



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: PolyCom

Introduction

Dagostino Electronic Services (DES) is a multi-faceted, full-service communications company passionate about designing and installing technology solutions to meet customer needs. Founded as a structured cabling company in 1973, DES now specializes in the integration of data and wireless networks, security and cybersecurity systems, phone systems and audio, video and multimedia technologies. DES has dedicated account representatives and project managers, five Registered Communications Distribution Designers (RCDDs) on staff, and engineers and technicians trained and certified in the product lines and manufacturers DES represents. From conceptual design and installation, DES puts the customer first, striving to develop mutually beneficial partnerships that continue long after the project is complete. DES offers customized training, compressive service and support packages, network and system monitoring, and around-the-clock troubleshooting. A technician or team member is never more than a phone call or an email away. Based in Pittsburgh with a satellite office in Philadelphia, DES' customers are located across the country and include K-12 and higher education institutions and districts, healthcare and hospitality companies and government agencies and municipalities.

Sales Contact:

- Debbie Smith
Direct: 412-306-7318, dsmith@descomm.com
- Megan Kudla
Direct: 412-894-7010, mkudla@descomm.com

Fax: 412-531-4489

Shipping address:

Dagostino Electronic Services
600 Mifflin Road
Pittsburgh, PA 15207

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. Address the orders to:
Dagostino Electronic Services, Inc.
600 Mifflin Road
Pittsburgh, PA 15207
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 **Dagostino Electronic Services, 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.