



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: Mimosa Systems

Introduction

immixTechnology, Inc., a wholly-owned subsidiary of immixGroup, Inc., was founded over a decade ago to be a bridge between government customers and information technology (IT) manufacturers, accelerating sales for manufacturers and providing easier, more cost effective procurements for the public sector. With nearly \$500M in annual public sector revenue, immixGroup is a recognized innovator in developing and delivering contracting models designed to grow our manufacturer partners' government business and ensure the success of our public sector customers. immixTechnology built its business, supported by our ISO 9001:2008 registered processes, to act as a true enterprise-sized technology reseller and as an aggregator of IT manufacturer-authorized sales agents.

Contacts for immixTechnology Mimosa Systems Product Line:

Senior Account Manager

Dan Purtell
Ph. 703-752-0632
Fax 703-752-0613
dan_purtell@immixgroup.com

Account Manager

Nicholas Straiter
Ph. 571-405-3620
Fax 703-752-0613
nicholas_straiter@immixgroup.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 your Account Manager for information on volume discounts.
3. Address the orders to:
immixTechnology, Inc.
8444 Westpark Dr.
Suite 200
McLean, VA 22102

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 **immixTechnology, Inc.** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
4. RESERVED.
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.