



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: Interactive/Panel Displays and Video Conferencing Products

Introduction

2NDGEAR is a division of Insight Investments, LLC. At 2NDGEAR, we are focused on enabling your organization to drive good throughout the world. You will find focused solutions, top-of-the-line new and refurbished equipment, and a suite of managed services.

2NDGEAR sells new and refurbished IT equipment, interactive displays, services and more to over 3000 K-12 Schools, and Higher Education. In addition to education, our solutions serve state and local government, public venues, healthcare, and corporate/commercial enterprises. We offer various warranties and services, purchase and lease options to all customers. 2NDGEAR's mission is to understand customer's needs and concerns, then proactively deliver high-quality solutions that meet those needs and concerns. Such efforts result in delivering a high-quality solution aiding in optimizing their investment and minimizing cost. 2NDGEAR keeps customers informed throughout the entire process. We deliver solutions and options for customers evolving needs, and deliver in an ethical, professional, and focused manner.

2NDGEAR has dedicated sales representatives to support the PEPPM contract initiatives. 2NDGEAR utilizes our inside sales team to manage lead generation, pre-sales support, product quotations and post-sales customer support. This effort includes field sales resources which will be equipped with relevant case studies and product training material, as well as a market leading product portfolio designed to span a wide range of government entities.

2NDGEAR is backed by a vast network of vendors mostly composed of major manufacturers, mid to large organizations (Fortune 500 companies, K-12 schools, higher ed), and leasing resellers like our sister company Insight Financial Services.

Mark Hojnoski

Account Executive

443-725-5590 (O)

443-588-0888 (F)

mhojnoski@2ndgear.com

Dawn Luxon

IL, IN, MN, WI

773-444-0256 (O)

443-588-0888 (F)

dluxon@2ndgear.com

Corporate Headquarters Mailing Address:

611 Anton Blvd., Suite 700

Costa Mesa, CA 92626

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. **Volume discounts will be handled on a case by case basis. Please Contact:**
Mark Hojnoski
andrewg@2ndgear.com
443-725-5590 (O)
443-588-0888 (F)
3. Address the orders to:
2NDGEAR LLC
611 Anton Blvd., Suite 700
Costa Mesa, CA 92626
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 **2NDGEAR 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.