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: Netop

Introduction

Logisoft Computer Products is an educational software and computer products reseller. The main point of contact is Bob Long – 888-564-4763 ext 125 and by email at rlong@logisoft.com

For general inquires, you can reach our sales team by email at edusales@logisoft.com or by calling 888-564-4763, Option 1.

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 a specific quote, especially for larger quantities, please call our team at 888-564-4763, option 1 or by email at edusales@logisoft.com
3. Address the orders to:
    > **Logisoft Computer Products, LLC**
    > **6605 Pittsford-Palmyra Rd**
    > **Suite E1**
    > **Fairport, NY 14450**
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 **Logisoft Computer Products, LLC** 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.