



VzB Private IP (PIP) Order Job Aid

PIP NNI Port & Access, PIP Port & Access, or VzB PIP

Things to know

- **PIP NNI Port & Access:** Direct Port Connection between two service providers supporting multiple end user customers
- **PIP Port & Access:** Data Networking Service providing any to any connectivity transporting customer data between customer sites
- **VzB PIP:** Non-Optimized Data Networking Service providing connectivity transporting customer data between customer sites. Used with account numbers that are numeric only

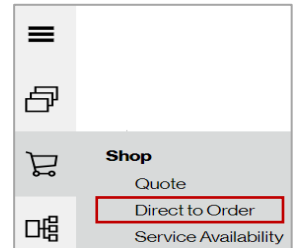
Getting Started | Quote

- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aid: **VzB Private IP (PIP)**
- 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: **Private IP (PIP)**
2. Select the desired Product Offering, **PIP NNI Port & Access, PIP Port & Access, or Private IP (non-optimized)**
3. Select **Company Name**
4. Enter **Request Name** (minimum of 4 characters max of 16)

| | | |
|--|---|---|
| Product Name * Private IP (PIP) 1 | Product Offering * PIP NNI Port & Access 2 | Company * -- Select One -- 3 |
| Request Name * Required 4 | -- Select One -- 2 PIP NNI Port & Access PIP Port & Access Private IP (non-optimized) | |

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)

The screenshot shows the order form with the following fields highlighted:

- 1. Request Type: Order
- 2. Order Type: Install
- 3. Requested Due Date: MM/DD/YYYY
- 4. Contact Name: [Text Field]
- 5. Contact Email: [Text Field]
- 6. Contact Phone: [Text Field]
- 7. Upload Template: [Upload Files] or drop files
- 8. Remarks: [Text Area]

Additional details: Remaining characters 255, Submit button, and file type restrictions (pdf, xls, xlsx, doc, docx, and txt).

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 [Supps](#) & [Milestones](#)