



## Vendor Contacts and Ordering Instructions

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

### **Awarded Catalog Category: Remanufactured Laser Toner Cartridges**

#### **Introduction**

IPS Laser Express acts as single source provider of office equipment toner for all makes and models. Customers can re-order supplies on an as-needed basis or through a service plan with a pre-determined, fixed cost per page fee. IPS can save you 30%-40% on toner and 100% on service!

### **How to Use and Navigate the PEPPM IPS Laser Express Online Catalog Store**

Ordering is easy! Just follow these simple instructions:

- 1) Visit [ipsPEPPM.org](http://ipsPEPPM.org) and login. If you do not have an account, simply click on the link for New Users and fill out the required information.
- 2) You will see the list of compatible toners we offer. Click on the toner/s you wish to purchase. When you have selected all your toner/s, scroll down to the bottom of the page and click the link to review your order on the Quote Summary page.
- 3) Quote Summary Page: Review your order, change quantities or remove items from your cart. If you do make changes, click "Update Cart." To add more items to your cart, click "Continue Shopping." If you are finished, click "Save and Print Your Quote."

#### **Placing an Order via Fax:**

1. Click on the IPS Laser Express link located on [www.peppm.org](http://www.peppm.org), shop, add selected items to a cart and print a PEPPM quote or contact IPS Laser Express:  
**Ron Grant, Sales Manager: [ron.grant@ipsLaserExpress.com](mailto:ron.grant@ipsLaserExpress.com) or 610.323.2913**
2. Our catalog store front posted PEPPM prices are for a quantity of 1.
3. Address the orders to:  
**IPS Laser Express  
2813 East High Street  
Sanatoga, PA 19464**
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).