

## 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: Solodev**

### Introduction

#### Company Overview:

Solodev is the Web Experience Company™ and the world's only enterprise Web Content Management System (WCMS) built from the ground up for the AWS infrastructure – the most secure, redundant and extensible infrastructure on the planet. With Solodev, organizations of all sizes can build amazing websites, powerful portals, custom applications, and engaging digital strategies that transform the user experience. With Solodev, you can integrate with an expanding universe of third-party applications (CRM, ERP), build complex workflows, connect with multiple devices across the IoT, and reach new levels of security, accessibility and compliance.

#### Sales Contact:

Matt Garrepy  
matt.garrepy@solodev.com  
sales@solodev.com  
407-898-1961

#### Company Mailing Address:

800 N Magnolia Ave.  
Suite 1400  
Orlando, FL 32803

### 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 quotes for volume discount contact [sales@solodev.com](mailto:sales@solodev.com).
3. Address the orders to:  
Just Program LLC  
dba DigitalUs / Solodev  
800 N Magnolia Ave.  
Suite 1400  
Orlando, FL 32803  
[sales@solodev.com](mailto:sales@solodev.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](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 **Solodev** 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.