



## Vendor Contacts and Ordering Instructions

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

**Awarded Catalog Category:**

**End of Life Computer Systems and Parts**  
**Refurbished Computer Systems and Parts**

### Introduction

I.T. Xchange is an international distribution company specializing in the resale of personal computer hardware. We have been in business since 1996. We actively provide hardware to several hundred customers in the Education Market; mostly K-12 school districts.

We specialize in new/surplus end-of-life personal computer hardware. We focus on name brand product only. 75% of our sales consist of IBM/Lenovo product with the balance from Compaq, Dell, Toshiba, Okidata and other top tier manufacturers. Our product line includes systems, servers, notebooks, displays, and a wide assortment of peripherals.

We are IBM and Lenovo's exclusive partner in the Options Continuation Program (OCP). This program allows us to purchase hardware when it goes end of life and supply it to our customers at discounted prices.

#### **Contact Information (all states):**

**Loren Williams Tel: 312-283-0113 ext 224**

**Toll Free Tel: 866-435-9300 ext 224**

**Fax: 312-283-0114**

**Email: [lwilliams@itxchange.com](mailto:lwilliams@itxchange.com)**

### How to Use and Navigate the PEPPM **I.T. Xchange** Online Catalog Store

1. Click on the I.T. Xchange Online catalog store link located on PEPPM.org or you can also access the online store by clicking on <http://www.itxchange.com/PEPPM>

2. When you access for the first time, you will have to select the link to register. Once your registration is processed, you will get a confirmation email.
3. Once you have logged into the web site, to shop for **new hardware** click on "**New – End of Life Inventory Search**". If you are looking for a specific part number, you may enter the part number in one of the search field boxes on this page. If you would like to browse inventory, select a category from the pulldown box (ie "Notebook Computer- P4" or "Desktop-Celeron") and click "Search."
4. Once you have your search results you can click on a product description to get a more detailed description. From the detailed description you can specify the quantity you wish to order and add that quantity to your quote.
5. At any time you can click on "**New – End of Life Inventory Search**" to find more items.
6. Once you have added all of the items you wish to order to your quote, click the shopping basket icon to review your order. At this time you can delete items or adjust quantities. If you make any changes, click on "update Basket." When the basket reflects what you intend to purchase, click on "view printable quote." This will open a new screen and allow you to print your quote. The printout will give you instructions as to where to fax the order. Fax your order along with your purchase order to PEPPM at 800-636-3779.
7. Once you have logged into the web site, to shop for **refurbished hardware** click on "**Refurbished Offerings**". This will load refurbished offerings in an Excel spreadsheet. To receive a printable quote for refurbished offerings forward the part numbers and quantities you wish to order to [williams@itxchange.com](mailto:williams@itxchange.com) and you will received a printable quote via email. The printout will give you instructions as to where to fax the order. Fax the printable quote along with your purchase order to PEPPM at 800-636-3779.

## Placing an Order via Fax:

1. Click on the I.T. Xchange Online catalog store link located on [www.peppm.org](http://www.peppm.org), shop, add selected items to a cart, then print a PEPPM quote or contact the I.T.Xchange representative listed above.
2. Our catalog store posted PEPPM prices are for a quantity of 1. Contact Loren Williams about possible quantity discounts.
3. Address the orders to:  
I.T. Xchange  
Suite 100 - 9241 Globe Center Drive  
Morrisville, NC 27560
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).