



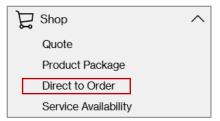


## **Getting Started | Order Process**

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

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

- Select Product Name: Outbound Voice Services 1.
- Select the applicable Product Offering: SIP Interconnect Outbound International
- Select Company Name
- Enter **Request Name** (minimum of 4 characters max of 16)





- 5. Request Type: Order
- 6. Choose Order Type: Install | Change Disconnect Move as applicable
- 7. Select Requested Due Date
- 8. Enter Contact Details:
- needed, download from the template icon). A Quote PDF

should be uploaded along with the template file to limit order delays.

31 MM/DD/YYYY Contact Name, Email & Phone 9. Upload file (\*if a Template is

Enter Remarks if desired Click Submit



Note: Order will be displayed on the Order Worklist



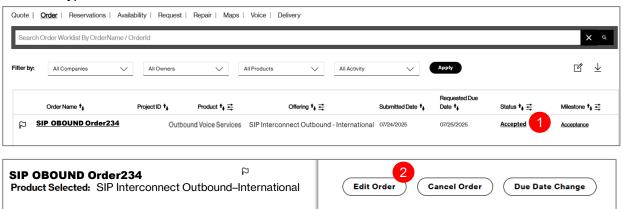


# verizon

# **Update a submitted Request**

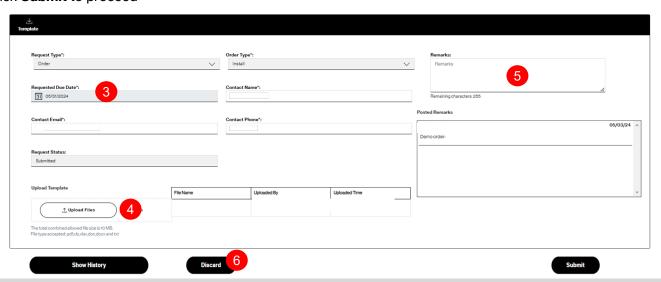
#### From the Order Worklist

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)
- 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**