



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: Oce Copiers, Fax, Multifunction & Micrographic Equipment

Introduction

Canon Inc., a publicly held corporation established in 1937, has promoted diversification and globalization in its leading manufacturing activities with the objective of contributing to society through technology. Canon has been active in the camera, optical products, imaging equipment, computer peripherals, Bubble Jet printing and supplies businesses. Canon advanced into overseas markets early in its history, establishing sales companies in the United States, Europe and other regions around the world. Through more than 180 consolidated subsidiaries and approximately 205,000 Canon employees in the global Canon Group, Canon delivers products required by the world's offices, industries, public organizations and consumers. Canon relies on a multi-tiered distribution model, whose strength stems from the ever-changing and dynamic economy in which we live. Canon manages these channels throughout the Americas through Canon U.S.A., Inc.

For any inquiries, please contact Ed Friel at (631) 330-4144 or via email at efriel@cusa.canon.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.
3. 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.
 - 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 **Canon** 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 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) or Epylon eCommerce (www.epylon.com) to assure PEPPM bid protection.

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

RJ Young Company
809 Division Street
Nashville, TN 37203
Keifer Morgan
Keifer.morgan@rjyoung.com

American Business Machines PO
Box 2737
Bakersfield, CA 93303
Ryan Jones
rjones@abm1.com

RJ Young Company
809 Division Street
Nashville, TN 37203
Keifer Morgan
Keifer.morgan@rjyoung.com

Ashland Office Supply
2100 29th st
Ashland, KY 41101
Hal Zimmer
halz@ashlandoffice.com

Applied Imaging
5282 East Paris Ave SE
Grand Rapids, MI 49512
John Lowery
Jlowery@appliedimaging.com

RJ Young Company
809 Division Street
Nashville, TN 37203
Keifer Morgan
Keifer.morgan@rjyoung.com

Electronic Imaging LLC (Digital Print Solutions)
4160 Highlander Pkway
Richfield, OH 44286
Brandon Skinner
bskinner@dpsohio.com

RJ Young Company
809 Division Street
Nashville, TN 37203
Keifer Morgan
Keifer.morgan@rjyoung.com

Offix LC
13525 Wellington Center Circle, suite 107
Gainesville, VA 20155
Kimberly Valenta
kvalenta@offix.com

EO Johnson Business Tech
8400 W. Stewart Ave
Wausau, WI 54411
Geri Wright
gwright@eojohnson.com