



# 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

## Order Process

Note: All required fields are denoted with an asterisk (\*)

From the **Shop** menu, select: **Direct to Order**:



1. Select Product Name: **Dedicated E-Line Metro/Corridor VzON**
2. Select the applicable Product Offering: **Point to Multipoint, Point to Point**
3. Select **Company Name**
4. Enter **Request Name** (minimum of 4 characters max of 16)

Product Name \*  
Dedicated E-Line Metro/Corridor (VzON) 1

Product Offering \*  
Point to Multipoint 2  
Point to Point

Company \*  
-- Select One -- 3

Request Name \*  
Required 4

1. Request Type: Order
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**
7. 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.

Request Type\*: Order 1

Order Type\*: Install 2

Requested Due Date\*: MM/DD/YYYY 3

Contact Name\*: 4

Contact Email\*: 5

Contact Phone\*: 6

Remarks: 8  
Remaining characters: 255

Upload Template 7  
Upload Files or drop files

The total combined allowed file size is 10 MB  
File type accepted: pdf,xls,xlsx,doc,docx and ppt

Submit

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 Worklist

Filter by: All Companies | All Owners | Dedicated E-Line Metro/Corridor ( | All Activity | Apply

Order Name	Project ID	Product	Product Offering	Submitted Date	Requested Due Date	Status	Milestone
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 | Cancel Order | Due 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

Template

Request Type\*: Order | Order Type\*: Install

Requested Due Date\*: 05/31/2024 | Contact Name\*: | Remarks: Remarks

Contact Email\*: | Contact Phone\*: | Posted Remarks: Charlene Spence Demo order- 05/03/24

Request Status: Submitted

Upload Template: Upload Files | File Name: ded-e-line-pt-to-multipoint-quote-template.xlsx | Uploaded By: | Uploaded Time: 05/03/2024 16:00:00

The total combined allowed file size is 10 MB. File type accepted: pdf,xls,xlsx,doc,docx and txt

Show History | Discard | Submit

## Milestones

### Additional Detail:

Use the following link to manage [Sup](#) & [Milestones](#)