

## 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: Riverbed, SD-WAN, WAN optimization, application, performance management and other networking products**

### Introduction

Presidio is a premier lifecycle service provider of agile, secure, digital solutions deployed in a multi-cloud world. We have a strong track record of solving difficult and ambitious challenges for our customers. Presidio understands the rapidly changing digital landscape in modern workforce, mobile apps everywhere, emerging delivery models and the increase of threats that our customers address every day. Our engineering deliver great outcomes through the deepest bench of engineering specialist in the industry. Localized, high touch service model, deep expertise across solutions areas, engineering-led engagements. Our breath of capabilities delivers transformational results. Presidio's portfolio touches on Security Solutions, Multi Cloud Solutions and Digital Infrastructure Solutions. Presidio also provides flexible Operating model and financial optimization that are geared for our customers.

Presidio Networked Solutions  
1 Penn Center West, Pittsburgh, PA 15276  
Jason Lee – Senior Account Manager  
412-871-2685 (o)  
412-952-7693 (m)  
[jasonlee@presidio.com](mailto:jasonlee@presidio.com)

DC -

Qiana Foote – Account Manager  
804-767-3274 (o)  
[qfoote@presidio.com](mailto:qfoote@presidio.com)  
1008 North Sheppard Street, Richmond, VA 23230

MD –

Bryan Meyers, Senior Account Manager  
301-313-2113 (o)  
[bmyers@presidio.com](mailto:bmyers@presidio.com)  
8161 Maple Lawn Blvd. Suite 150, Fulton, MD 20759

Ohio –

Jason Lee – Senior Account Manager  
412-871-2685 (o)  
412-952-7693 (m)  
[jasonlee@presidio.com](mailto:jasonlee@presidio.com)  
1 Penn Center West, Pittsburgh, PA 15276

PA –

Jason Lee – Senior Account Manager  
412-871-2685 (o)  
412-952-7693 (m)

[jasonlee@presidio.com](mailto:jasonlee@presidio.com)

1 Penn Center West, Pittsburgh, PA 15276

VA –

Qiana Foote – Account Manager

804-767-3274 (o)

[qfoote@presidio.com](mailto:qfoote@presidio.com)

1008 North Sheppard Street, Richmond, VA 23230

WV –

Jason Lee – Senior Account Manager

412-871-2685 (o)

412-952-7693 (m)

[jasonlee@presidio.com](mailto:jasonlee@presidio.com)

1 Penn Center West, Pittsburgh, PA 15276

## 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. Discuss volume discounts with your sales representative.
3. Address the orders to:  
Presidio Network Solutions  
**1 Penn Center West**  
**Pittsburgh, PA 15276**
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 **Presidio Networked Solutions LLC** 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.