



Ordering Instructions

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

Product Line: Wacom Technology

Introduction

Launched in 1998 in Austin, Texas, Academic Superstore has consistently been the fastest-growing, education-focused retailer in North America. We are committed exclusively to academic customers, offering thousands of software titles at great discounts. We have partnered with the top technology manufacturers to bring excellent service and pricing to schools, teachers and students. Our philosophy is simple: hire amazing people, give them the best tools, and help them deliver an unbeatable customer experience.

Sales Contact: PA, MI, OH

Account Executive: Jason Ballard

Phone: 800-298-3302

Fax: 512-804-1992

Email: jason@academicsuperstore.com

Sales Contact: IL, IN, MN, MO, WI

Account Executive: Dave Reimer

Phone: 800-298-3062

Fax: 512-804-1992

Email: davidr@academicsuperstore.com

Sales Contact: CA, CO, AZ

Account Executive: Mo Morris

Phone: 800-298-4066

Fax: 512-804-1992

Email: mo@academicsuperstore.com

Mailing Address:

Academic Superstore

2101 East St. Elmo

Suite 360

Austin, TX 78744

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. Call or email your Account Executive for a price quote.
3. Address the orders to:
Academic Superstore
2101 East St. Elmo
Suite 360
Austin, TX 78744
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 Epsilon 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 Epsilon at www.epsilon.com.
2. Click on the Contracts tab.
 - a. Choose between a "line item" or "contracts" search.
 - b. Select **Academic Superstore** 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 Epsilon. (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 Epsilon 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 Epsilon, contact service@epsilon.com or call 888-211-7438.

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