Secure Cloud Interconnect
Order Job Aid
Install |Change | Move

verizon business

Getting Started | Quote

- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aid: **Secure Cloud Interconnect**
- 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**:
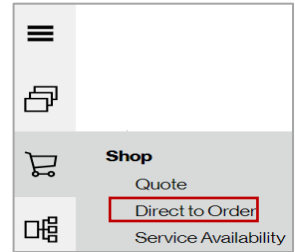
1. Select Product Name: **Secure Cloud Interconnect**
2. Select Product Offering: **Secure Cloud Interconnect**
3. Select **Company Name**
4. Enter **Request Name** (minimum of 4 characters max of 16)

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.
8. Enter Remarks (if desired)

Click **Submit**

Note:
Order will be displayed on the Order Worklist

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Update a submitted Request

From the **Order Worklist**

1.   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**