

# PEPPM BUYER GUIDE





Dear PEPPM Buyer:

Welcome to the PEPPM Buyer's Guide! We look forward to providing schools and agencies like yours with excellent services, bid protection and pricing for the top brands of technology.

For those of you who are new to the PEPPM Program, this bid is the result of a nationally affiliated group of Agencies, coordinated by the Central Susquehanna Intermediate Unit, a.k.a. "CSIU", which seeks and awards bids on technology equipment, software and supplies on behalf of schools, agencies and libraries. This program called PEPPM (pronounced PEPum), is a 26-year-old technology bidding program for schools, agencies and libraries.

The educational agencies soliciting the bids for their respective jurisdiction have individually awarded bids in their respective states, based on their own applicable statutes. However, the Agencies come together nationally for the purpose of aggregating their demand for product and their buying power. In so doing, they have coordinated the bidding process with each other, and have centrally evaluated the bid responses. After awards, they coordinate on publicizing the contracts to school districts and other eligible agencies.

We have created this PEPPM Buyer's Guide to assist you in making the most of the PEPPM Program opportunity. If you have been part of the program in previous years, this Guide will highlight some program improvements and changes. If you are just learning about PEPPM, this Guide will provide detailed instructions and information to familiarize you with the PEPPM Program.

As always, please do not hesitate to contact me if we can be of assistance to you in making the most of the PEPPM Program. I can be reached at 570-523-1155 x2115 or at [jrandecker@csiu.org](mailto:jrandecker@csiu.org).

Kind Regards,

A handwritten signature in black ink that reads "Jim Randecker". The signature is written in a cursive, flowing style.

Jim Randecker  
PEPPM Director

## ***Program Partner: Epylon Corporation***

Throughout this Guide, Epylon Corporation will be mentioned as a point of contact for many aspects of the PEPPM Program (e.g., eCommerce, vendor management, reporting.)



Since 2000, PEPPM has collaborated with Epylon Corporation to provide increased value to buyers and vendor partners in the PEPPM Program. Epylon Corporation is a California company specializing in strategic sourcing, contract development, co-op management and eCommerce for educational agencies.

We are pleased to announce that Epylon continues to be involved in many aspects of the PEPPM Program including bid planning and evaluation, expanded state relationships, sales and marketing support, order processing infrastructure, eCommerce, and quarterly vendor and educational agency reporting.

Epylon's website is located at [www.epylon.com](http://www.epylon.com). The company is headquartered in Lafayette, California at the following address:

**Epylon Corporation**  
3675 Mt Diablo Blvd  
Suite 110  
Lafayette, California 94549

General contact information for the Epylon staff most directly involved with PEPPM is as follows:

**Ted Witt - Vice President**  
925-407-1035 – office  
916-826-2039 – mobile  
[tedwitt@epylon.com](mailto:tedwitt@epylon.com)

**Suzanne Barchi - Manager, Education Accounts**  
925-407-1032 – office  
209-992-6181 – mobile  
[sbarchi@epylon.com](mailto:sbarchi@epylon.com)

## Table of Contents

Section	Topic	Page
<b>1: About the PEPPM Program</b>		
1.1	Program Highlights	1
1.2	Where PEPPM Contracts are Valid	4
<b>2: Placing a PEPPM Order</b>		
2.1	PEPPM Order Process Overview	8
2.2	PEPPM Pricing Facts	16
<b>3: Bid Protection Services and Reports</b>		
3.1	Bid Protection Services	20
3.2	Using PEPPM for E-rate Purchases	22
3.3	Reports	27
<b>4: Epylon eCommerce</b>		
4.1	Getting Started	28
4.2	Using Epylon eCommerce to place a PEPPM Order	32
<b>5: Communication and Program Feedback</b>		
5.1	Talk with PEPPM Staff	46
5.2	PEPPM Communication Program	50

## Section 1: About the PEPPM Program

### Topic 1.1

### Program Highlights

#### Great Prices!

PEPPM publicly posts up-to-date line item price information for all awarded product lines as [www.peppm.org](http://www.peppm.org). Prices are also accessible to Epylon eCommerce users. PEPPM gives eligible buyers the unparalleled ability to compare product lines across the same terms and conditions.

