



## 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: Kyocera Printers

### Introduction

Marco announced in November 2018 our acquisition of East Coast leader Phillips Office Solutions. Since starting 78 years ago, Phillips has become a leading provider of copier/printers and document management solutions. The company has 140 employees at 10 offices across Pennsylvania and Maryland. The company will operate as Phillips for a short time. Bill Shuey, former Phillips president, is now Regional President of Copier & ECM Solutions and serves on Marco's executive leadership team.

Marco is a leading technology services company with 61 locations. We serve over 35,000 customers throughout the Upper Midwest and nationally. Our history of innovation and 45 years of business experience prove we are a low-risk provider that specializes in:

- Audio/Video Systems
- Business IT Services
- Carrier Services
- Copiers/Printers
- Document Management
- Hosted/Cloud Services
- Managed Services
- Phone Systems

**Marco offers our PEPPM pricing in Pennsylvania, Maryland, New York, Vermont, Virginia, West Virginia, District of Columbia, Illinois, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin.**

Contact us today.

Marco  
501 Fulling Mill Road  
Middletown, PA 17057

Contact:  
Bill Shuey  
717.948.5319 800.847.3098  
[bill.shuey@marconet.com](mailto:bill.shuey@marconet.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. Please contact us regarding quantities greater than one.
3. Address the orders to:  
Marco  
501 Fulling Mill Road  
Middletown, PA 17057

### Or if using resellers:

Select one of the authorized resellers listed below and address the orders to:

Selected Reseller Name

Reseller Address

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 **Marco** from the Vendor (Awardee) list.
  - c. Click "Search."
3. Add selected line items to a List.
4. Assign a reseller to the item by checking the box next to the item and clicking the "Assign Distributor" button.
5. 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.)
6. Add selected items to a Purchase Order form.
7. 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.
8. 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.

## Reseller Listing

Orders may not be sent directly to these resellers. All orders must be placed through the PEPPM fax number (800-636-3779), email address ([orders@peppm.org](mailto:orders@peppm.org)) or Epylon eCommerce ([www.epylon.com](http://www.epylon.com)) to assure PEPPM bid protection.

Select one of the authorized resellers/dealers listed below and address the orders to:

**National Business Technologies**

505 Bradford Street  
Albany, NY 12206

John Arabio  
518-724-6455 ext. 3129  
[jarabio@national1927.com](mailto:jarabio@national1927.com)