

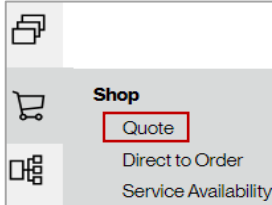


# Data Center Colocation Quote Job Aid

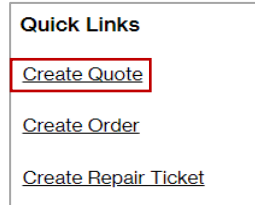
## Getting Started

There are **three** ways to create a Quote

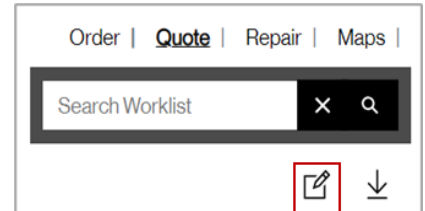
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**



## Quote Configuration

1. Select Product Name: **Data Center Colocation**
2. Select applicable Product Offering: **Space and Power**
3. Choose **Company Name** from the drop-down
4. Create **Request Name** (minimum of 4 characters, maximum of 12)

<b>Product Name *</b> Data Center Colocation <span>1</span>	<b>Product Offering*</b> Space and Power <span>2</span>	<b>Company *</b> <div></div> <span>3</span>
<b>Request Name*</b> QUOTEDCCOLLO1 <span>4</span>		

1. Download **Quote Template**

Template 5

**Request Type\*:**  
Quote

**Order Type\*:**  
Install

**Remarks:**  
Remarks

**Contact Name\*:**

**Contact Email\*:**

**Contact Phone\*:**

**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



# Data Center Colocation Quote Job Aid

## Quote Configuration (continued)

- After completing the template, click **Upload Files** to add the quote details to the request
- Click **Submit**

Request Type\*:  
Quote

Order Type\*:  
Install

Remarks:  

Remaining Character: 255

Contact Name\*:

Contact Email\*:

Contact Phone\*:

Upload Template

6 

Upload Files

 or drop files

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

7 **Submit**

The **Submitted Quote** will be displayed on the **Request Worklist**.  
A completed status will be displayed when pricing is returned.  
Click the **Request Name** link to access and download the price quote.

Quote | Order | Reservations | Availability | **Request** | Repair | Maps | Voice | Delivery

Search Worklist

Filter by: All Companies All Owners All Products All Activity **Apply**

Request Name	Company Name	Product Name	Submitted Date	Request Type	Activity	Status
<a href="#">dcc-generic-quote1</a>		Data Center Colocation	07/23/2025	Quote	Install	Completed
<a href="#">QUOTEUAT07232025</a>		Data Center Colocation	07/23/2025	Quote	Install	Submitted