

# Manage your CoLo Inventory and Orders in One free, Web-based tool

In an effort to continually increase efficiency of Nasdaq<sup>®</sup> co-location and connectivity products, Nasdaq operates a free web-based administration tool for customers – the CoLo & Connectivity Console. Customers can manage their inventory, as well as place and monitor orders for new services online!

## **Manage Inventory**

The Colo Console provides a real-time view of a customer's inventory, including cabinets, power, market data, cross connects, hand-offs, Direct Connects, Points of Presence (POP) and Wireless Connectivity. Through the tool, users can view their current inventory with all the associated details.

## **Place Orders**

This intuitive Console guides you through the ordering process to ensure Nasdaq has all the relevant information before an order is placed. The CoLo & Connectivity Console ordering process helps to eliminate the need for multiple calls between Nasdaq and CoLo customers.

For example, if ordering a new cabinet, the tool will guide you through choosing the quantity and power type, and then will automatically calculate your cabinet density based on your choices. Next, choose your power distribution units and receptacle types. If your choices require supplemental cooling, the tool will select it automatically. If you choose to provide a specialty cabinet, the tool will require you to submit the height, width, weight and depth. A section for notes to Nasdaq is provided for any special requests or additional information.

## **Track Orders**

Once an order is placed, it can be tracked via the CoLo Console inbox. A list of all pending orders will be displayed upon login and includes the order status, anticipated delivery date, a record of the last update and any actions that have been taken. The inbox also includes a Completed Orders tab for customers' reference.

### **Email Alerts**

For each order received, the user will receive an email confirmation containing an order id. Also as the status of an order changes or is completed, you will receive email updates indicating the changes.

## **Contact Information**

To obtain a User Account, an authorized officer at your firm must complete a CoLo & Connectivity Console contact sheet, available on the NASDAQ Trader<sup>®</sup> website, and return it to Subscriber Services at <u>coloadmin@nasdaq.com</u> or fax at +1 212 231 5426. Once received, NASDAQ will issue a user ID/password to you for your use.

Contact Doug Aragones at <u>douglas.aragones@nasdaq.com</u> or +1 212 231 5189 for more information.