



## Vendor Contacts and Ordering Instructions

All PEPPM orders should be faxed to PEPPM at **800-636-3779** or placed online through Epylon eCommerce.

**Product Line: AltiGen Communications, Inc.**

### Introduction

Bardissi Enterprises, LLC is an AltiGen Communications Certified Partner and Master Dealer.

**AltiGen Communications, Inc. (NASDAQ: ATGN) is a leader and market innovator in Voice over Internet Protocol (VoIP) telephone systems.** We design, deliver and support VoIP phone systems and call center solutions that combine high reliability with integrated IP communications applications.

As one of the first companies to offer VoIP solutions, AltiGen has been deploying systems since 1996. We have more than 10,000 customers worldwide, with over 15,000 systems in use. Our telephony solutions are primarily used by small-to-medium sized businesses, companies with multiple locations, corporate branch offices, and call centers.

AltiGen's systems are designed with an open architecture, built on industry standard Intel™ based servers, SIP™ compliant phones, and Microsoft Windows™ based IP applications. This adherence to widely used standards allows our solutions to both integrate with and leverage a company's existing technology investment. AltiGen's award winning, integrated IP applications suite provides customers with a complete business communications solution. Voicemail, Unified Messaging, Automatic Call Distribution, Call Recording, Call Activity Reporting, and Mobility solutions take advantage of the convergence of voice and data communications to achieve superior business results

Bardissi Enterprises has several offices located below:

1925 Maple Ave., Hatfield, PA - (215) 853-2266

10098 Sandmeyer Ln, Philadelphia, PA - (215) 853-2266

201 Penn Center Blvd., Suite 400, Pittsburgh, PA - (412) 357-1445

140 E Ridgewood Avenue, Paramus, NJ - (201) 345-5702

Main Sales Contact :

George Bardissi

Phone: Extension 150

Fax: 866-422-4766

[gbardissi@bardissi.net](mailto:gbardissi@bardissi.net)

## Placing an Order via Fax:

1. Locate product and prices on PEPPM.org or through a sales representative.
2. Our posted PEPPM prices are for a quantity of 1. Contact George Bardissi in order to receive volume discount pricing.
3. Address the orders to:
  - Bardissi Enterprises, LLC
  - 1925 Maple Avenue
  - PO Box 7
  - Hatfield, PA 19440
4. All quotes and orders should state "As per PEPPM 2010."
5. Fax the completed order to **800-636-3779**.
  - a. Your order will be reviewed and edited by PEPPM Staff.
  - b. You will be contacted to make any necessary corrections.
  - c. Your order will be issued to the vendor within 24 hours during the business week after all (if any) corrections are made.
  - d. Your order will be archived for audit support.

## Placing an order Online:

Before placing an online order, make sure that your Ship-to Address has been entered by the individual in your organization that manages your Epylon information. Click on My Profile\_My Ship-to Addresses to view the addresses available on your account. If it is not listed, you must add it before creating the PO form. Ship-to Addresses are added under Accounts\_Ship-to Addresses.

1. Login to Epylon at [www.epylon.com](http://www.epylon.com).
2. Click on the Contracts tab.
  - a. Choose between a "line item" or "contracts" search.
  - b. Select **Bardissi Enterprises** from the Vendor (Awardee) list.
  - c. Click "Search."
3. Add selected line items to a List.
4. To request a volume price break, add items to a Spot Price Check form along with your desired quantity and a Response Due Date. The vendor will be notified of your request via email. Once they respond, you'll be notified and can view the response on Epylon. (After viewing a winning response, continue with the instructions that follow.)
5. Add selected items to a Purchase Order form.
6. Click "Submit" after entering a valid PO number and shipping address.
  - a. The PEPPM contract will automatically be referenced in your PO.
  - b. You will retain a copy of the sent purchase order in your Epylon account. A Printable Version is also available.
  - c. The order will immediately be viewable by the vendor.
  - d. Your order will be archived for audit support.

For any assistance using Epylon, contact [service@epylon.com](mailto:service@epylon.com) or call 888-211-7438.