



Vendor Contacts and Ordering Instructions

To assure PEPPM bid protection, all PEPPM orders must be faxed to PEPPM at **800-636-3779**, emailed to orders@peppm.org or placed online through Epsilon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

Product Line: Mobile Device Repair

Introduction

AGiRepair is a recognized leader in the mobile device repair industry, with a steadfast commitment to offering cutting edge technology repair solutions. For as long as mobile technology has been in the classroom, AGiRepair has been the chosen partner to help manage the repairs necessary to keep devices in the hands of students. Our unparalleled technical capabilities, skilled technicians, and experience in supporting over 3,000 school districts is simplifying digital learning initiative's nationwide. AGiRepair's K-12 solutions include:

- Apple and Chromebook Repair
- Apple Parts
- Protection Plans including cases, unlimited repairs and zero-dollar deductibles
- Cases
- Device Buyback

Sales Contact Name:

Alaina Bilsky
K-12 Business Development
(p) 724-838-1170 X155
(f) 724-838-1179
alaina@agirepair.com

Mailing Address:

AGiRepair
220 Huff Avenue
Suite 500
Greensburg, PA 15601

Placing an Order via Fax or Email:

1. Locate product and prices on PEPPM.org or through a sales representative.
2. Our posted PEPPM prices are for a quantity of 1. Please contact Alaina Bilsky at 724-838-1170 X155 or alaina@agirepair.com for volume discount pricing.
3. Address the orders to:
AssetGenie, Inc. DBA AGiRepair
220 Huff Avenue
Suite 500
Greensburg, PA 15601
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.

Placing an order Online:

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.
2. Click on the Contracts tab.
 - a. Choose between a "line item" or "contracts" search.
 - b. Select **AGiRepair** 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 or call 888-211-7438.