



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

Product Line: Websense

Introduction

Comm Solutions Company can help you design and implement network solutions with quality products and services. We have been in the network services business for 30 years and understand the importance of satisfying our clients. Our experienced sales and engineering staff takes the necessary time to understand and respond to the unique needs of each client. We provide full service representation and design solutions for today's and tomorrow's demanding network computing needs.

Comm Solutions has partnerships with most of the major manufacturers of network equipment/software and some of the best technical minds in the business. Our goal is to provide you with the network technology that you need, while leveraging your existing investments, avoiding costly downtime and saving you time and money.

For questions, please contact:

William F. Buckalew
Vice President
Comm Solutions Company
140 Quaker Lane
Malvern, PA 19355
610-644-5155 X-109
610-416-0418 (Blackberry)
610-482-9227 (eFax)
wbuckalew@commsolutions.com
www.commsolutions.com

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 the quantities indicated in the pricelist.
3. Address the orders to:

William F. Buckalew
Vice President
Comm Solutions Company
140 Quaker Lane
Malvern, PA 19355
610-644-5155
wbuckalew@commsolutions.com
www.commsolutions.com

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 **Comm Solutions Company** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
4. Add selected items to a Purchase Order form.
5. 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.