



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: Canon

Introduction

Tech Depot, an Office Depot Company, continues to be recognized as a leading direct marketer of computer hardware and software products.

We are dedicated to meeting the unique technology requirements of your business, organization, or institution. Tech Depot showcases an extraordinary selection of products, including desktop and notebook computers, storage and networking devices, digital imaging solutions, printers, software licensing, and accessories. Tech Depot is your singular source for leading-edge technology solutions.

Tech Depot is committed to quality, and to your satisfaction as our valued customer. Your success is as important to us, as it is to you.

Call 800-625-9866 to speak to an Account Manager or contact one of the Sales Managers listed below.

Sales Manager: Craig Somma (East Coast)
Toll Free: 800-625-9866 x7417
Direct: 203-615-7417
Fax: 203-615-7006
Email: csomma@techdepot.com

Sales Manager: Chris Murphy (West Coast)
Toll Free: 800-625-9866 x7422
Direct: 203-615-7422
Fax: 203-615-7006
Email: camurphy@techdepot.com

Sales Manager: Carlos Montanez (Central)
Toll Free: 800-625-9866 x7416
Direct: 203-615-7416
Fax: 203-615-7006
Email: cmontanez@techdepot.com

Mailing Address:

Tech Depot
6 Cambridge Drive
Trumbull, CT 06611

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 Manger or call 800-625-9866 to obtain a quote for volume discounts. Or
3. Address the orders to:
 - Tech Depot
 - C/O PEPPM Purchase Order
 - 6 Cambridge Drive
 - Trumbull, CT 06611
4. All quotes and orders should state "As per PEPPM Canon 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 **Tech Depot** 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.