



## 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](mailto: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: Samsung Consumer Products

### Introduction

B&H is known as one of the largest suppliers of photography, audio visual supplies and equipment, and accessories in the U.S. We carry over 500,000 items from more than 5,500 brands, ensuring a full selection within each product line. B&H is well known for its in stock availability, award winning customer service and product knowledge. With teams servicing every state in the US, B&H ensures that the customer will be provided a great shopping experience.

Ordering info:

Pennsylvania:

Phone number: 212-239-7500 ext. **7744**

Fax: 212-239-7759

Email: [pennsylvania@bhphoto.com](mailto:pennsylvania@bhphoto.com)

For all other states:

Phone: The B&H Gov Ed hotline is: 1 800-947-8003 please ask for your state's team and you will be directed.

Fax: 212-239-7759

Email: ["yourstate"@bhphoto.com](mailto:yourstate@bhphoto.com) examples: [pennsylvania@bhphoto.com](mailto:pennsylvania@bhphoto.com), [california@bhphoto.com](mailto:california@bhphoto.com), [newyork@bhphoto.com](mailto:newyork@bhphoto.com)

Mailing address:

B&H Photo

ATTN: Gov Ed Sales

420 Ninth Ave

New York NY 10001

## 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. Orders over \$5000 will be sent to our pricing team to see if additional discounts can be given.
3. Address the orders to:
  - B&H Photo and Electronics
  - ATTN Gov ED Sales
  - 420 Ninth Ave.
  - New York NY 10001
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](mailto: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](http://www.epylon.com).
2. Click on the Contracts tab.
  - a. Choose between a "line item" or "contracts" search.
  - b. Select **B&H Photo & Electronics Corp.** 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](mailto:service@epylon.com) or call 888-211-7438.