



## 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: NORTEL**

### Introduction

In an environment of converging technologies; multiple manufacturers; and differing applications; Shared Technologies is a uniquely capable partner for your technology needs.

Founded as Mid-Hudson Communications in 1972, Shared Technologies was one of the earliest distribution partners for Nortel in the United States. Shared Technologies has adapted its market approach to service the changing needs of the end user community, adhering to core values and a dynamic internal business plan.

The company and our entire employee community recognize that the key to the success and growth of our business lies in the value that our customers recognize in the work we do every day. Consistency and reliability along with integrity and respect for our customers are the cornerstones on which the business is built.

We are authorized to resell, install and maintain the following Nortel products:

Advanced Video Solutions, Application Switching & Security, Business Communications Manager, Business Communications Manager 50, CallPilot, CallPilot 4.0, CallPilot 5.0, Communication Server 1000 4.0, Communication Server 1000 5.0, Communication Server 2100, Companion, Contact Center, Contact Center - Express, Contact Center - Multimedia, Contact Center Suite 6.0, Contact Recording & Quality Monitoring, Data Networking Products, Media Processing Server 500, Multimedia Communication Server 5100, Multiservice Switch 6400/7400/15000, Norstar, Optical Metro 3000/5000 and Periphonics VPS

**To find out what Shared Technologies can do for you please contact:**

**Tygh VanZandt**  
**2550 Eisenhower Avenue**  
**Suite 200A**  
**Norristown, PA 18017**  
**Phone 610-837-0805**  
**Fax: 610-728-8086**  
**Email: [tygh.vanzandt@sharedtechnologies.com](mailto:tygh.vanzandt@sharedtechnologies.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. For additional quantities or volume discounts please contact Tygh VanZandt at 610-837-0805 to obtain a formal quote.
3. Address the orders to:  
Shared Technologies  
2550 Eisenhower Avenue  
Suite 200A  
Norristown, PA 19403
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](http://www.epylon.com).
2. Click on the Contracts tab.
  - a. Choose between a "line item" or "contracts" search.
  - b. Select **Shared Technologies, Inc.** 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](mailto:service@epylon.com) or call 888-211-7438.

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