



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: Zultys

Introduction

Square One Technology, Inc. provides telephony and technology integration services for medium to large businesses. The company was founded by Robert Brock who holds ISO90000 TickIT Auditor, 3Comm IP Telephony Expert, (NBX & VCX), and Zulyus Telephony Expert certifications. Our team has over 20 years of experience in the information technology industry. Our passion is to serve our clients as a trusted ally, providing them with the loyalty of a business partner and the economic edge of an outside vendor. We maximize efficiency and reliability to ensure our clients can run their School as effectively as possible.

At Square One Technology, it is our mission to support our clients by helping them sift through the ever changing information world to find the solutions that enable them to succeed. We do not measure our success on the completion of one sale or project, but on the ability to establish long lasting, win-win relationships with high-quality organizations. We will always endeavor to do so in a professional and ethical manner.

Contact: Robert P. Brock
 Square One Technology, Inc.
 4800 Township Ridge
 Marietta, GA 30066
 V: 6787390123
 F: 770-642-2825
 Robert.brock@square1tech.com

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. Contact Square One Technology Directly for volume discounts.
3. Address the orders to:
Square One Technology Inc.
4800 Township Ridge
Marietta, GA 30066
V: 6787390123
F: 770-642-2825
Robert.brock@square1tech.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.
 - 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 **Square One Technology, 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.