



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: Plantronics

Introduction

CXtec maximizes value throughout technology life cycles. Our life cycle management offerings focus on IT asset disposition, new and certified pre-owned infrastructure hardware, high-performance data center cabling, professional services, and third-party maintenance. As North America's largest secondary hardware provider, our brands include: equal2new® certified pre-owned networking and voice equipment; RapidCare® third-party maintenance; and MindSafe™ data sanitization and destruction services. Atlantix Global Systems, a division of CXtec Inc., provides safe, secure IT asset disposition services. CABLExpress®, a division of CXtec Inc., manufactures high-performance data center cabling products. The CXtec world headquarters are located in Syracuse, NY. Visit www.cxtec.com.

CXtec has agreed to extend our Pennsylvania bid pricing to all 50 states.

Contact Information:

Contact: Alan Truex
Director of Sales
Ph: 315.883.3731 Fax: 315.455.1800
Email: alan.truex@cxtec.com
Mailing Address: 5404 South Bay Road, Syracuse, NY 13212

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. For a volume discount, please contact your CXtec representative
3. Address the orders to:
CXtec, Inc.
5404 South Bay Road
Syracuse, NY 13212
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 **CXtec** 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.