



Dedicated E-Line Metro/Corridor VzON Order Job Aid



Dedicated virtual circuits, with security characteristics similar to traditional private line services, to provide point-to-point or point-to-multipoint connectivity

Getting Started | Quote

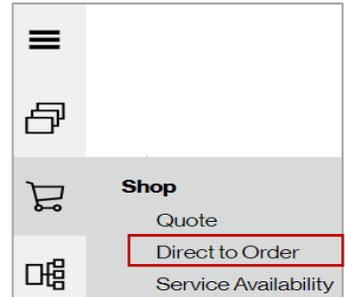
- A Quote must be completed prior to the order submission process. Please refer to the following Quote Job Aid: **Dedicated E-Line Metro Corridor VzON**
- The **Submitted Quote** will be displayed on the **Request Worklist**. A **“Completed”** status will be displayed once pricing is returned
- Click the **Request Worklist** to access and download the price quote (PDF file)

Order Process

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

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

1. Select Product Name: **Dedicated E-Line Metro/Corridor VzON**
2. Select the applicable Product Offering: **Point to Multipoint, Point to Point**
3. Select **Company Name**
4. Enter **Request Name** (minimum of 4 characters max of 16)



Product Name * Dedicated E-Line Metro/Corridor (VzON) 1	Product Offering Point to Multipoint 2	Company * -- Select One -- 3
Request Name * Required 4	Point to Multipoint Point to Point	

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**

Requested Due Date: MM/DD/YYYY **3** Contact Name: **4**

Contact Email: **5** Contact Phone: **6**

Upload Template **7**

Remarks: **8**

Submit

Note:
Order will be returned to the Order Worklist



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Update a submitted Request

From the **Order Worklist**

1. Click the **Status** link

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

Search 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
VzON Generic Ord		Dedicated E-Line Metro/Corridor (VzON)	Point to Multipoint	04/25/2024	04/27/2024	Submitted	

Demo-cs-5.3 ord

Product Selected: Dedicated E-Line Metro/Corridor (VzON)-Point to Multipoint

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 | Remarks: Remarks

Requested Due Date: 05/31/2024 | Contact Name: | Remaining characters: 200

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

Request Status: Submitted

Upload Template

File Name	Uploaded By	Uploaded Time
ded-e-line-pt-to-multipoint-quote-template.xlsx		05/03/2024 16:50:05

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

Upload Files | Discard | Show History | Submit

Milestones

Additional Detail:

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