



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: NWN Corporation Cloud Services

Introduction

NWN solves business problems through technology. Our single focus is leveraging relevant IT solutions and services to empower customers to achieve key business objectives and stay ahead of the competition amid ever-changing technology challenges and opportunities. We strive to keep pace with next-generation technology and continually expand our own expertise, honoring our commitment to consistently deliver value and practical, proactive solutions today — and tomorrow.

North:

Account Executives

Alison Rossi ARossi@nwnit.com (860) 606-2859
Damon Todd DTodd@nwnit.com (856) 914-5665
Joseph Guarracino JGuarracino@nwnit.com (856) 914-5604
Patrick McGillicuddy PMcGillicuddy@nwnit.com (781) 472-3428
Robert Sheehan RSheehan@nwnit.com (781) 788-4420
Ted Shea TShea@nwnit.com (781) 472-3453

Inside Sales Support

Jacqueline Bohn JBohn@nwnit.com (856) 914-5618
Tracy Johnson TJohnson@nwnit.com (781) 472-3475
Dan Dallaire DDallaire@nwnit.com (860) 606-2845
Debbie Sutton DSutton@nwnit.com (856) 914-5620
Jessica Caruso JCaruso@nwnit.com (856) 914-5660

South:

Account Executives

Amy Robinson ARobinson@nwnit.com (919) 653-4441
Jordan Fogleman JFogleman@nwnit.com (919) 653-6820
Jennifer Krause JKrause@nwnit.com (281) 506-1111
Jillian Bartkus JBartkus@nwnit.com (281) 506-1163
Marc Friedhoff MFriedhoff@nwnit.com (281) 506-1125
Taylor Truitt TTruitt@nwnit.com (281) 506-1137

Inside Sales Support

Jennifer Caruso JCaruso@nwnit.com (856) 914-5660
Caryn Bussey CBussey@nwnit.com (336) 232-5241
Scott Wilson SWilson@nwnit.com (919) 653-4405
Dawn Mills DMills@nwnit.com (281) 506-1128
Mike Smith MSmith@nwnit.com (919) 653-4497

West:

Account Executives

Cheryl Fraser CFraser@nwnit.com (916) 637-2128
Glenda Bawden GBawden@nwnit.com (916) 637-2164
Michelle Carlsen MCarsen@nwnit.com (916) 637-2150
Rick Cervantes RCervantes@nwnit.com (916) 637-2109
Steve Nagai SNagai@nwnit.com (916) 637-2143
Tim Meade TMeade@nwnit.com (916) 637-2160

Inside Sales Support

Abbie Arnold AArnold@nwnit.com (916) 637-2151
Amanda Young AYoung@nwnit.com (916) 637-2116
AnneMarie Junior AJunior@nwnit.com (916) 637-2144
Cindi Martineau CMartineau@nwnit.com (916) 637-2189
Daniel Podgruszewski Danielp@nwnit.com (916) 637-2129
Kim Lueb KLueb@nwnit.com (916) 637-2152

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 an NWN representative above for available quantity discounts.
3. Address the orders to:

NWN Corporation - North
271 Waverley Oaks Road
Waltham, MA 02452
(781) 472-3400

NWN Corporation - South
1015 Aviation Parkway, Suite 100
Morrisville, NC 27560
(919) 653-4400

NWN Corporation - Texas
4802 North Sam Houston Parkway West, Suite 500
Houston, TX 77086
(281) 983-9955

NWN Corporation - West
2969 Prospect Park Drive, Suite 225
Rancho Cordova, CA 95670
(916) 637-2200

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 **NWN Corporation** 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.