



## 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](mailto: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:** [Cables to Go](#)

### Introduction

Purchase Orders must have the current pricing priced on PEPPM on the date the Purchase Order is received by ePlus Technology, inc. For the most accurate prices and to assure compatibility it is recommended that the LEA contact an ePlus Technology educational sales representative at (610) 495-7800 or [peppm@eplus.com](mailto:peppm@eplus.com).

### Contact Information

#### Pricing, Availability, Order Status: 610-495-7800

Emily Harvey	Inside Sales	ext. 1228	<a href="mailto:eharvey@eplus.com">eharvey@eplus.com</a>
Eryn Mauger	Inside Sales	ext. 1224	<a href="mailto:emauger@eplus.com">emauger@eplus.com</a>
Kristen Zawislak	Inside Sales (Mid Atlantic)	ext. 1294	<a href="mailto:kzawislak@eplus.com">kzawislak@eplus.com</a>
Holly Wilkie	Inside Sales (NJ)	ext. 6031	<a href="mailto:hwilkie@eplus.com">hwilkie@eplus.com</a>

#### Sales (Pottstown): 610-495-7800

Tyler Graham	Account Executive	ext. 1205	<a href="mailto:tyler.graham@eplus.com">tyler.graham@eplus.com</a>
Heather DelGrosso	Account Executive	ext. 1232	<a href="mailto:hdelgrosso@eplus.com">hdelgrosso@eplus.com</a>
Patrick Rucker	Account Executive	ext. 1235	<a href="mailto:prucker@eplus.com">prucker@eplus.com</a>
Brandon Holmes	Account Executive	ext. 1242	<a href="mailto:bholmes@eplus.com">bholmes@eplus.com</a>

#### Sales (Harrisburg): 717-737-9790

Lynn Gribbin	Inside Sales	717-730-1603	<a href="mailto:lgribbin@eplus.com">lgribbin@eplus.com</a>
Karen Harford	Account Executive	717-730-1602	<a href="mailto:kkimberling@eplus.com">kkimberling@eplus.com</a>
Brad Filipovich	Account Executive	717-730-1609	<a href="mailto:bfilipovich@eplus.com">bfilipovich@eplus.com</a>

#### Sales (Pittsburgh) : 412-258-1700

Mark Carretta	Business Dev Manager	412-258-1697	<a href="mailto:mcarretta@eplus.com">mcarretta@eplus.com</a>
Bob Dalfol	Account Executive	412-258-1696	<a href="mailto:bob.dalfol@eplus.com">bob.dalfol@eplus.com</a>
Paul Azzarelli	Account Executive	412-258-1702	<a href="mailto:pazzarelli@eplus.com">pazzarelli@eplus.com</a>

#### Management

Nick D'Archangelo	VP SLED	ext. 1293	<a href="mailto:ndarchangelo@eplus.com">ndarchangelo@eplus.com</a>
Kyle Lanahan	Sales Director PA SLED	ext. 6202	<a href="mailto:klanahan@eplus.com">klanahan@eplus.com</a>
Melissa Dawson	Inside Sales Manager	ext. 1245	<a href="mailto:mdawson@eplus.com">mdawson@eplus.com</a>

## 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 an ePlus representative above for available quantity discounts.
3. Address the orders to:

ePlus Technology, inc.  
Attn: Public Sector Sales  
130 Futura Drive  
Pottstown, PA 19464  
(610) 495-7800  
[peppm@eplus.com](mailto:peppm@eplus.com)

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.

## 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](http://www.epylon.com).
2. Click on the Contracts tab.
  - a. Choose between a "line item" or "contracts" search.
  - b. Select **ePlus Technology, 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](mailto:service@epylon.com) or call 888-211-7438.