



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: CTL

Introduction

CTL has been manufacturing high-quality Chromebooks, Laptops, Desktop PC's, Monitors and Servers since 1989, with a strong focus towards the education, local and federal government sectors. We have been recognized as;

- By CRN as one of the top 500 solution providers in the US
- One of Oregon's fastest growing companies ,
- By the Portland Business Journal as one of Oregon's fastest growing Companies.

CTL has also received notable accolades for our line of ruggedized Chromebooks for education from tech publications like PC Magazine and CNet. CTL is proud to be one of a handful of system builders in the country that have been named both Microsoft OEM's and Intel Technology Providers at the Platinum level. Headquartered in Portland, Oregon, CTL's manufacturing, sales and support are all located in the United States not in another country.

For orders contact:

Friedrich Gloekler
Senior Western Account Manager
fgloekler@ctl.net | p: 800.642.3087 x213
m: 503.407.2804 f: 503.526.9135
CTL | <http://ctl.net>
9700 SW Harvest Ct, Bldg 100, Beaverton, OR 97005

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. [Email Friedrich Gloekler at fgloekler@ctl.net for obtaining quotes for volume discounts].
3. Address the orders to:

CTL
9700 SW Harvest Ct,
Bldg 100
Beaverton, OR 97005

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 Technology Link Corp** (DBA CTL) 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.