



## Vendor Contacts and Ordering Instructions

To assure PEPPM bid protection, all PEPPM catalog orders must be faxed to PEPPM at **800-636-3779** or emailed to [orders@peppm.org](mailto:orders@peppm.org). In the body of the purchase order, please include the following language: "As per PEPPM".

### **Awarded Catalog Categories: Audio Visual Products and General Hardware and Software**

#### **Introduction**

Adorama is the world's only full-service destination for photo, video and electronics. We're more than a camera store – we offer the best selection and prices on professional photography and video gear, pro-audio, and consumer electronics such as home theaters, mobile computing, home office equipment and more. Please contact our dedicated bid support team:

#### **Adorama Business Solutions Bids Department**

42 West 18th Street  
New York, NY 10011  
Toll Free: 888-582-2500  
Fax: 646-758-8558  
Email: [biddept@adorama.com](mailto:biddept@adorama.com)

#### **Ilonka Archer, Bids Department Sales Support Associate**

Direct Dial: 212.741.0401 x 2149  
Email: [ilonkaa@adorama.com](mailto:ilonkaa@adorama.com)

### **How to Use and Navigate the PEPPM **Adorama Inc.** Online Catalog Store**

Click on the **Adorama Inc.** link located on [www.peppm.org](http://www.peppm.org). Once in it you can shop by product name, catalog, brand, etc.

You can also use the search field located on the upper right hand side of our web page.

Once you are ready you can go to your shopping cart and either:

- Click "Request A Quote" and enter your email address and any desired comments to have a quote sent to you
- Click "Print Cart" to print a copy of the cart contents to submit as a quote

## Placing an Order via Fax or Email:

1. Click on the Adorama Inc. link located on [www.peppm.org](http://www.peppm.org), shop, add selected items to a cart and print a PEPPM quote or contact an Adorama Inc's representative listed above.
2. Our catalog store front posted PEPPM prices are for a quantity of 1. For volume discounts please contact our dedicated Adorama Business Solutions Bids Department at:  
  
Email: [biddept@adorama.com](mailto:biddept@adorama.com)  
Fax: 646-758-8558
3. Address the orders to:  
Adorama Inc  
42 West 18<sup>th</sup> Street  
New York NY 10011
4. All quotes and purchase orders should state "As per PEPPM."
5. Fax the completed order to **800-636-3779** or email to [orders@peppm.org](mailto:orders@peppm.org).
  - 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. Standard shipping is included on all orders over \$500.00.

Orders may not be sent directly to the Awarded Vendor. All orders must be placed through the PEPPM fax number (800-636-3779) or email address ([orders@peppm.org](mailto:orders@peppm.org)) to assure PEPPM bid protection.