



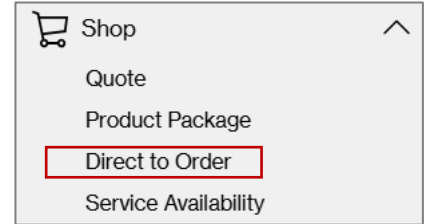
SIP Interconnect Two-Way International Order Job Aid

Getting Started | Order Process

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

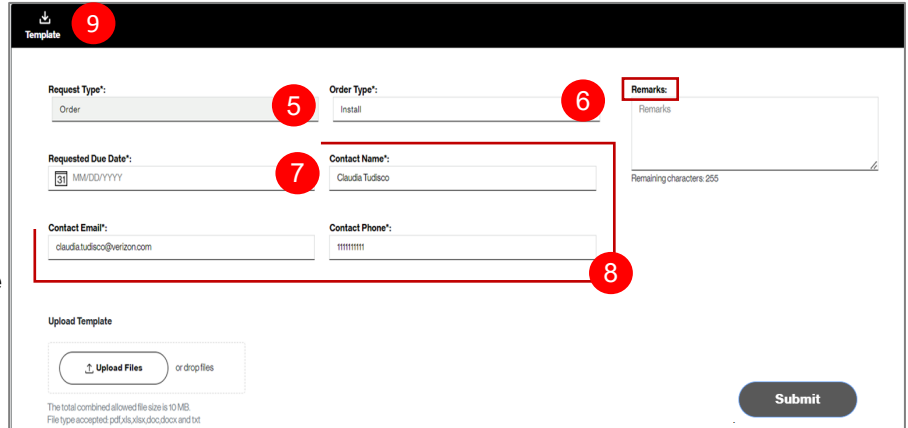
From the **Shop** menu, select: **Direct to Order**:

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



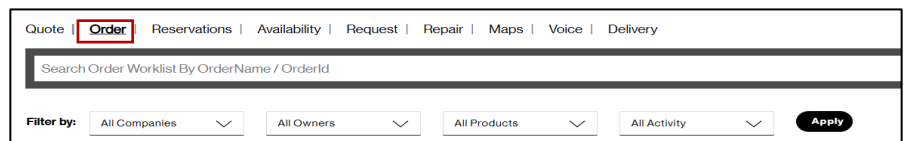
Product Name * Outbound Voice Services 1	Product Offering * SIP Interconnect Two Way - International 2	Company * 3
Request Name * Outbound 4		

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.



Enter **Remarks** if desired

Click **Submit**



Note: Order will be displayed on the Order Worklist



SIP Interconnect Two-Way International Order Job Aid

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
SIP Two-Way Order234		Outbound Voice Services	SIP Interconnect Two Way - International	07/24/2025	07/25/2025	Accepted 1	Acceptance

SIP Two-Way Order234
Product Selected: SIP Interconnect Two Way – International

Edit Order 2 **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

Requested Due Date*: 3 05/31/2024

Contact Name*:

Contact Email*:

Contact Phone*:

Request Status: Submitted

Remarks: 5

Posted Remarks: 05/03/24

Demo order-

Upload Template

File Name Uploaded By Uploaded Time

4 **Upload Files**

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**