



MYTHICS™



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: Oracle

Introduction

Mythics is an award-winning Oracle systems integrator, consulting firm, managed services provider and Platinum level member of Oracle Partner Network representing Oracle product lines across cloud, software, support, hardware, engineered systems and appliances. Mythics delivers technology solutions serving the Federal Government, State and Local Governments, Commercial, Higher Education and Research, Utilities and Healthcare sectors and is a trusted partner to organizations worldwide.

Mythics, Inc.

4525 Main Street
Suite 1500
Virginia Beach, VA 23462
Main Office Line: 757-412-4362
Fax Line: 757-266-0013

John Iuliano

National Sales Director
jiuliano@mythics.com
757-452-4746

Justin Hughes

Northeast State & Local Sales Manager
jhughes@mythics.com
571-527-6790

Nathan Ingram

Account Representative State & Local North
ningram@mythics.com
757-431-7875

Paul Brandt

Account Representative State & Local North
pbrandt@mythics.com
757-226-7714

Kelsey Monahan

Higher Education and Healthcare Account Manager
kmonahan@mythics.com
540-588-5422

Anna Decker

Contracts Administrator
vehiclemgmt@mythics.com
757-226-7713

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. To obtain a quote with volume discounting, please work with your appropriate Mythics Account Representative. The Mythics Representative will follow a specific deal submission workflow to seek the necessary approvals from Oracle based on volume.
3. Address the orders to:
Mythics, Inc.
4525 Main Street
Suite 1500
Virginia Beach, VA 23462
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 **Mythics, Inc.** 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.