



## 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 Epylon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

**Product Line: Hikvision**

### Introduction

App-Techs has been providing technology solutions since 2003 and specializes in Video Surveillance Systems, Information technology, Access Control and Industrial Wireless systems. The convergence of these technologies has enabled App-Techs to provide high-value, reliable and affordable solutions to our clients. Businesses, educational facilities and government institutions throughout the United States choose App-Techs because of the value we provide by combining deep networking expertise with our always up-to-date knowledge of surveillance, security and communications systems. We are a preferred Milestone Solutions Diamond Partner throughout the United States. App-Techs offers all of the hardware, software, support and services needed for a reliable and affordable world-class video surveillance solution.

Our early focus on IP video surveillance systems has led to the development and manufacturing of our own line of surveillance servers, portable and covert systems, server health monitoring software, access control integration software, a cloud-based device mapping and maintenance system, and other surveillance-related applications. App-Techs manufactures the EasyNVR line of video recording servers which combines the power and flexibility of Milestone XProtect VMS software, with high-quality hardware, built and configured specifically for each application. We possess advanced certifications, have completed hundreds of successful installations, and have excellent performance reviews and references.

For any inquiries, please contact Jenny Romanosky at 717-735-0848 ext. 190 or via email at [jromanosky@app-techs.com](mailto:jromanosky@app-techs.com).

App-Techs is located at 505 Willow Lane, Lancaster, PA 17601.

## Placing an Order via Fax or Email:

1. Locate product and prices on PEPPM.org or through an App-Techs sales representative.
2. Our posted PEPPM prices are for a quantity of 1. If you have a volume order, and wish to inquire about volume pricing, please contact Jenny Romanosky at 717-735-0848 ext. 190 or [jromanosky@app-techs.com](mailto:jromanosky@app-techs.com).
3. Address the orders to:  
App-Techs Corporation  
505 Willow Lane  
Lancaster, PA 17601
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 **App-Techs** 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.