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: Kodak

Introduction

En-Net Services (En-Net) is a full-service IT solutions provider of computer hardware, software, networking equipment, infrastructure, supplies and maintenance services to public sector entities. En-Net's partnerships with industry leading manufacturers enable us to create turnkey solutions, have access to in depth resources and provide the technical capabilities required to deliver solutions that meet the exact specifications and IT budget for each customer.

En-Net is focused on providing US Federal, State and Local Governments and Educational Institutions with state-of-the-art solutions designed to enhance the security and efficiency of their information systems. En-Net offers complete hardware, software and cabling solutions, as well as full integration, installation and warranty services. En-Net has serviced and supported a vast array of accounts. Since En-Net primarily supports public sector accounts, we have a strong understanding of how the business cycle works for State and Local Government as well as K-12 and Higher Education customers.

For questions and assistance in sales, please contact:
Greg Gordon – 301-846-9901, Fax: 301-846-9902
Sales Team email address: PEPPM@en-netservices.com

En-Net Services, LLC, 712 N. East Street, Frederick, MD 21701

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. For volume purchase and special quotes, please contact the PEPPM Sales team, 301-846-9901 or email: PEPPM@en-netservices.com.
3. Address the orders to:
    En-Net Services, LLC
    712 N. East Street
    Frederick, MD 21701
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 **En-Net Services** 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.