



## Vendor Contacts and Ordering Instructions

All PEPPM orders should be faxed to PEPPM at **800-636-3779** or placed online through Epsilon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM 2019"

**Product Line:** Citrix

### 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

Kristen Zawislak	Inside Sales (Mid Atlantic)	ext. 1294	<a href="mailto:kzawislak@eplus.com">kzawislak@eplus.com</a>
Eryn Mauger	Inside Sales	ext. 1224	<a href="mailto:emauger@eplus.com">emauger@eplus.com</a>

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

Heather DelGrosso	Account Executive	ext. 1232	<a href="mailto:hdelgrosso@eplus.com">hdelgrosso@eplus.com</a>
Brandon Holmes	Account Executive	ext. 1242	<a href="mailto:bholmes@eplus.com">bholmes@eplus.com</a>
Emily Harvey	Account Executive	ext. 1228	<a href="mailto:eharvey@eplus.com">eharvey@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>
Edison Villamar	Account Executive	412-258-1692	<a href="mailto:edison.villamar@eplus.com">edison.villamar@eplus.com</a>

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

Paul Azzarelli	Account Executive	412-258-1702	<a href="mailto:pazzarelli@eplus.com">pazzarelli@eplus.com</a>
Mark Carretta	Account Executive	412-258-1697	<a href="mailto:mcarretta@eplus.com">mcarretta@eplus.com</a>
Jordan Kartsotis	Sales Associate	ext. 1206	<a href="mailto:jordan.kartsotis@eplus.com">jordan.kartsotis@eplus.com</a>

#### Management

Dave Breen	Sales Director	ext. 1244	<a href="mailto:dave.breen@eplus.com">dave.breen@eplus.com</a>
Melissa Tanner	Inside Sales Manager	603-263-3520	<a href="mailto:mtanner@eplus.com">mtanner@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  
155 S. Limerick Road  
Suite 300  
Limerick, PA 19468  
(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.