



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: Canon USA - Imaging Products

Introduction

B&H is known as one of the largest suppliers of photography, audio visual supplies and equipment, and accessories in the U.S. We carry over 500,000 items from more than 5,500 brands, ensuring a full selection within each product line. B&H is well known for its in stock availability, award winning customer service and product knowledge. With teams servicing every state in the US, B&H ensures that the customer will be provided a great shopping experience.

Ordering info:

Pennsylvania:

Phone number: 212-239-7500 ext. **7744**

Fax: 212-239-7759

Email: pennsylvania@bhphoto.com

For all other states:

Phone: The B&H Gov Ed hotline is: 1 800-947-8003 please ask for your state's team and you will be directed.

Fax: 212-239-7759

Email: ["yourstate"@bhphoto.com](mailto:yourstate@bhphoto.com) examples: pennsylvania@bhphoto.com, california@bhphoto.com, newyork@bhphoto.com

Mailing address:

B&H Photo

ATTN: Gov Ed Sales

420 Ninth Ave

New York NY 10001

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. Orders over \$5000 will be sent to our pricing team to see if additional discounts can be given.
3. Address the orders to:
B&H Photo and Electronics
ATTN Gov ED Sales
420 Ninth Ave.
New York NY 10001
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 **B&H Photo & Electronics Corp.** 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.