



## 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: Telecommunications

#### Introduction

Vertical Communications was founded in 2004 with a focus on delivering powerful communications solutions to SMB and Large Enterprise customers. Today, Vertical offers best-of-breed solutions to companies nationwide through its national network of channel partners. Vertical delivers businesses hassle-free solutions including upgrading or replacing legacy phone systems, implementing advanced new VOIP networks, customizing voice applications to revolutionize business, or moving communications to the cloud.

Contacts at Vertical include:

Kim Macdonald	<a href="mailto:kmacdonald@vertical.com">kmacdonald@vertical.com</a>	217-241-5699
David Brooks	<a href="mailto:dbrooks@vertical.com">dbrooks@vertical.com</a>	480-374-8842

Kim and David are Vertical's contacts for all states.

#### 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.
  - For volume discounts contact David Brooks, [dbrooks@vertical.com](mailto:dbrooks@vertical.com), 480-374-8842
3. Address the orders to:

Vertical Communications  
3908 East Broadway Road, Suite 100  
Phoenix, AZ 85040

### Or if using an authorized reseller:

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](mailto:orders@peppm.org).
  - Your order will be reviewed and edited by PEPPM Staff.
  - You will be contacted to make any necessary corrections.
  - Your order will be issued to the vendor within 24 hours during the business week after all (if any) corrections are made.
  - 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 **Vertical Communications** 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](mailto: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](mailto:orders@peppm.org)) or Epylon eCommerce ([www.epylon.com](http://www.epylon.com)) to assure PEPPM bid protection.

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

Fusion Communications  
22672 Lambert Street  
Suite 614  
Lake Forest, CA 92630  
Steve Muse' - (949) 385-4920 - [smuse@fusionnetworking.com](mailto:smuse@fusionnetworking.com)

Higher Information Group  
400 North Blue Ribbon Avenue  
Harrisburg, PA 17112  
Harry Warren - (717) 652-3310, x 1074 - [hwarren@higherinfogroup.com](mailto:hwarren@higherinfogroup.com)

ADR Telecom  
610 Hamilton St.  
Ogdensburg, NY 13669  
Dave Rische - 315-322-5800 - [dave@adrtelecom.com](mailto:dave@adrtelecom.com)