Software Defined Interconnect PIP Order Job Aid

verizon business

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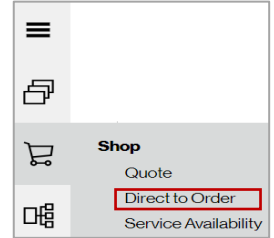
Getting Started | Quote

- 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 (Ethern... (1)

Product Offering*: Software Defined Interconnect ((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**

Request Type*: Order (1)

Order Type*: Install (2)

Remarks: Remarks (8) — Remaining characters 255

Requested Due Date*: MM/DD/YYYY (3)

Contact Name*: (4)

Contact Email*: (5)

Contact Phone*: (6)

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

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.

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**