



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: Hitachi Software Engineering America Ltd

Introduction

Hitachi Software's StarBoard line of Interactive Media Solutions offers users a selection of powerful tools for classrooms, meetings, training, and conferencing for business and education.

For all inquiries, please contact Kirk Hammond at 954-935-6926 or via email at Kirk.Hammond@hal.hitachi.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 one of our authorized dealers to obtain special volume pricing.
3. Select one of the authorized resellers listed below and address the orders to:
Hitachi Software Engineering America
c/o (Selected Reseller Name)
Reseller Address
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 **Hitachi Software Engineering America** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
 4. Assign a reseller to the item by using the checking the box next to the item and clicking the "Assign Distributor" button.
 5. 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.)
 6. Add selected items to a Purchase Order form.
 7. 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.

Reseller Listing

Orders may not be faxed directly to these resellers. All orders must be placed through the PEPPM fax number (800-636-3779) or Epylon eCommerce to assure PEPPM bid protection.

Select one of the authorized resellers/dealers listed below and address the orders to:

Hitachi Software America Ltd

c/o **AVI-SPL**
11095 Knott Ave, Suite E
Cypress, CA 90630
John Miles John.Miles@avispl.com
714-799-7166

OR

c/o **Troxell Communications**
19229 Sonoma Hwy #286
Sonoma, CA 95476
Mark Barber Mark.Barber@trox.com
707-939-0146

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