**All prices are posted for a quantity of 1, but volume discounts can be negotiated with the vendor according to bid terms and conditions.**

The nature of technology results in rapidly changing prices and products. Volume also makes a difference in price.

PEPPM has negotiated outstanding prices with key technology vendors. A key strategy has been to employ the “Most Favored Customer” clause.

This important stipulation of all PEPPM awards assures your agency that the same vendor is not selling the same product with similar quantity and terms to another educational agency for a lower price.

The PEPPM Contracts are structured for flexibility while assuring you the best price.

- **Volume discounts** can be applied to purchases. PEPPM prices are publicly posted at a quantity of 1, but you are able to negotiate discounts based on volume on a purchase with that vendor.
- **Most Favored Customer** pricing terms assures you that PEPPM prices will always meet or beat similar statewide contract prices from a PEPPM Vendor.
- **Shipping** is included on all orders over \$500. Many PEPPM Vendors may waive shipping charges for orders less than \$500.

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## See Section 2.2 PEPPM Pricing Facts

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### **Terms and Conditions Protect Buyer**

PEPPM has contract benefits that go beyond the price

- Powerful Terms and Conditions provide relief from common headaches associated with technology purchases
- PEPPM conducts competitive sealed bids according to state statutes that can be used statewide by eligible buyers
- PEPPM staff review paper-based orders for accuracy and readability, making corrections with buyer permission and then archives them before submitting to vendor
- PEPPM staff provides support (administrative, operational, technical interface and conflict resolution) to buyers such as expediting orders, discontinued product replacement terms, etc
- PEPPM archives pricing and purchase orders for audit verification, supporting buyers that may be unable to provide adequate documentation for their purchase in the event of an audit

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### **E-rate Purchases**

Yes, you can use PEPPM Contracts for E-rate purchases! PEPPM is considered a “Master State Contract” for Pennsylvania Schools and Libraries by The Schools and Libraries Program of the Universal Service Fund (SLD).

See information provided in this Guide in Section 3.2. The PEPPM website at [www.peppm.org/pa/erate](http://www.peppm.org/pa/erate) has even more information. Also, you can contact the PEPPM Staff with specific questions as it relates to using PEPPM contracts for E-rate purchases.

**E-rate Questions Desk at CSIU**  
570-523-1155 x 2144.

**See Section 3.2 Using PEPPM for E-rate Purchases**

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## **Quarterly Reports**

If your organization chooses, a business official can receive a quarterly report (via e-mail) of the purchase orders issued through PEPPM by your organization.

These reports can assist your organization with:

- Asset tracking
- Vendor management
- Price performance

**For a sample report and more information on reports, see Section 3.3 Reports**

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## **Epylon eCommerce**

Through PEPPM's alliance with Epylon, we are able to offer all PEPPM pricing with the searchable Epylon Contract database.

**See Section 4: Epylon eCommerce**

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## **Electronic Ordering System**

All orders faxed in to PEPPM by educational agencies will be transformed into eCommerce orders on your behalf. This enables suppliers to receive all orders electronically even if your organization is not yet utilizing eCommerce to place PEPPM orders.

In addition to benefiting vendors, you will be able to access your online account to view your orders.

**See Section 4.1 Using Epylon eCommerce to Place a PEPPM Order**

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## **Audit Support**

**We know of no PEPPM bid protected purchase that has ever been cited in an audit!**

PEPPM regularly provides supporting documentation to state auditors and educational agencies undergoing an audit.

**See Section 3.1 Bid Protection Services**

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**Improving  
Communication**

To improve communication between PEPPM and the decision-makers in educational agencies, we have listed all the PEPPM Program contact points for your easy reference. If you have questions or feedback, please contact us.

**See Section 5 Communication and Program Feedback**

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## Section 1: About the PEPPM Program

### Topic 1.2

### *Where PEPPM Contracts are Valid*

#### **States for PEPPM Contracts**

PEPPM Contracts are awarded in two states according to their unique bid statutes.

- Pennsylvania
- California

PEPPM purchasing is also available in many other states. PEPPM bid Terms and Conditions include language that outlines its intent for PEPPM contracts to be used by PEPPM eligible schools, libraries and agencies in other states at the option of the Awarded Vendor and the school, library or agency's determination that the PEPPM bid process and terms and conditions meet their bid requirements.

