

### Dedicated E-Line Metro/Corridor VzON Order Job Aid



Dedicated virtual circuits, with security characteristics similar to traditional private line services, to provide point-to-point or point-to-multipoint connectivity

# **Getting Started | Quote**

- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aid:
   Dedicated E-Line Metro Corridor VzON
- Complete the Quote process
- · The Quote will be displayed in the Request Worklist once submitted

Point to Multipoint

Point to Point

## **Order Process**

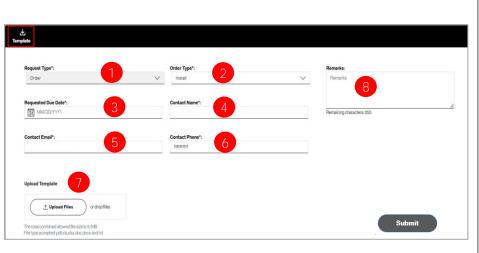
	Note	All required fields are de	enoted with an asterisk (*)	=	
Fro	om the <b>Shop</b> menu, select: <b>D</b>				
1.	Select Product Name: Dedi	cated E-Line Metro/C	Corridor VzON	ð	
2.	Select the applicable Produ	_	Ch		
3.	Select Company Name	F	Shop Quote		
4.	Enter <b>Request Name</b> (minin	며	Direct to Order Service Availability		
	Product Name *	Product Offering *	Company *		
	Dedicated E-Line Metro/Corridor (VzON)		Select One 3		$\vee$
	Boquest Name *	- <u>s</u> 2 ne			

1. Request Type: Order

Required

- 2. Choose Order Type: Install Change Move as applicable
- 3. Select Requested Due Date
- 4. Enter Contact Name
- 5. Enter Contact Email
- 6. Enter Contact Phone number
- Upload file (\*if a Template is needed download from the template icon). A Quote PDF should be uploaded along with template file to limit order delays.
- 8. Enter **Remarks** if desired Click **Submit**

#### Note: Order will be returned to the Order Worklist





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### Update a submitted Request

#### From the Order Worklist

#### 1. Click the **Status** link

Order   Quote   Repair   Voice   Request   Availability   Maps										
Search V	Vorklist							× a		
Filter by:	All Companies	All Owners	V Dedicated E-	Line Metro/Corridor ( 🗸 Al	I Activity	Арріу		ľ 1		
	Order Name	Project ID	Product t <sub>₽</sub> Ξ	Product Offering 1 ₽	Submitted Date 1	Requested Due Date	Status 1	Milestone *₄ Ξ		
P	VzON Generic Ord		Dedicated E-Line Metro/Corridor (VzON)	Point to Multipoint	04/25/2024	04/27/2024	Submitted			
Demo-cs-5.3 ord Product Selected: Dedicated E-Line Metro/Corridor (VzON)-Point to Multipoint Edit Order Uue Date Change Uue Date Change										

- 2. Select Edit Order to make changes (if needed)
- 3. Update Requested Due Date (if needed)
- 4. Upload the revised template with a new file name (as applicable)
- 5. Add Remarks (as desired)
- 6. Use the **Discard** button to exit the request with no changes

#### Click Submit to proceed

Request Type*:			Order Type*:			Remarks:		
Order	$\sim$	Install		$\sim$		Remarks		
						5		
Requested Due Date*: 31 05/31/2024		Contact N	lame":			Remaining characters: 265		
					- Dent	a d Damasha		
Contact Email*:		Contact F	Phone*:		_	Posted Remarks Charlene Spence		
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Request Status: Submitted								
Upload Template	and Tamplata							
	File Name		Uploaded By	Uploaded Time				
1 Upload Files 4 ded-eline-p		lipt-quote- 05/0		05/03/2024 16:50:05				
The total combined allowed file size is 10 MB.								
File type accepted: pdf;xls;xlsx;doc;docx and txt								
Show History	Discard	6				Submit		
		-						
			Milesto	ones				
ional Detail:								