



## 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 Category: Refurbished Computers, Systems & Parts**

#### **Introduction**

Trinity3 Technology is the premium source for personal systems, enterprise products and services to the education marketplace. At Trinity3 we provide new and recertified brand name desktop, mobile, servers, storage and networking hardware. Our veteran staff of professionals is dedicated to providing the best custom solutions to our Education customers. We offer industry leading warranties and a portfolio of technology services; with Trinity3, it's personal

Your primary sales contact is Eric Ogden. He can be reached via phone at 855-862-5120. His e-mail address is [eogden@trinity3.com](mailto:eogden@trinity3.com) and his fax is 651-888-7916. Our mailing address is 2550 University Ave. W Ste 315-S, St. Paul, MN 55114.

Eric Ogden is the primary contact for all 50 states.

### **How to Use and Navigate the PEPPM Trinity3 Technology Online Catalog Store**

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](http://www.epylon.com).
2. Click on the Contracts tab.
  - a. Choose between a "line item" or "contracts" search.
  - b. Select **Trinity3 Technology** 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 Epylon. (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 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.
  7. Standard shipping is included on all orders over \$500.00.

For any assistance using Epylon, contact [service@epylon.com](mailto:service@epylon.com) or call 888-211-7438.

Orders may not be faxed directly to the Awarded Vendor. All orders must be placed through the PEPPM fax number (800-636-3779).

### Placing an Order via Fax or Email:

1. Click on the Trinity3 Technology link located on [www.peppm.org](http://www.peppm.org), shop, add selected items to a cart and print a PEPPM quote or contact a Trinity3 Technology representative listed above.
2. Our posted PEPPM prices are for a quantity of 1. In order to get pricing for quantities greater than 1, submit your quote for review on our online store. Your sales representative will then provide you a formal quote that you can then fax to PEPPM.
3. Address the orders to:  
Trinity3 Technology  
2550 University Ave. W Ste. 315-S  
St. Paul, MN 55114
4. All quotes and 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.