



## Vendor Contacts and Ordering Instructions

To assure PEPPM bid protection, all PEPPM catalog orders must be faxed to PEPPM at [800-636-3779](tel: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: Remanufactured Laser Toner and ink cartridges**

#### **Introduction**

IPS global is a leading provider of print devices, supplies, parts, and service. We also offer complete technology solutions to our customers, including projector bulbs, projector service, print management consulting, computer hardware, software, and more.

In business since 1990, we have grown into one of the largest dealers of office equipment and supplies on the east coast. We are currently working with 200 educational institutions. In addition to our educational institutions, our clients include some of the largest companies in the world, such as SAP North America, Spectrum Arena, Brandywine Realty Trust, Whitsons Culinary Group and The City of Philadelphia.

Our sales team can be reached by emailing [sales@ipsg7.com](mailto:sales@ipsg7.com). Our physical address is 3363 West Ridge Pike, Pottstown, PA 19464

#### **How to Use and Navigate the PEPPM IPS global Online Catalog Store**

Go to <http://ipstechexperts.com/education> and enter our PEPPM Store. Click the blue box to Enter PEPPM Store, click continue. Once in you will need to log into your account to get your pricing. After you are logged in you can search in the search box on the top right or you can search by equipment on the "my equipment" tab. Once you have selected all your items you can print the shopping cart and fax or email that to PEPPM for processing. Any questions you can email [admin@ipstechexperts.com](mailto:admin@ipstechexperts.com)

## Placing an Order via Fax or Email:

1. Click on the IPS global 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 IPS global representative listed above.
2. Our catalog store front posted PEPPM prices are for a quantity of 1. For quotes an email can be sent to [admin@ipsg7.com](mailto:admin@ipsg7.com) .
3. Address the orders to:  
IPS global  
3363 West Ridge Pike  
Pottstown, PA 19464
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.