



## 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: **AXIS**

### Introduction

For 25 years Sehi has built a solid reputation based on technical expertise and the ability to provide value to the customer. The Sehi Customer Care Program was designed specifically to assure clients that their needs will be met by knowledgeable, responsive and courteous employees. Our staff members are technically proficient and routinely attend advanced training in order to better serve clients with accurate information regarding emerging technologies. Sehi delivers peace of mind.

With over 1000 loyal customers in the education, government and corporate markets, Sehi has become one of the largest independent technology solutions providers in the country. We have developed long-standing relationships with industry leaders. We leverage our vendor relationships to help clients reduce their technology costs while improving their productivity and return on IT investments. Sehi delivers savings.

Please contact our office and speak to our PEPPM Designated Representative, Erica Hart, or one of our many knowledge sales representatives at 800-346-6315. Please submit your emails questions and request to [erica@sehi.com](mailto:erica@sehi.com) or fax 949-498-1770. Our Mailing address is 1275 Puerta Del Sol, San Clemente, CA 92673.

### 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. For Quantity discounts, please email [sehica@sehi.com](mailto:sehica@sehi.com) or fax request to 949-498-1770, please reference the PEPPM contract in your request.
3. Address the orders to:  
Sehi Computer Products, Inc.  
1275 Puerta Del Sol  
San Clemente, CA 92673
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 **Sehi Computer Products, Inc.** 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.

In the body of the purchase order, please include the following language:  
"As per PEPPM 2010"