



## 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: DakTech Computers

#### Introduction

DakTech, Inc. is a computer manufacturing company that began operations in April 1990 in Fargo, North Dakota. The company manufactures its own signature line of Intel Pentium Dual Core, Intel Celeron® and Intel XEON servers, workstations and laptops. DakTech markets and distributes their components and accessories nationwide. We have an industry leading 7-Year warranty on our workstations and servers.

#### Contact Information:

DakTech Computers

Barry Hegg - Phone: 1-888-761-8534, Fax: 701-282-9690

3502 36<sup>th</sup> Street SW

Fargo, ND 58104

#### 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. Call 1-888-761-8534 for quantity discounts or [bhegg@daktech.com](mailto:bhegg@daktech.com).
3. Address the orders to:  
DakTech Computers  
Barry Hegg  
3502 36<sup>th</sup> Street SW  
Fargo, ND 58104
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 **DakTech Computers** 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](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"