



## 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: Honeywell, Iwatsu, MDI, Inc., and Sapling

#### Introduction

Communication Systems, Inc. is a full service electronic systems integrator for educational institutions. We provide design, installation and service.

Contact: Brian Muh, Public Contracts Administrator  
Address: 4670 Schantz Road  
Allentown PA 18104  
Office Hours: Monday-Friday / 7:30AM – 4PM  
Phone: (610)439-1600 ext. 134  
Fax: (610)439-1388  
Internet: [www.comsysinc.com](http://www.comsysinc.com)  
Ordering: Please contact Brian Muh at our toll free number, 866-721-1200, prior to placing your order to ensure correct parts and configuration.

#### Placing an Order via Fax:

1. Locate product and prices on PEPPM.org or through a sales representative. Our posted PEPPM prices are for a quantity of 1.
2. Pricing for volume purchases can be negotiated by contacting Brian Muh at (610)439-1600 ext. 134.
3. Address the orders to:  
Communication Systems, Inc.  
4670 Schantz Road  
Allentown, PA 18104
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 **Communication Systems, Inc.** 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](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"