In Pennsylvania, the awarding educational agency is Central Susquehanna Intermediate Unit (CSIU). Read down for more information and details.

In California, the awarding educational agency is Kern County Superintendent of Schools. Read down for more information and details.

#### **Other States Can Use PEPPM:**

After many years, it was decided that technologies such as the Internet and e-commerce made it possible for us to share this model service with local education agencies (LEAs) and local government agencies in other states. We used a two-fold approach. In a state like California with explicit bid requirements, we partnered with a lead agency (Kern County Superintendent of Schools) to conduct the bids. We used our bid expertise, resources and infrastructure to conduct the bids while Kern County developed their unique specifications and made the awards.

For other states where piggybacking another state's contracts is permitted, we asked our awarded vendors if they were willing to extend their PEPPM bid prices to agencies in those states. The product lines the Awarded Vendor agreed to extend their PEPPM bid prices are listed on the PEPPM website specific to each state.

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For states where piggybacking other states' bids is permitted, it is up to each agency to determine whether they can piggyback the PEPPM contracts and whether the prices available are a good value. PEPPM is willing to provide any documentation or answer and questions to help an agency to determine that its procedures meet their standards.

In addition, because PEPPM Terms and Conditions make it optional for the Awarded Vendor to extend its PEPPM bid pricing to other states, you will note that not all product line awards listed for Pennsylvania or California are listed for your state. If a product line is listed for your state, then you can be assured that the awarded vendor competed for and won in a sealed bid process in accordance with Pennsylvania's or California's bid statutes and has agreed to sell to schools in your state at or below the posted bid discounted pricing for Pennsylvania or California.

Go to [www.peppm.org](http://www.peppm.org) and select your state from the pull down menu at the top, on your states' page, review all awarded product lines shown. Find the specific product line you are seeking and determine the contact person and information from the Vendor Contacts and Ordering Instructions link. Call or write to the contact person identifying your school or agency, indicate your desire to purchase the specific items through the PEPPM program and ask for a written quote with "as per PEPPM YYYY" (e.g. "As per PEPPM 2008") on it and fax with your purchase order to our toll free PEPPM number (800-636-3779). If they will not, look for an alternative brand that may have been awarded and contact them.

Please note that our bid procedures require that all orders be faxed to our 800 number for review, archiving and then submission to the appropriate vendor. This all happens in a matter of one to two hours. After that, the vendor ships the product(s), bills the agency for the product(s) and the agency pays the vendor.

There is no cost to the agency for using the PEPPM program. The vendor price posted/quoted is the price paid except where the order total is less than \$500. In those cases, the vendor may charge shipping.

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**Who are the eligible Pennsylvania purchasers?**

Eligible Pennsylvania purchasers include:

- public school districts
- area vocational technical schools (AVTS units)
- intermediate units
- state approved private schools
- public libraries
- non-public schools
- state approved charter schools
- community colleges
- colleges and universities with the Vendor's approval and where permissible by statute or regulation
- local, county and municipal governments, authorities and other non-profit agencies with the Vendor's approval and where permissible by statute or regulation

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**What is the Awarding Institution Information for Pennsylvania?**

**Awarding Institution: Central Susquehanna Intermediate Unit**

**Central Susquehanna Intermediate Unit**  
90 Lawton Lane  
Milton, PA 17847

**PEPPM Bid Advertisement and Award Information**

Dates and places of publication of notice inviting bids and Award dates can be found at [www.peppm.org/pa](http://www.peppm.org/pa).

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**Who are the eligible California purchasers?**

Eligible California purchasers include, but are not limited to:

- 1,056 public school districts
- charter schools
- county offices of education
- joint powers authorities
- community colleges
- special districts

California State Agencies are not eligible. An example of a State Agency is Caltrans.

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**What is the  
Awarding  
Institution  
Information for  
California?**

**Awarding Institution: Kern County Superintendent of Schools**

**Kern County Superintendent of Schools**  
1300 17<sup>th</sup> Street  
Bakersfield, CA 93301

**PEPPM Bid Advertisement and Award Information**

Dates and places of publication of notice inviting bids and  
Award dates can be found at [www.peppm.org/ca](http://www.peppm.org/ca).

