

Private Line Order Job Aid (VzB)



Supports Dedicated Access Line, IXC Private Line , Metro Private Line, US Private Line, US Private Line SONET

Getting Started | Quote

Company *

-- Select One --

- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aid:
 Private Line
- 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:**

- Select Product Name: Private Line
- Select the applicable **Product Offering**: (this example uses Metro Private Line)
- 3. Select Company Name

Product Name *

Private Line

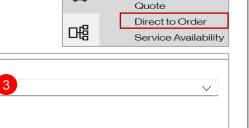
Request Name *

4. Enter **Request Name** (minimum of 4 characters max of 16)

Product Offering *

IXC Private Line

IXC Private Line Metro Private Line US Private Line



Shop



- 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.
- 8. Enter Remarks if desired

Click Submit

Note: Order will be displayed on the Request Worklist





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Update a submitted Request

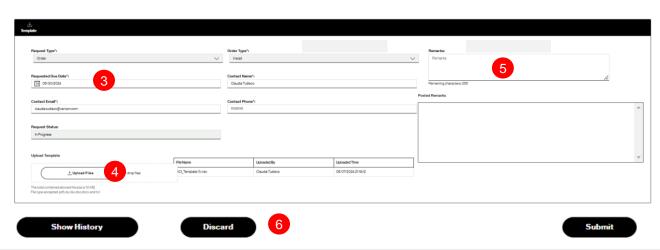
From the Order Worklist Request

Click the status Link



- 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



Milestones

Additional Detail:

Use the following link to manage **Sups** & **Milestones**