



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: High Volume Digital Copier/Printers, Multifunctional Copier, Printer, faxes, and scanners

Introduction

Konica Minolta Business Solutions, Inc. is a leading manufacturer of imaging equipment that includes both monochrome and full color output. Our product line includes high volume copier/printers for the Central Reprographics Department (CRD), as well as a full line of departmental MFP copiers that offers functionality as a copier, printer, facsimile and scanner.

We have sales and service coverage for Pennsylvania, New Jersey, Delaware, and Maryland. For product questions or volumes discounts, please contact:

Walter Shumaker – National Account Manager
Konica Minolta Business Solutions
100 Williams Drive
Ramsey, NJ 07446
Phone: 412-889-2802 (cell)
Email: wshumaker@kmb.konicaminolta.us

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. To obtain multiple unit or volume discount pricing information, please contact Walter Shumaker – National Account Manager, Konica Minolta Business Solutions at 412-889-2802 (cell), or via email at wshumaker@kmb.konicaminolta.us
3. Address the orders to:
Konica Minolta Business Solutions
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 **Konica Minolta Business Solutions, Inc.** 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) or Epylon eCommerce to assure PEPPM bid protection.

Select one of the authorized resellers/dealers listed below and address the orders to:

Konica Minolta Business Solutions, Inc.

101 Williams Drive
Ramsey, NJ 07446
Attn: Dina Abaza
201-818-5729

Konica Minolta Business Solutions, Inc.

c/o Document Solutions, Inc
114 South Wineow Street
Cumberland, MD 21502
Janice Hare
301-777-7999

Konica Minolta Business Solutions, Inc.

c/o Copy Products
101 East Township Line Road
Upper Darby, PA 19082
Tom Minuti
610-446-3550

Konica Minolta Business Solutions, Inc.

c/o Edwards Business Systems, Inc.
2240 City Line Road
Bethlehem, PA 08031
Chad Alban
610-266-0200

Konica Minolta Business Solutions, Inc.

c/o Quality Digital Office Technologies
1104 Carlisle Road, Suite 150
Camp Hill, PA 17011
William Wurster
717-975-6482

Konica Minolta Business Solutions, Inc.

c/o Virginia Business Systems
9899 Maryland Drive
Richmond, VA 23223
Rick Lingon
804-270-7003

Konica Minolta Business Solutions, Inc.

c/o Raystown Office Equipment Service, Inc
700 South Kettle Street
Altoona, PA 16602
Bill Wolfe
814-949-8233

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