



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

Product Line: APC

Introduction

DISYS Solutions, Inc. (DSI), is a Small Minority Owned Virginia Corporation registered (SWaM) with over 25 years of experience providing customers with network and computer hardware, servers, peripherals, software, network management and integration services. DSI provides complete IT solutions and services that are secure, innovative, energy efficient, and cost effective covering the entire technology infrastructure of Cloud Computing, Collaboration, Data Center, IoT, Mobility, Networks, Optical Networks, Security, and Telecommunications. Our customers include State & Local Government and Education (SLED) entities, Federal agencies, and commercial companies. We began our journey in 1991 as Network Connections, Inc. and through mergers, restructuring and rebranding we emerged as DISYS Solutions, Inc. on May 20th, 2010. DSI moved officially on October 1, 2015, into to our new headquarters building in Ashburn, Virginia. DSI provides complete end-to-end IT solutions that allow our customers to be productive and successful.

The contact details for the sales team that will support this contract is provided in the table below:

Name	Title	Phone	Fax	Email
Neeraj Gaba	PA PEPPM Sales Team Lead – POC	571-707-3609	800-601-2944	papeppmsales@DSITech.com
Theresa Golden	PA PEPPM Sales Representative	571-707-3771	800-601-2944	papeppmsales@DSITech.com
DSI Mailing Address: 44670 Cape Court, Suite# 100, Ashburn, VA - 20147				

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 reach out to the PA PEPPM Sales Team at papeppmsales@DSITech.com to obtain quote for volume discounts.
3. Address the orders to:
DISYS Solutions, Inc.
44670 Cape Court, Suite# 100
Ashburn, VA - 20147
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 **DISYS Solutions, Inc.** 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.