



# Software Defined Interconnect (Ethernet) Order Job Aid



SDI enables same day activation of a virtual layer 2 access loop Ethernet E-Line and Ethernet E-LAN services to Equinix IBX data centers globally.

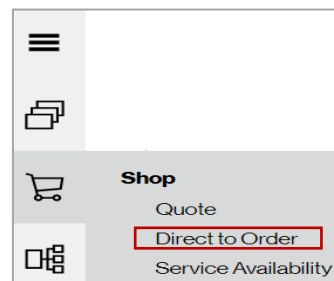
## Getting Started | Quote

- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aid: **Software Defined Interconnect (Ethernet)**
- Complete the Quote process
- The Quote will be displayed in the Request Worklist once submitted

## Order Process

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

1. Select Product Name: **Software Defined Interconnect (Ethernet)**
2. Select Product Offering: **Software Defined Interconnect Ethernet**
3. Select Company Name
4. Enter Order name | Request Name



Product Selection

Product Name\*:  1

Product Offering\*:  2

Company\*:  3

Request Name\*:  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.
  8. Enter **Remarks** if desired
- Click **Submit**

Template

Request Type\*:  1

Order Type\*:  2

Requested Due Date\*:  3

Contact Name\*:  4

Contact Email\*:  5

Contact Phone\*:  6

Remarks:  8

Remaining characters: 255

Upload Template

7

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

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

Quote | Reservations | Repair | **Order** | Request | Availability | Voice | Maps

Search Worklist

Filter by: All Companies | All Owners | Software Defined Inte | All Activity **Apply**

Request Name	Company Name	Product Name	Submitted Date	Request Type	Activity	Status
G@321234		Software Defined Interconnect (Ethernet)		Order	Install	Submitted

SDI Demo  
Product Selected: Software Defined Interconnect Ethernet

**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: | Remaining characters: 205

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

Request Status: Submitted

Upload Template: **Upload Files** | File Name: Software Defined Interconnect Ethernet | Uploaded By: | Uploaded Time: | **Discard** | **Submit**

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

## Milestones

### Additional Detail:

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