



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

Awarded Catalog Category: General Hardware and Software

Introduction

CDW•G is focused on meeting the mission-critical technology needs of organizations – large and small. You get great personal service, plus wide product selection, expert knowledge and advice, quick shipping and continuing technical support.

Please email questions to:

Sarah Rosenfeld
CDW Government LLC
230 N. Milwaukee Avenue
Vernon Hills, IL 60061
866.769.8466
Sarah.Rosenfeld@cdwg.com

Jason Macionus
CDW Government LLC
230 N. Milwaukee Avenue
Vernon Hills, IL, 60061
866.769.8466
Jason.Macionus@cdwg.com

****Warning** – If you wish to receive Bid protection for your PEPPM purchases, after locating the products/pricing, and adding them to your shopping cart, you can then print off the quote. Once the quote is printed, submit both the PEPPM quote and the Purchase Order to PEPPM via Fax at 800-636-3779.**

Note: Please make sure that you include the following language: "**As Per PEPPM 2018 Catalog Bid**" in the body of the PO. In order to find a product/print a quote, please follow the steps below.

How to Use and Navigate the PEPPM CDW Government LLC Online Catalog Store

- Click on the CDWG catalog store link located on PEPPM.org or go to www.cdwg.com/peppm2018
- Research the products you are looking for either by clicking through the product category section, by putting the product description/part # in the Search field, or by searching by Brands via the links provided.
- Add all of the products you wish to purchase to your cart.
- Click on the cart icon in the menu bar at top of the screen showing the quantity & total number of items.
- A new page will open showing all the items in your cart. Click on the printer icon on the upper right side of the screen
- Print out the quote and fax both the PEPPM quote and the Purchase Order to PEPPM at 800-636-3779

Placing an Order via Fax or Email:

1. Click on the CDW Government LLC link located on www.peppm.org, shop, add selected items to a cart and print a PEPPM quote or contact the CDW Government LLC representative listed above.
2. Our catalog store front posted PEPPM prices are for a quantity of 1. For volume discounts on quotes, please call 1-800-808-4239 or email bids@cdwg.com.
3. Address the orders to:
CDW Government LLC
230 N. Milwaukee Ave.
Vernon Hills, IL, 60061
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.
 - 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) to assure PEPPM bid protection.