



## 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: TEAMS – The Evaluation & Assets Management System

#### Introduction:

The TEAMS system provides school districts a great platform to conduct the entire evaluations process and acts as the backbone for collaboration and continuous improvement for educators. Contact Jerry Baird for more information.

Company Name	Insystech, Inc.
Headquarters	Chantilly, Virginia – Incorporated 1997
Company Website	<a href="http://www.insystechinc.com">www.insystechinc.com</a>
Product Website	<a href="http://www.teams-hub.com">www.teams-hub.com</a>
Address	14566 Lee Road, Suite 400B Chantilly, VA 20151
Phone Number	703-657-0472
Fax Number	703-657-0442
Company Contact Name	Ramji Venkatachari
Company Contact e-mail	<a href="mailto:ramjiv@insystechinc.com">ramjiv@insystechinc.com</a>
Company Contact Phone	703-508-8793
Contracts Contact Name	Danette Powell
Contracts Contact e-mail	<a href="mailto:danettep@insystechinc.com">danettep@insystechinc.com</a>
Contracts Contact Phone	703-657-0472 x 101
Operations Contact Name	Mathew Varghese
Operations Contact e-mail	<a href="mailto:mathewv@insystechinc.com">mathewv@insystechinc.com</a>
Operations Contact Phone	630-400-3565
Product Manager Name	Jerry Baird
Product Manager e-mail	<a href="mailto:jerryb@insystechinc.com">jerryb@insystechinc.com</a>
Product Manager Phone	703-638-4048

#### 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 Jerry Baird for more information.
3. Address the orders to:  
 Insystech, Inc.  
 14566 Lee Road, Ste. 400B  
 Chantilly, VA 20151

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 - **Insystech, 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.