# Data Center Colocation
# Order Job Aid

**verizon** business
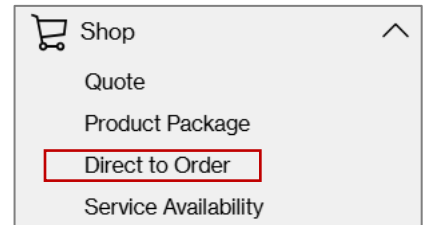
## Getting Started | Quote

- A Quote must be completed prior to the order submission process. Please refer to the following Quote Job Aid: **Data Center Colocation**
- The **Submitted Quote** will be displayed on the **Request Worklist.** A "**Completed**" status will be displayed once pricing is returned
- Click the **Request Worklist** to access and download the priced quote

## Order Process

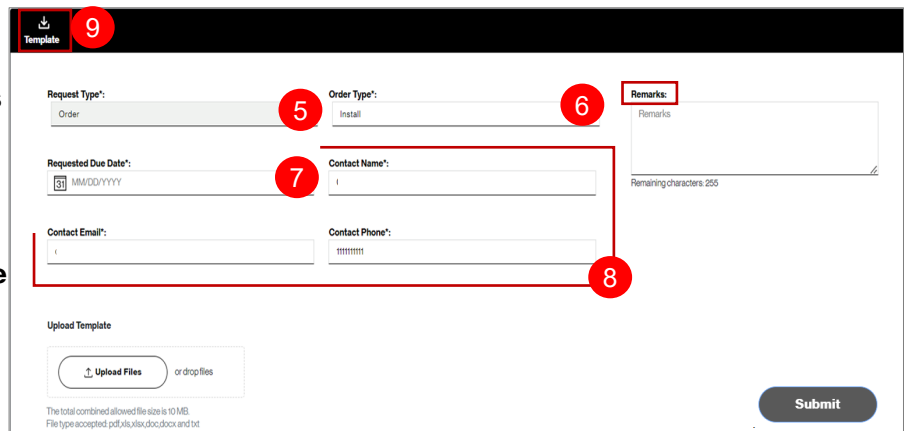Note: All required fields are denoted with an asterisk (*)

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

1. Select Product Name: **Data Center Colocation**
2. Select the applicable Product Offering: **Space and Power**
3. Select **Company Name**
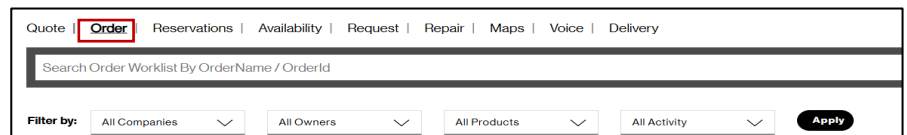4. Enter **Request Name** (minimum of 4 characters max of 16)

🛒 Shop ∧
   Quote
   Product Package
   [Direct to Order]
   Service Availability

| Product Name * | Product Offering * | Company * |
|---|---|---|
| Data Center Colocation ①| Space and Power ② | -- Select One -- ③ |

**Request Name ***
Required ④

5. Request Type: Order
6. Choose Order Type: **Install** | **Change**| **Disconnect** | **Move** as applicable
7. Select **Requested Due Date**
8. Enter **Contact Details: Contact Name, Email & Phone**
9. Upload file (*if a [Template] is needed, download from the template icon). A Quote PDF should be uploaded along with the template file to limit order delays.



