

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"