

Vendor Contacts and Ordering Instructions

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

Purchase Orders

Purchase Orders must have the current pricing priced on PEPPM on the date the Purchase Order is received by ePlus Technology. For the most accurate prices and to assure compatibility it is recommended that the LEA contact an ePlus Technology educational sales representative at (610) 495-7800. It is also recommended that the LEA retain a printed dated copy of the PEPPM price with the Purchase Order for internal audit verification.

They should include the following information in the Vendor field of your Purchase Order

ePlus Technology, inc.	Phone No.	(610) 495-7800
Attn: Public Sector Sales	Fax No.	(610) 495-1208
130 Futura Drive	Email	peppm@eplus.com
Pottstown, PA 19464		

Purchase Orders must include the following:

- ✓ With Initial Purchase order please attach copy of enclosed Credit information and Tax Exemption Certificate (if you have ordered from ePlus Technology in the past, this information is already on file)
- ✓ Bill-To and Ship-To information, including any special delivery instructions. Note if partial shipments are accepted.
- ✓ Note on Purchase Order “As per PEPPM 2010 – Effective MM/DD/YYYY”
- ✓ Manufacturer part number, quantity, description, unit price, extended price, and total PO amount.
- ✓ Name and Phone number of contact in case of questions or problems.
- ✓ Specific configuration instructions, if applicable.
- ✓ Authorized signature.
- ✓ Please include an email address for us to send info regarding questions, problems, order status, warranty correspondence, etc....

Note: Orders greater than **\$500** are FOB Destination with standard ground shipping included in the posted PEPPM Prices.
Shipping costs will be added to all purchases orders under \$500
 Expedited shipping will be assessed the actual freight cost.
 Terms are Net 30 Days.
Leasing is available on all PEPPM equipment purchases.

Contact Information

Pricing, Availability, Order Status:

Melissa Dawson	Inside Sales Manager	610-495-1245	mdawson@eplus.com
Jamie Sgroi	Inside Sales	610-495-1259	jsgroi@eplus.com
Kristen Zawislak	Inside Sales	610-495-1294	kzawislak@eplus.com
Becky Thomas	Inside Sales	610-495-1205	rthomas@eplus.com
Jen Koloch	Inside Sales	610-495-1236	jkoloch@eplus.com
Lynn Gribbin	Inside Sales	717-730-1603	lgribbin@eplus.com

Sales (Pottstown): 610-495-7800

Darren S. Raiguel	VP Public Sector Sales	610-495-1266	draiguel@eplus.com
Nicholas D’Archangelo	PA Public Sector Team Leader	610-495-1293	ndar@eplus.com

Heather DelGrosso	Account Executive	610-495-1232	hdelgrosso@eplus.com
Patrick Rucker	Account Executive	610-495-1235	prucker@eplus.com
Randy deBrauwere	Account Executive	610-495-1289	rdebrauwere@eplus.com
Dave Pettis	Account Executive	610-495-1269	dpettis@eplus.com

Sales (Harrisburg): 717-737-9790

Karen Kimberling	Account Executive	717-730-1602	kkimberling@eplus.com
Carl Skiba	Account Executive	717-730-1606	cskiba@eplus.com

Sales (Pittsburgh) : 412-258-1700

Paul Azzarelli	Account Executive	412-258-1702	pazzarelli@eplus.com
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Placing an Order via Fax:

1. Locate product and prices on www.peppm.org or through a sales representative.
2. Our posted PEPPM prices are for a quantity of 1.
3. Address the orders to:
ePlus Technology, Inc.
Attn: Public Sector Sales
130 Futura Drive
Pottstown, PA 19464
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 **ePlus Technology, 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 or call 888-211-7438.