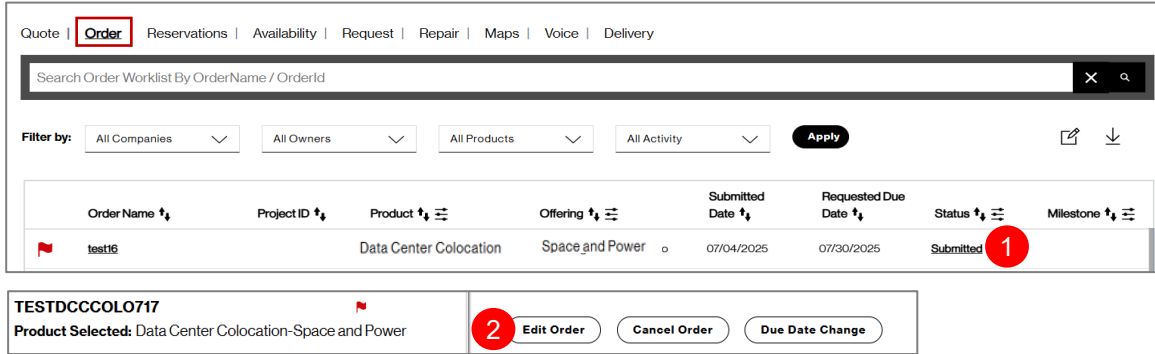Enter **Remarks** if desired

Click **Submit**

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

Search Order Worklist By OrderName / OrderId

Filter by: All Companies | All Owners | All Products | All Activity | **Apply**

**Note:** Order will be displayed on the Order Worklist

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## Update a submitted Request

From the **Order Worklist**

1. Click the hyperlink listed on the **Status** column

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

Search Order Worklist By OrderName / OrderId

Filter by: All Companies / All Owners / All Products / All Activity / **Apply**

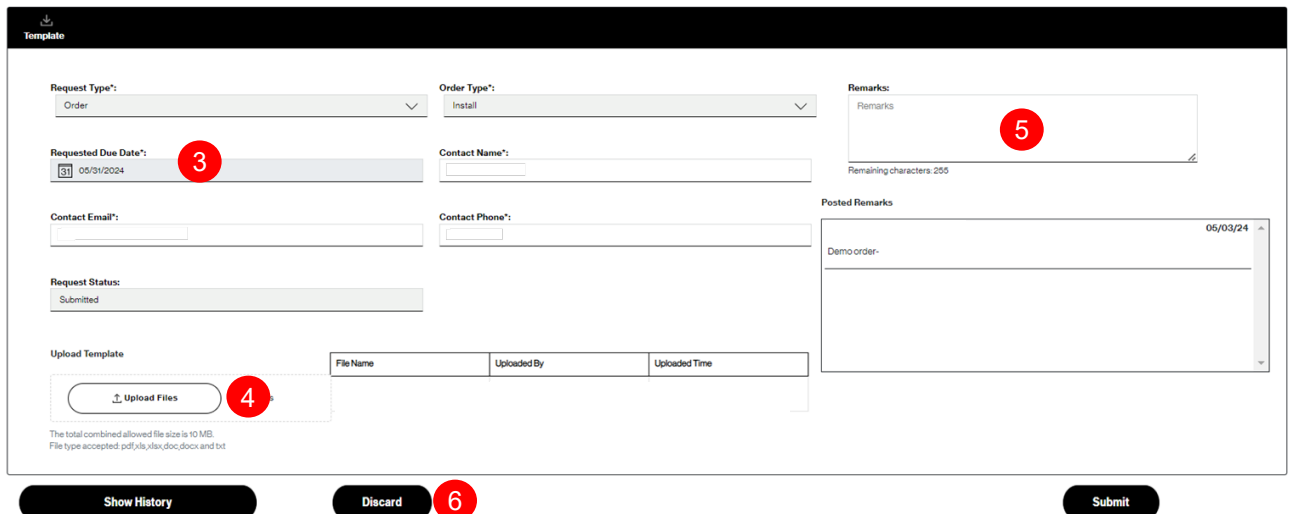| | Order Name ↕ | Project ID ↕ | Product ↕ ⇄ | Offering ↕ ⇄ | Submitted Date ↕ | Requested Due Date ↕ | Status ↕ ⇄ | Milestone ↕ ⇄ |
|---|---|---|---|---|---|---|---|---|
| 🚩 | test16 | | Data Center Colocation | Space and Power ○ | 07/04/2025 | 07/30/2025 | Submitted **1** | |

**TESTDCCCOLO717** 🚩
**Product Selected:** Data Center Colocation-Space and Power

**2** ( 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 Type*: | Remarks: |
|---|---|---|
| Order | Install | Remarks **5** |

Requested Due Date*: **3** 05/31/2024 | Contact Name*: | Remaining characters: 255

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

Request Status: Submitted

Upload Template

| | File Name | Uploaded By | Uploaded Time |
|---|---|---|---|
| ⬆ Upload Files **4** | | | |

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

( Show History )    ( Discard ) **6**                    ( Submit )

## Milestones

**Additional Detail:**

Use the following link to manage **Sup** & **Milestones**