

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: 3Com, American Power Conversion, BenQ America, Cisco, Fujitsu – Scanners/Drives/Ethernet, Hewlett-Packard, IBM Corp, Infocus, Microsoft, Symantec, Toshiba-Computers

Introduction

Incorporated in Virginia in 1994, DISYS is a successful Information Technology Product and Service Provider with a strong technical foundation. DISYS staff consists of remote and on-site consultants, software engineers, hardware technicians, sales staff, marketing staff, administrative support staff, human resources, and accounting. DISYS clientele covers State and Local Governments and Educational Institutions (G/E) as well as Commercial sectors nationwide. In an effort to support our customers, DISYS understands unique customer requirements, implements cost-saving measures and extends real-time support. We are focused on the special needs of our customer's unique infrastructure. Our sales staff goes through intense training to ensure DISYS is a knowledgeable source of both current and emerging technology. DISYS ensures our technicians and engineers understand the approaches and processes needed to develop high quality hardware and software solutions.

Ordering Address 4151 Lafayette Center Drive Suite# 600 Chantilly, VA 20151-1691 Phone: 888-286-3896 Fax: 800-601-2944		Remittance Address PO Box 405881 Atlanta, GA 30384-5881	
Contact personnel and the pertinent contact numbers			
Title	Name	888-286-3896 Phone	E-mail
Sales Team Leader	Pankaj Sharma	888-286-3896	Pankaj.Sharma@disys.com
Inside Sales	Vinant Prahlad	888-286-3896	Vinant.Prahlad@disys.com
Customer Service/RMA	Returns Dept.	888-286-3896	returns@disys.com
Technical Service	Service Dept.	888-286-3896	service@disys.com
Director of Operations	Vijay Soni	888-286-3896	Vijay.Soni@disys.com

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. *Please contact a Sales Team member for volume discount pricing.*
3. Address the orders to:
Digital Intelligence Systems Corp.
c/o Pankaj Sharma
4151 Lafayette Center Dr, Suite# 600, Chantilly, VA - 20151
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.
2. Click on the Contracts tab.
 - a. Choose between a "line item" or "contracts" search.
 - b. Select **Digital Intelligence Systems Corp.** 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 or call 888-211-7438.

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