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**Can other types  
of agencies  
participate (e.g.,  
county  
governments)  
in my state?**

Although PEPPM is bidding primarily on behalf of educational agencies as listed above, it is the program's intent to extend, where feasible, the bid protections and price discounts to governments, municipalities, related county/municipal authorities and other non-profit organizations.

PEPPM and the Agencies in no way want to compromise best pricing offered to school districts and education institutions. However, if state law allows, and if the vendor is willing to sell the awarded items at the same prices and/or discounts as they do for education agencies, and in accordance with the contractual Terms and Conditions to:

- Government agencies
- Local municipalities
- Related county, municipal authorities, special districts and other non-profit organizations
- California water districts

then they have the opportunity to do so.

All such orders must be submitted by the buyer using the same PEPPM procedures as educational agencies to qualify.

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## **PEPPM Catalog Bid Awards**

**In addition to all its Product Line awards, PEPPM has expanded the number of catalog bid contracts which offer buyers more than 1000 additional bid protected technology related brands in the areas of:**

- Educational Software
- Networking and Telecommunications
- Audio Visual Equipment
- General Hardware and Software
- Refurbished Computer Systems and Parts
- End of Life Computer Systems and Parts

PEPPM has conducted and awarded catalog bids in an effort to provide buyer access to a broad spectrum of products that may be purchased over the course of a year from a single vendor and/or on a single purchase order, .

These bids include technology products within specific categories usually sold through online and paper based catalogs. The Vendor's electronic storefront allows buyers to see more complete product descriptions and/or graphic illustrations of products with up-to-date PEPPM discounted pricing.

Please note that PEPPM Catalog awards allow for the same product lines to be listed in more than one vendor's catalog. Buyers may find that product prices listed on more than one catalog may slightly vary. We urge you to shop for the "best deal" among the various PEPPM Online Catalog Stores. Many of these awards show significant discounts. All of these awards were made using a competitive sealed bid process according to Pennsylvania state bid statutes.

With all PEPPM contracts – whether a product line or catalog award – you enjoy complete bid protection backed by PEPPM's protective terms and conditions. You can avoid the time and expense of bidding yourself, and our awarded vendors promise to give you the lowest prices they will offer in your state.

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**PEPPM Catalog Awarded Vendors by category are:**

<b><u>Category</u></b>	<b><u>Awarded Vendor</u></b>
Audio Visual Products	CDWG Dell Marketing L.P. Digital Intelligence Systems Corporation GovConnection, Inc. Troxell Communications
Educational Software	CCV Software, Inc. Digital Intelligence Systems Corporation School World
End of Life Computers & Parts	I.T.Xchange
General Hardware & Software	Academic Superstore CDWG Digital Intelligence Systems Corporation GovConnection, Inc. Hewlett Packard School World
Networking & Telecomm.	Communications Supply Corporation Digital Intelligence Systems Corporation GovConnection, Inc.
Refurbished Computers & Parts	CDI Computer Dealers, Inc. I.T. Xchange PartStock Computer

**Some of the PEPPM awarded products in the various catalog categories may be eligible for the new round of E-rate funding but have not been covered by a state submitted Form 470.** That means that these awards satisfy the Pennsylvania state statutes for competitive bidding but do not satisfy the SLD requirement of filing a Form 470, 28 days prior to the contract awards. E-rate buyers can submit their own 470 for equipment they want to buy and then purchase from the PEPPM Catalog contracts to satisfy the Pennsylvania bid statutes.

**Go to [www.peppm.org](http://www.peppm.org) to link to the various online PEPPM stores that have been established.** Select the General Information link under the Catalog Bids header in the left frame to access information about the catalog bids and/or links to the specific online PEPPM stores for the different catalog category awards. Or, select the desired catalog category link listed below the General Information link.

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Once at the store, you will be able to shop across many product lines by filling your shopping cart with your selections. When you are done shopping, you will be able to print a real-time PEPPM quote for all of the products you chose. Attach that quote to your purchase order and fax it to PEPPM (800-636-3779) as usual to make your PEPPM bid protected purchase.

