previous						Next >

18: Order Summary

Your order is summarised confirming the selected CRD and appointment date.

If you want to change the appointment date or time you can select the Change option.

• If these details are correct, select 'Next'



Overview	w My order	rs Repairs an	d Faults Inventory	Billing My apps	My briefings	Administratio	n
W	Order V	Vholesale	e Broadband p	roducts: Ste	ep 2 of 4	4	
0	6			C Dillion		2 Conferentian	
Customize	nguration yourproduct		intacts who should be kept updated	Review your billing account	t details.	Make sure you're happy v	ith
specificatio	ans, reduce and more.	. and	he progress of the order.			everything, then go ahea place the order.	d and
itep 2. Se	et up your conta	acts					
Contacts							
	-						
/ho shou	uld be informe	ed of any updat	es to your order?				
ontacts t	o Inform						
l of these α	ontacts will be sent	updates on the progra	iss of the order.				
e primary c	ontact will be conta	acted if anything gots	wrong with the order.				
Add conta	act						
ntact	First Name	Last Name	Email address	Preferred contact number	Other contact num	ber Edit	Remove
imary	SHIVA	KUMAR	sk0033892getechnahindra.com	+441660181003	+4433434	/	
						<	1-1of1 >
						<	1-1of1 >
ow shou	uld these cont	acts be updated	d about the order?			<	1-1of1 >
ow shou pdate me	uld these cont	acts be update	d about the order?			<	1-1of1 >
ow shou pdate me	uld these cont ethod* ⑦	acts be updated	d about the order?			<	1-1ø1 >
ow shou pdate me mail	uld these cont ethod* ⑦	acts be update	d about the order?			<	1-1of1 >
ow shou pdate me mail	uld these cont ethod* ⑦ ~	acts be update	d about the order?			<	1-1of1 >
ow shou pdate me imail	uld these cont ethod* ⑦ ~	acts be update	d about the order?			<	1-1of1 >

19: Order Contacts

You can add the details of who you want to be kept up-to-date on the progress of the order.

- Your details will be automatically populated from your btwholesale.com account details. You can edit these if needed.
- You can also add any additional contacts.
- You can also choose how you want to be updated; Email, Online Tracking or Critical emails only.
- Click 'Next'



Order Wholesale Broadband products: Step 3 of 4								
O Configuration Customize your product specifications, extras and mor	✓ ₽.	En Contacts ✓ Tell us who should be kept updated about the progress of the order.	C+ Billing Review your billing	account details.	Confirmation Make sure you're happy with everything, then go ahead and place the order.			
Step 3. Enter billing inf	ormation							
Billing accounts								
Here is the information of the l	billing account	t against this order.						
Product	Order line ID	Billing account number	Billing account name	Invoice template				
WBC End User Access (EUA) (FTTC)	4-AAVG30T	5 0455812202	ONESIEBEL R6.1 BAC	WS BB Connect				
WBC End User Access (EUA) (FTT	a				(1-1of1)			
 Required fields 					1-1071			
< Previous					Next >			

20: Billing

You don't need to do anything on this page. It confirms the Billing Account you selected in the earlier section.

Click 'Next'



Customize your product specifications, extras and more.	✓ E≗ C Tell us about	ontacts who should be kept updated the progress of the order.	E+ Billing ~	Make sun everythin place the	nfirmation e you're happy with ng, then go ahead and order.	
ep 4. Confirm and place y	our order					
Confirmation						
ease make sure everythin r der summary oduct	ig on this pag	e is correct before you place	e your order. Billing Account	One-Off Charge	Monthly Charge	Ec
WBC End User Access (EUA) (FTTC)	ME19 6D	S 21/08/2019 00:00:00	ONESIEBEL R6.1 BAC	£54	£13	
Contacts will be updated Update method Email	by this metho	sd.				
Contacts will be updated Update method Email Give your order a unique r Your order reference*	by this metho reference to h	elp you find it later.				
Contacts will be updated Update method Email Give your order a unique of Your order reference* Your order description	reference to h	od. Ielp you find it later. 07310961731 0/255 ch	ars			

21: Order Confirmation

This screen provides a final summary of your order before submission. You can use the Edit option or the Previous box at the bottom of the page if you need to make any changes.

The following details are confirmed:

- What product you have ordered and the options you have selected.
- The monthly and one off costs
- Who needs to be kept updated on the progress of the order and how.
- You can also add your own order reference and description
- Select the tick box to accept the Terms and Conditions
- Select 'Place order'



Products & Services $\!$	Go to Market	Help & Support				My BT Wholesale >
Overview My o	orders Repairs &	Faults Inventory	Billing	My apps	My briefings	Administration
Broadbar	nd order: Su	bmitted				
\smile						
Thanks! Your order h	nas been submitte	ed.				
Order Submission	n					
BT order reference	4-807310961731					
Your order reference	4-807310961731					

22: Order Submission

Final confirmation that your order has been submitted successfully and what your BT Wholesale order reference is.



Where to go for help

Orders - If you are experiencing issues with placing a broadband order please refer to https://www.btwholesale.com/contact-us.html

FoD - For FoD order queries please contact <u>wolvesjc@bt.com</u>

Systems Issues – If you are experiencing systems issues with accessing Enhanced eCoPlus you can raise a Bridge Case with the System Support Helpdesk via <u>https://www.btwholesale.com/contact-us.html</u>

Availability Queries - For assistance with product availability issues on the Broadband Availability Checker, please contact <u>wholesalefibreenquiries@bt.com</u>.

WBC FTTP Product documentation - can be accessed at Fibre Broadband - Products & services | BT Wholesale

Further contact and escalation points can also be found in the <u>Customer Service Plan</u>





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