



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: Cisco

Introduction

A+ Technology & Security Solutions is the partner you can trust for security solutions done right. From design, to installation and support, you can have peace of mind knowing that we help to prepare you for the future. Our expertise is in "technology convergence," leveraging the power of the network to bring together independent systems into powerful, innovative solutions that deliver far more value than the sum of their individual parts. With a proven 25+ year track record of success, A+ is nationally recognized as an expert in school safety and security, and "safe city" initiatives. Find out how A+ Technology & Security Solutions can be the right choice for you, preparing you for the future... today.

Inside Sales Manager: Drew Cassara

Direct: (631) 675-2286

Fax: (631) 969-2400

DCassara@APlusTechnology.com

Sales Manager: Jeffrey Sweeney

Direct: (631) 675-2247

Fax: (631) 969-2400

JSweeney@APlusTechnology.com

Mailing Address: 1490 North Clinton Ave. Bay Shore, NY. 11706

Same Contacts for all 50 States

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, please contact **Drew Cassara** @ (631) 675-2286 or dcassara@aplustechnology.com. Discounts are available based off large quantities.
3. Address the orders to:
A+ Technology & Security Solutions
1490 North Clinton Ave.
Bay Shore, NY. 11706
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 **A+ Technology & Security Solutions** 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.