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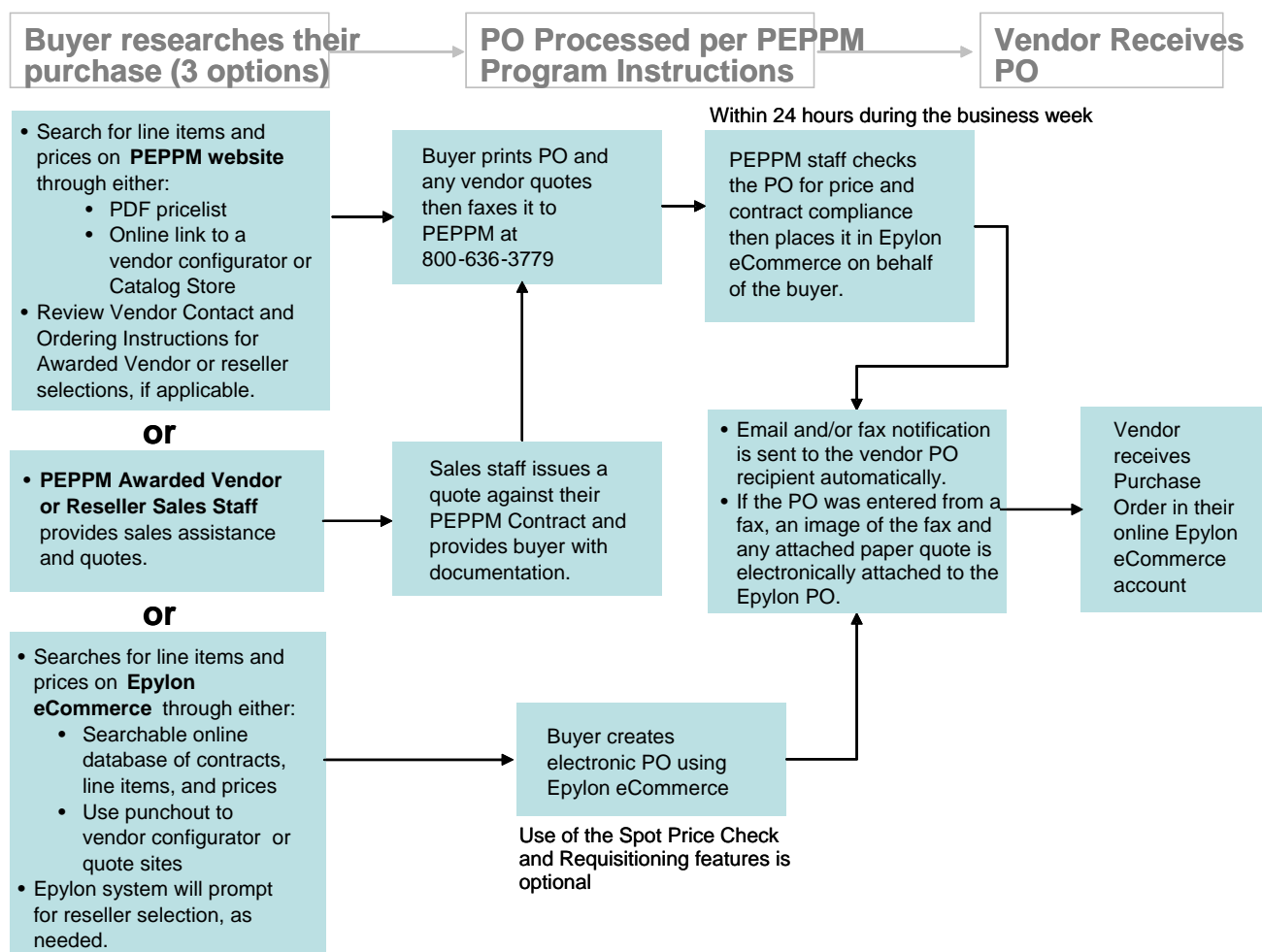
## Section 2: Placing a PEPPM Order

### Topic 2.1 PEPPM Order Process Overview

**Overview** The PEPPM order process has three main steps:

1. Product and price research (3 options)
2. Processing the PO per PEPPM instructions
3. Vendor receives the PO

Diagram 2.1.1 illustrates the three main steps and provides detail of the process. The sections in this topic will provide the details behind the entire process.



