



Vendor Contacts and Ordering Instructions

All PEPPM orders should be faxed to PEPPM at **800-636-3779** or placed online through Epsilon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM"

Product Line: [Palo Alto](#)

Introduction

Purchase Orders must have the current pricing priced on PEPPM on the date the Purchase Order is received by ePlus Technology, inc. For the most accurate prices and to assure compatibility it is recommended that the LEA contact an ePlus Technology educational sales representative at (610) 495-7800 or peppm@eplus.com.

Contact Information

Pricing, Availability, Order Status: 610-495-7800

Kristen Zawislak	Inside Sales (Mid Atlantic)	ext. 1294	kzawislak@eplus.com
Eryn Mauger	Inside Sales	ext. 1224	emauger@eplus.com

Sales (Limerick): 610-495-7800

Heather DelGrosso	Account Executive	ext. 1232	hdelgrosso@eplus.com
Brandon Holmes	Account Executive	ext. 1242	bholmes@eplus.com
Emily Harvey	Account Executive	ext. 1228	eharvey@eplus.com

Sales (Harrisburg): 717-737-9790

Lynn Gribbin	Inside Sales	717-730-1603	lgribbin@eplus.com
Edison Villamar	Account Executive	412-258-1692	edison.villamar@eplus.com

Sales (Pittsburgh) : 412-258-1700

Paul Azzarelli	Account Executive	412-258-1702	pazzarelli@eplus.com
Mark Carretta	Account Executive	412-258-1697	mcarretta@eplus.com
Jordan Kartsotis	Sales Associate	ext. 1206	jordan.kartsotis@eplus.com

Management

Dave Breen	Sales Director	ext. 1244	dave.breen@eplus.com
Melissa Tanner	Inside Sales Manager	603-263-3520	mtanner@eplus.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. Please contact an ePlus representative above for available quantity discounts.
3. Address the orders to:

ePlus Technology, inc.
Attn: Public Sector Sales
155 S. Limerick Road
Suite 300
Limerick, PA 19468
(610) 495-7800
peppm@eplus.com

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 **ePlus Technology, 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.