



## 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 Epsilon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

**Product Line: VMware**

### Introduction

Contact: Jake Brown  
[Wcabizma@wca.com](mailto:Wcabizma@wca.com)  
877-569-4200

Whalley Computer Associates, Inc. (WCA) is headquartered in Southwick, MA and maintains a second full sales and technical operations office in Milford, MA. We have been providing products and services to public and private K-12 schools, public and private colleges and universities, cities, towns and municipalities located in New England and New York for the past 35 years.

We employ over 140 computer professionals and are affiliated with 10,000 technicians and engineers to provide services throughout the United States. We are committed to providing the best pricing on our products and services while delivering the best customer experience and highest quality services available to our customers.

CRN magazine ranks WCA in the largest one-tenth of one percent of all of the Solutions Providers in North America and is ranked #200 on the largest 500 VAR list in North America out of 200,000 Value Added Resellers (VARs).

### 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. If in need of pricing, please call WCA's sales office at (877) 569-4200 or e-mail us at [wcabiz@wca.com](mailto:wcabiz@wca.com).
3. Address the orders to:  
Whalley Computer Associates, Inc.  
One Whalley Way  
Southwick, MA 01077

Attention: Chris Whalley

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 **Whalley Computer Associates, 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](mailto:service@epylon.com) or call 888-211-7438.