



## Vendor Contacts and Ordering Instructions

All PEPPM orders should be faxed to PEPPM at **800-636-3779** or placed online through Epsilon eCommerce.

**Product Line: Great Lakes Electronics (Certera) Computer Systems**

### Introduction

Great Lakes Electronic Distributing, Inc. specializes in sales of custom configured PCs. Our customer base is nation wide with the heaviest concentration in the Northeast, primarily New York, Pennsylvania and Ohio. Great Lakes has built its reputation on quality and service. Our strict quality control procedure results in a high satisfaction rate with our customers and is the cornerstone for repeat business.

**Contact Information:** 800-831-0035  
716-825-9611  
**Fax:** 716-825-9636  
**Address:** 22 James E. Casey Drive  
Buffalo, NY 14206  
**Internet Address:** [www.gled.com](http://www.gled.com)  
**General Sales Inquiries:** [sales@gled.com](mailto:sales@gled.com)  
**PEPPM Administrator:** Aaron Filk x131, [afilk@gled.com](mailto:afilk@gled.com)  
**PEPPM Sales:** Jeff Graczyk x118, [jgraczyk@gled.com](mailto:jgraczyk@gled.com)  
**Credit Manager:** Brian Henry x105, [bhenry@gled.com](mailto:bhenry@gled.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 all orders, we recommend contacting our PEPPM Sales representative for a customized quote.
3. Address the orders to:  
Great Lakes Electronics Distributing, Inc.  
22 James E. Casey Drive  
Buffalo, NY 14206
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 **Great Lakes Electronic Distributing** from the Vendor (Awardee) list.
  - c. Click "Search."
3. Add selected line items to a List.
4. If applicable, 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".