



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: Data Management Inc. / TimeClock Plus

Introduction

TimeClock Plus has been providing workforce labor solutions for private and public entities for 32 years. With consistent growth in every sector of time and attendance, TimeClock Plus has an unquestionable ability to meet the special departmental timekeeping needs of your organization.

Since our establishment in San Angelo, Texas in 1988, TimeClock Plus has maintained a sole focus on the production of time and attendance solutions. TimeClock Plus adheres to a consumer-oriented marketing approach by listening to, and then implementing, client suggestions and requests into the product's development. In doing so, TimeClock Plus and its products remain relevant, cutting-edge, and one of the most popular and powerful solutions available for tens of thousands of growing companies, school districts, high education institutions, cities, counties, state and federal governments.

TimeClock Plus continues to expand on its dominant presence in the labor management industry across the United States and abroad. Our success has led to over 3,600 percent growth over the last ten years. For three consecutive years, TimeClock Plus has been named to the Technology Fast 500, a list of the 500 fastest growing technology companies in North America as determined by Deloitte and Touche®, a worldwide accounting firm. TimeClock Plus has also been named 45th on the Texas Fast 50, a list of the "50 fastest growing technology companies in Texas", and selected as "Business of the Year" by the Texas Association of Business and Chambers of Commerce.

Sales Department
(800) 749-8463
(325) 223-9500
sales@tcpsoftware.com
www.tcpsoftware.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.
3. Address the orders to:
Data Management Inc, / TimeClock Plus
1 TimeClock Dr.
San Angelo, TX 76904

Or if using resellers:

Select one of the authorized resellers listed below and address the orders to:

Selected Reseller Name

Reseller Address

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 Data Management Inc. / TimeClock Plus** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
4. Assign a reseller to the item by checking the box next to the item and clicking the "Assign Distributor" button.
5. 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.)
6. Add selected items to a Purchase Order form.
7. 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.
8. Standard shipping is included on all orders over \$500.00.

For any assistance using Epylon, contact service@epylon.com or call 888-211-7438.

Reseller Listing

Orders may not be sent directly to these resellers. All orders must be placed through the PEPPM fax number (800-636-3779), email address (orders@peppm.org) or Epylon eCommerce (www.epylon.com) to assure PEPPM bid protection.

Select one of the authorized resellers/dealers listed below and address the orders to:

Work4orce Systems Group LLC (W4SG)
860 Johnson Ferry Road NE
Suite 140344
Atlanta, GA 30342

Michael Smentkiewicz
Phone: (800) 804-6504
Email: mikes@w4sg.com