



Vendor Contacts and Ordering Instructions

All PEPPM orders should be faxed to PEPPM at [800-636-3779](tel:800-636-3779)

Product Line: Kaseya International Limited

Kaseya International Limited is the holder of the PEPPM 2009 Supplemental Bid for both California and Pennsylvania, Contract for Kaseya IT Automation. In addition to providing Kaseya automation solution and services through a Kaseya Public Sector Sales Manager, Kaseya International Limited also utilizes Authorized Business Partners/Resellers to provide our solution. If you choose to purchase from one of our Authorized Business Partners/Resellers (see list below), please address Purchase Orders to your selected Business Partner/Reseller and forward to PEPPM for proper processing and to assure bid protection.

For questions and quotes, please contact:

Betsy Chupek
Public and Private Sector Sales Manager
Kaseya
2200 Clarendon Blvd, Suite 1125
Arlington, VA 22201
Betsy.chupek@kaseya.com
O: 415.694.5700, X1273

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. If you have interest in volume discounts, please request this information from your Sales Representative.
3. Minimal order of \$500 required
4. For direct Orders, Address the PO to:
Kaseya International Limited
4th Floor (South)
Channel House - Green Street
St. Helier
Jersey
Channel Islands JE2 4UH

Or if using Resellers, Select one of the authorized resellers listed below and address the orders to:

Kaseya International Limited
c/o (Selected Reseller Name)
Reseller Address

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 **Kaseya International** 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 or call 888-211-7438.

Reseller Listing

Orders may not be faxed directly to these resellers. All orders must be placed through the PEPPM fax number (800-636-3779) to assure PEPPM bid protection.

Kaseya Authorized Reseller

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

briteCITY

22365 El Toro

Suite 254

Lake Forest, CA 92630

Contact Names:

Ryon Ellis 949-243-7440 x120 ryon@britecity.com

Scott Senerchia 949-243-7440 x150 scott@britecity.com

Purchase Orders may not be faxed to the above Reseller. Fax to 800-636-3779.