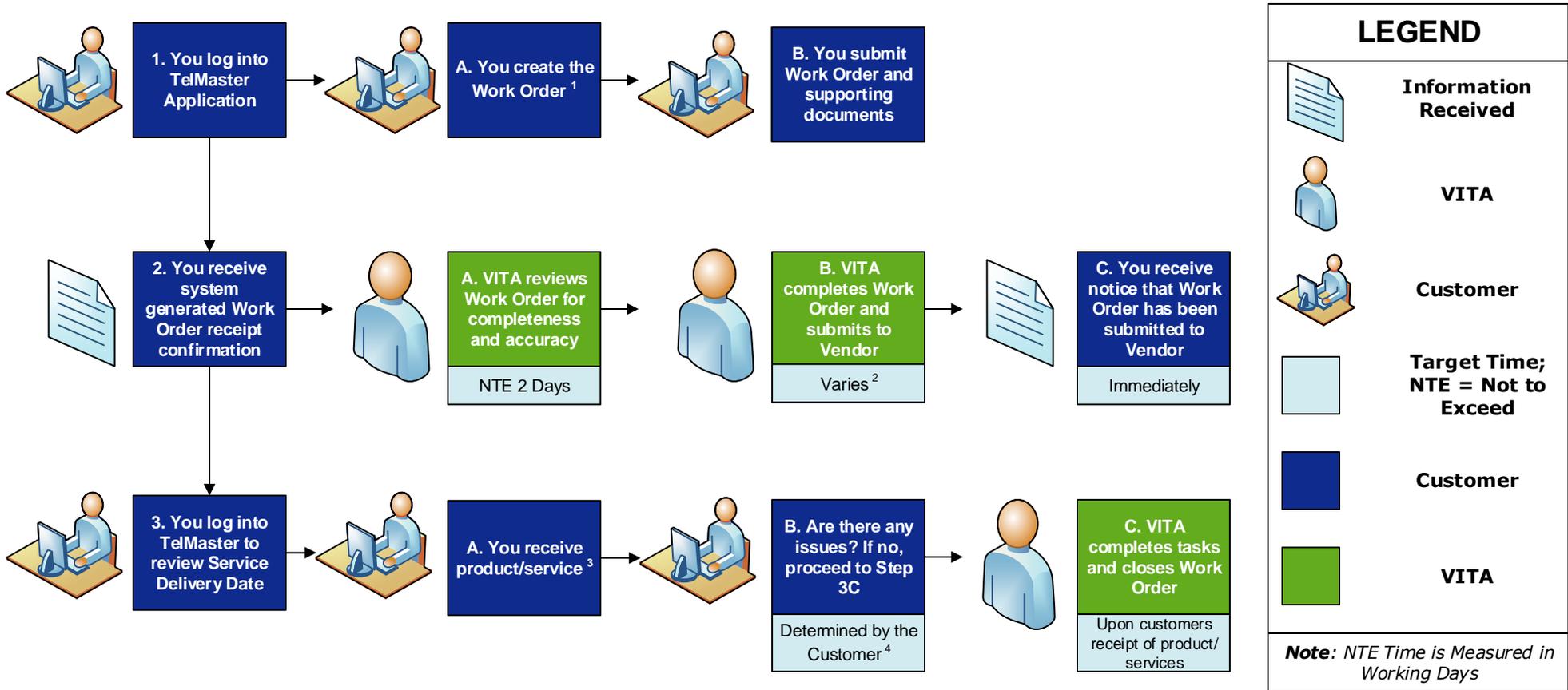




# Telecommunications Ordering Process (Future State)

The Telecommunications Ordering Process (Future State) describes how telecommunication products and services Work Orders are initiated, and completed.



**Note 1:** Once logged into the TelMaster Application, and access the Simple Work Order Screen to create your Work Order(s).

**Note 2:** VITA's completion of Work Orders depend on several factors; the Work Order type, ordering staff workload, and size of Work Order request.

**Note 3:** For more information regarding the available telecommunication products and services, please consult [VITA's website](#) and search for TEBS.

**Note 4:** If an issue occurs, contact VITA's ordering team for assistance by emailing [TCS@vita.virginia.gov](mailto:TCS@vita.virginia.gov).