



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: Infradapt

Introduction

Infradapt is the premier provider of VoIP Telephony and Cloud Managed IT Services for the public sector. With clients ranging from small single site organizations to large enterprise grade facilities, Infradapt's solutions are focused on cost effectiveness, reliability, and scalability. We offer customers a broad choice of solutions, from basic business communications to sophisticated data platforms, from wireless maintenance to helpdesk support, and from capital purchase to financed agreements. Infradapt is the one-stop-shop for all Public Sector technology needs!

Our products offer tailored solutions that are bundled with Support, SLA bound and 100% Guaranteed!

Infradapt LLC Contact information:

Anthony Mavaro (North American Contact)

Government Inside Sales Representative

Infradapt LLC

1027 Trexlertown Road

Trexlertown, PA 18042

Ph: 484-546-2027

Fax: 215-525-7013

Email: a.mavaro@infradapt.com

Nate Kline (North American Contact)

Government Account Executive

Infradapt LLC

1515 Market Street Suite 1200

Philadelphia, PA 19102

Ph: 215-527-7000

Email: n.kline@infradapt.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. Quotes for Volume discounts can be requested by contacting Anthony Mavaro at 484-546-2027.
3. Address the orders to:
Infradapt LLC
1027 Trexlertown Road
Trexlertown PA, 18087
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 **Infradapt** 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.