



Vendor Contacts and Ordering Instructions

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

Product Line: Texas Instruments Graphing & Non-Graphing Calculators & Data Tools

Introduction

D&H is the country's largest distributor of Texas Instruments calculators and data tools to schools. With five warehouse distribution centers, including one based in Harrisburg, PA and one based in Fresno, CA, D&H is able to provide 1-3 day delivery to schools in PA and CA for in-stock orders.

Address orders to: D&H Distributing Company
2525 North Seventh Street
Harrisburg, Pennsylvania 17110

*Please reference prices per PEPPM 2010 - Effective: January 1, 2010

Contact Information: Primary PEPPM Contacts

Steve Desh, Sales Support Specialist
Angela Rhoads, Bid Analyst (K-12)

sdesh@dandh.com
arhoads@dandh.com

Secondary PEPPM Contacts

Larry Staub, Education Division Manager

lstaub@dandh.com

Office Hours: Monday through Friday 8:30 am- 5:30 pm EST

Phone: (800) 340-1006

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. For volume pricing please contact our Educational Division at 1-800-340-1006 or email Angela Rhoads at the

- following email address: arhoads@dandh.com. Please identify yourself as a PEPPM participant.
3. Address the orders to:
D&H Distributing Company, Education Division
2525 North Seventh Street
Harrisburg, PA 17110
 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.
 6. All purchase orders from California schools must include sales tax. PEPPM pricing does not include sales tax.

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 **D&H Distributing Company** 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.
7. All purchase orders from California schools must include sales tax. PEPPM pricing does not include sales tax.

For any assistance using Epylon, contact service@epylon.com or call 888-211-7438.