Global IP Connect Direct Dial International
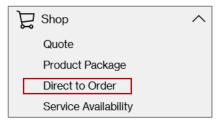# Order Job Aid

verizon business

Getting Started | Order Process

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

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

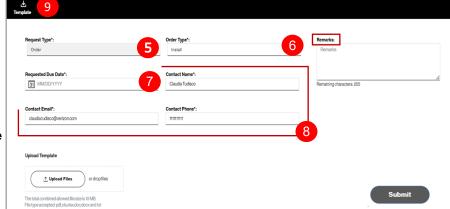1. Select Product Name: **Outbound Voice Services**

2. Select the applicable Product Offering: **Global IP Connect Direct Dial - International**

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 *
Outbound Voice Services — **1**

Product Offering *
Global IP Connect Direct Dial - International — **2**

Company * — **3**

Request Name *
Outbound — **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.

⤓ Template — **9**

Request Type*:
Order — **5**

Order Type*:
Install — **6**

Remarks:
Remarks
Remaining characters: 255

Requested Due Date*:
MM/DD/YYYY — **7**

Contact Name*:
Claudia Tudisco

Contact Email*:
claudia.tudisco@verizon.com

Contact Phone*:
1111111111 — **8**

Upload Template
⤒ Upload Files   or drop files
The total combined allowed file size is 10 MB.
File type accepted: pdf,xls,xlsx,doc,docx and txt

Submit

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

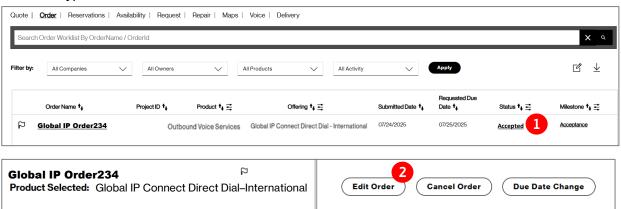**Note:** Order will be displayed on the Order Worklist

Global IP Connect Direct Dial International
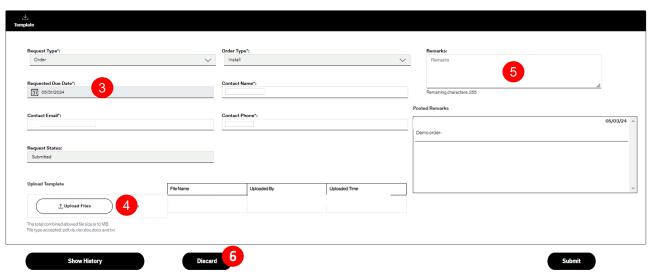# Order Job Aid

Update a submitted Request

From the **Order Worklist**

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

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 **Sup** & **Milestones**