



Vendor Contact and Ordering Instructions

All PEPPM orders should be faxed to PEPPM at **800-636-3779**.

Awarded Catalog Categories:

General Hardware and Software

Remanufactured Laser Toner and Ink Cartridges

Introduction

CDW•G is focused on meeting the mission-critical technology needs of organizations – large and small. You get great personal service, plus wide product selection, expert knowledge and advice, quick shipping and continuing technical support. All orders will receive Free Shipping.

Please email questions to one of the dedicated team members:

Michael Creegan
CDW Government, Inc.
230 N. Milwaukee Avenue
Vernon Hills, IL 60061
866-776-7412
Michael.creegan@cdwg.com

Sean Irwin
CDW Government, Inc.
230 N. Milwaukee Avenue
Vernon Hills, IL 60061
866-776-7361
seanirw@cdwg.com

How to Use and Navigate the PEPPM CDW Government Online Catalog Store

****Warning – If you wish to receive Bid protection for your PEPPM purchases, after locating the products/pricing, and adding them to your shopping cart, you can then print off the quote. Once the quote is printed, submit both the PEPPM quote and the Purchase Order to PEPPM via Fax at 800-636-3779.**

Note: Please make sure that you include the following language: “As Per PEPPM 2010 Catalog Bid” in the body of the PO. In order to find a product/print a quote, please follow the steps below.

Finding Products/Printing a Quote for Price Protection:

- Click on the CDWG catalog store link located on PEPPM.org or go to www.cdwg.com/peppmpa
- Research the products you are looking for either by clicking through the product category section, by putting the product description/part # in the Search field, or by searching by Brands via the links provided.
- Once you have added all of the products you wish to purchase to your cart, then click on the link in the bottom left of the screen called, "PRINTABLE VERSION"
- Print out the quote and fax both the PEPPM quote and the Purchase Order to PEPPM at 800-636-3779

Proceeding to Ordering products Online – Setting up New Account

- Follow all of the steps above, and if instead of printing the quote, proceed by clicking on the "Use Standard Checkout" button.
- At this point, you will need to "Create a New Account" by creating a unique User Name and Password, which you will use for all future orders through CDW-G.
- If you are creating a new account online, be sure to fill out all of the required information.
- Please note, while setting up your account, you are going to be asked if you know your CDW-G account #. If you do not remember this #, leave this section blank and request verification via E-mail or Phone. Once this is clicked your CDW-G Account Manager will contact you with this information.
- Now you have your account created, you will be sent to finish your checkout where you choose 1. Shipping Address 2. Shipping Method 3. Billing Address & Payment Method 4. Place & Confirm Order

Proceeding to Ordering products Online – Account already Exists

- Follow the steps in creating a quote and once you go to checkout, enter your username/password to finish the order.

Placing an Order via Fax:

1. Click on the CDWG catalog store link located on www.peppm.org or go to www.cdwg.com/peppmpa, shop, add selected items to a cart, then print a PEPPM quote or contact one of the CDW-G representatives listed above.
2. Our catalog store posted PEPPM prices are for a quantity of 1. For volume discounts on quotes, please call 800-808-4239 or email bids@cdwg.com.
3. Address the orders to:
CDW Government, Inc.
230 N. Milwaukee Avenue
Vernon Hills, IL 60061
4. All quotes and orders should state **"As per PEPPM 2010 Catalog Bid."**
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.

Orders may not be faxed directly to the Awarded Vendor. All orders must be placed through the PEPPM fax number (800-636-3779).