

Vendor Contacts and Ordering Instructions

To assure PEPPM bid protection, all PEPPM catalog orders must be faxed to PEPPM at <u>800-636-3779</u> or emailed to <u>orders@peppm.org</u>. In the body of the purchase order, please include the following language: "As per PEPPM".

Awarded Catalog Category: General Hardware and Software Catalog

Introduction

GovConnection Inc. is very excited to be part of this award. For ease of doing business we have set up a group email box, Single 800#, and fax number for all PEPPM States. Below you will find the instructions on how to navigate the PEPPM GovConnection, Inc. Online Catalog Store.

How to Use and Navigate the PEPPM GovConnection, Inc. Online Catalog Store

GovConnection is pleased to offer PEPPM contract pricing on our full catalog of technology products. Get started today!

Go to www.Connection.com/peppm

Click: First Time User to create an account.

Once an account has been established use the **Returning User link for future





Complete the basic user registration information. This will give you access to GovConnection's online catalog at PEPPM Contract pricing.

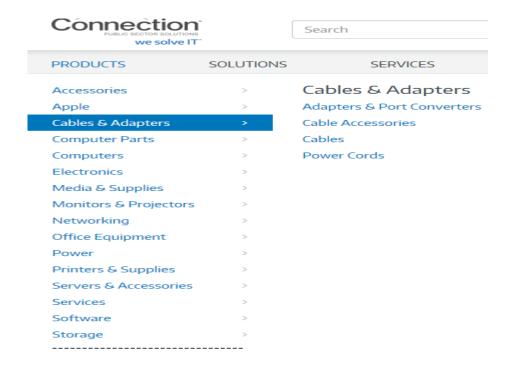


SHOPPING the GovConnection website!

 Search: GovConnection Part Number, Manufacturer Part Number or Keywords using the Search Box option.



Products: Shop by product categories using the drop down search option.



• **Refine Your Results:** Search allows you to further refine your results by technical specifications, manufacturer, compliant standards and more.

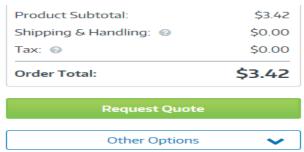


ORDERING:

Product Details include product overview, image and technical specifications. Click *Add to Cart* to build your Quote.

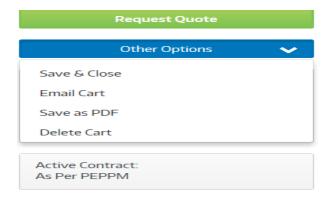


Once the cart is created you have the option to **Request Quote** with the GovConnection Account Manager prior to submitting your order to PEPPM. *NOTE* This is not required as PEPPM contract pricing is calculated on the website.



To create your quote for ordering click **OTHER OPTIONS** drop down:

- EMAIL CART: will email you a copy of the quote
- SAVE AS PDF: will create a PDF version of the quote
- SAVE & CLOSE: will save the cart on the website for future action.



All quotes and purchase orders should state "As per PEPPM" Email (orders@peppm.org) or Fax 800-636-3779 order

- Your order will be reviewed and edited by PEPPM Staff.
- You will be contacted to make any necessary corrections.
- Your order will be issued to GovConnection within 24 hours during the business week after all (if any) corrections are made.
- Your order will be archived for audit support.
- Standard shipping may be included on all orders over \$500.00

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

Placing an Order via Fax or Email:

- 1. Click on the GovConnection, Inc. link located on www.peppm.org, shop, add selected items to a cart and print a PEPPM quote or contact a GovConnection, Inc. representative listed above.
- 2. Our catalog store front posted PEPPM prices are for a quantity of 1. Should you wish to see if quantity item discounts are available, please reach out to your GovConnection, Inc. Account Manager directly or contact the PEPPM team at sledops@GovConnection.com or via phone at 800-800-0019 X 33521.
- 3. Address the orders to:

GovConnection, Inc. 7503 Standish, Pl. Rockville, MD 20855

- 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.