



Secure Cloud Interconnect



Order Job Aid

Install | Change | Move

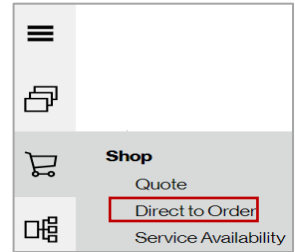
Getting Started | Quote

- A Quote must be initiated prior to the order submission process. Please refer to the following Quote Job Aid: **Secure Cloud Interconnect**
- 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: **Secure Cloud Interconnect**
2. Select Product Offering: **Secure Cloud Interconnect**
3. Select **Company Name**
4. Enter **Request Name** (minimum of 4 characters max of 16)

Product Selection

Product*: 1 ✓

Product Offering*: 2 ✓

Company Name*: 3 ✓

Request Name*: 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)

Template

Request Type*: 1 ✓

Order Type*: 2 ✓

Requested Due Date*: 3

Contact Name*: 4

Contact Email*: 5

Contact Phone*: 6

Remarks: 8

Remaining characters: 255

Submit

Upload Template

7

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

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

Order Name	Project ID	Product	Product Offering	Submitted Date	Requested Due Date	Status	Milestone
Demo		Secure Cloud Interconnect	Secure Cloud Interconnect	05/03/2024	05/31/2024	In Progress	Acceptance

Demo
Product Selected: | Secure Cloud Interconnect

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

Request Type: Order Order Type: Install

Requested Due Date: 05/30/2024

Contact Email: Contact Name: Contact Phone:

Request Status: In Progress

Upload Template: Upload Files or drop files

File Name: Template (1).xlsx Uploaded By: Uploaded Time: 05/07/2024 2:19:12

Remarks: Remarks

Posted Remarks

Show History **Discard** **Submit**

Milestones

Additional Detail:

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