

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: HP Inc. - Printers/Imaging

Introduction

Founded in 1992, Unistar-Sparco Computers, Inc. provides nationwide delivery of IT hardware, software, professional services, office supplies, and office equipment. Unistar-Sparco combines an extensive catalog with personalized, one-on-one expert customer care and fast, dependable delivery to supply a comprehensive solution. We specialize in getting you the product you need with just in time delivery. Unistar-Sparco is the one-stop shop for all your IT needs.

Unistar-Sparco Computers, Inc. can help support and strengthen PEPPM customers in achieving their goals via:

- ✓ Strategic partnerships with industry-leading IT manufacturers and distributors that guarantee innovative and cost-effective solutions;
- ✓ Warehouse locations throughout North America which provide quicker delivery times and help ensure a greater availability of products;
- ✓ Fast and easy customizable online ordering system that meets special procurement requirements;
- ✓ Live customer and technical support to assist with all IT related needs;
- ✓ Exclusive products that can be tailored specifically to PEPPM customers; and
- ✓ Budget sensitive quoting that includes volume incentives and other additional discounts.

Sales Contact: Mallory Crutcher
Locations Covered: Contiguous United States
Telephone: 901-872-2272 x864
Facsimile: 901-872-8482
Email: peppm@sparco.com
Mailing Address: 7089 Ryburn Drive
Millington, Tennessee 38053

Unistar-Sparco Computers, Inc.

sparco.com®

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 volume discount pricing, please contact Mallory Crutcher to request a "*PEPPM Volume Discount Quote.*" He can be reached as indicated below:
Sales Contact: Mallory Crutcher
Telephone: 901-872-2272 x864
Facsimile: 901-872-8482
Email: peppm@sparco.com
Address: 7089 Ryburn Drive
Millington, Tennessee 38053
3. Address the orders to:
Unistar-Sparco Computers, Inc.
7089 Ryburn Drive
Millington, TN 38053
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 **Unistar-Sparco Computers, 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.

Unistar-Sparco Computers, Inc.

sparco.com[®]

- 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.