



Software Defined Interconnect PIP Order Job Aid



SDI enables same day activation of a virtual layer 2 access loop for Private IP services to Equinix IBX data centers globally.

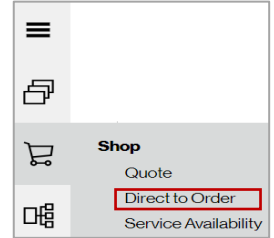
Getting Started | Quote

- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aid: **Software Defined Interconnect (PIP)**
- 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**
2. Select Product Offering : **Software Defined Interconnect (PIP)**
3. Select Company Name
4. Enter Request Name (minimum of 4 characters maximum of 25)



Product Selection

Product Name*: Software Defined Interconnect (Ethernet) **1**

Product Offering*: Software Defined Interconnect (PIP) **2**

Company*: Select Company Name **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.
 8. Enter **Remarks** if desired
- Click **Submit**

Template

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

Upload Files **7**

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

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

Order 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
SDI Demo		Software Defined Interconnect PIP		04/25/2024	04/27/2024	Submitted 1	

SDI Demo
Product Selected: Software Defined Interconnect PIP

[Edit Order **2**] [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 **3**

Contact Name: | Contact Email: | Contact Phone:

Request Status: Submitted

Upload Template: [Upload Files **4**] | File Name: Software Defined Interconnect PIP | Uploaded By: | Uploaded Time:

Remarks: Remarks **5**
Remaining characters: 205

Posted Remarks: Demo order-

[Show History] [Discard] [Submit]

Milestones

Additional Detail:

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