



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: Hardware, software, related services and other branded products

Introduction

Computer Connections has provider of solutions-based systems. Computer Connections is a manufacturer and Network Systems Integrator serving Businesses and Schools since 1981

Computer Connections is a Microsoft Silver Certified Partner, Sophos Platinum Partner and an Intel Premier Partner. Our product solutions include Lexmark, Dell, Intel Servers, Custom Built Systems, Ubiquiti Wireless Networking Management Products, Sophos Internet Security Solutions, and Other Physical and Network Security Solutions to name a few. Our network server solutions include standalone tower solutions and some integrated High Availability Systems. We are continuously upgrading our product bundles to provide you with the best most cost-effective products to fit your needs.

You can contact our sales staff by calling 1-800-640-7506 or emailing us at sales@paconnect.com.

Computer Connections dba PAconnect
To contact us directly through mail:
PAconnect
789 East Pittsburgh Street
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. To obtain pricing for larger volume orders please contact our Sales Department by calling 1-800-640-7506 or email sales@paconnect.com.
3. Address the orders to:
PAconnect
Computer Connections
789 East Pittsburgh Street
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 **Computer Connections** 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.