**Diagram 2.1.1 PEPPM Purchase Order Process**



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**What are the benefits of the PEPPM Order Process?**

The PEPPM Order process provides you with the following benefits:

1. **Superior order tracking.** Orders sent online have an electronic “trail” that is easily retraced in case of any “lost” orders.
2. **Electronic archive for bid protection.** Your order is stored with Epylon’s eCommerce system which has extensive backup and data protection technology.
3. **Reporting back to you!** Each quarter, we provide a reporting of all year to date purchases made through the PEPPM Program by your organization. Whether you transmitted an order via fax or directly on eCommerce, they are all in your account and can be displayed on a single report. See Section 3.3 for more information on reporting.
4. **View your orders online.** If you want to view the status of your order at any time, you can login to your Epylon eCommerce account and view the Purchase Orders that the PEPPM Order Processing Staff issued on your behalf.
5. **Vendors asked for more electronic orders.** Many PEPPM vendors are interested in increasing the amount of eCommerce orders they receive. It is more accurate and requires fewer order processing resources on their side.
6. **Easier for you to move toward eCommerce.** We encourage you to use eCommerce for PEPPM ordering. We aspire to make the transition easier by acclimating vendors to the online process, proving that “it works,” and offering you the opportunity to view your orders transformed as eCommerce orders.

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**Step 1:  
Product and  
Price  
Research (3  
options)**

Buyer researches their purchase (3 options)

PO Processed per PEPPM Program Instructions

Vendor Receives PO

In addition to working with a vendor’s sales staff for assistance and a PEPPM price quote, PEPPM publishes the products and pricing for all contracts in two locations:

PEPPM Website: [www.peppm.org](http://www.peppm.org)

Epylon eCommerce: [www.epylon.com](http://www.epylon.com)

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**This provides you with three flexible options to research PEPPM products and prices!**

Posted prices are listed for a quantity of 1 and are updated by Awarded Vendors on a regular basis.

**PEPPM Pricing Policies – take full advantage!**

Information on Most Favored Customer Pricing and Volume Discounts is provided in the next paragraphs. Additional important information about pricing is located in Section 2.2 in this Guide.

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**The PEPPM Website**

At [www.peppm.org](http://www.peppm.org), you will find a great deal of PEPPM Program information. Additionally, up-to-date products and pricelists are posted for your reference.

Several vendors have collaborated with PEPPM to offer links to configurator / quote websites for PEPPM products and pricing.

These vendors are currently:

- Dell (computer equipment)
- Gateway (computer equipment)
- Hewlett Packard (computer equipment)
- Howard (computer equipment)
- Kingston Memory (memory configurator)
- Silicon Mountain Memory (memory configurator)
- Rocky Mountain Ram, LLC (memory configurator)

We hope to add more vendor website links and will keep you posted when they are available.

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**Epylon eCommerce**

See Section 4.2 for screen shots and step-by-step instructions on using eCommerce. We encourage you to consider this excellent alternative to paper purchase processes.

Epylon also offers “punchout” capability for vendors with configuration / quote websites. Currently, Epylon offers this capability to the following PEPPM vendors:

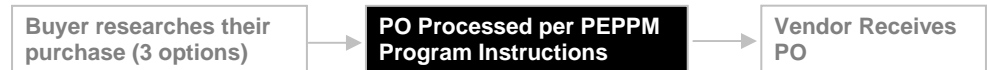
- Dell (Computer Equipment)
  - Gateway (Computer Equipment)
-

- 
- Troxell (Audio Visual)

We hope to add more vendor website links and will keep you posted when they are available.

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## Step 2: Processing the PO per PEPPM Instructions



PEPPM requires that you submit your PEPPM purchase order one of two ways:

1. Fax the Purchase Order (and any supporting quotes) to PEPPM at **800-636-3779**.
2. Use Epylon eCommerce to issue the order. (See Section 4.2)

**TIP!** PEPPM’s website is an excellent resource for vendor contact information and ordering instructions that are specific to each Awarded Product Line. Look for specifics such as sales representative information, reseller listings, and other company information.

**To locate the Vendor Contacts and Ordering Instructions, follow these steps:**

1. Go to [www.peppm.org](http://www.peppm.org)
2. Click on Pennsylvania, California or select your state from the pull-down menu
3. Using the alphabetical listing, select the Product Line that you are purchasing
4. On the Product Line page, there is a link to Vendor Contacts and Ordering Instructions
5. Clicking on the link opens a PDF document with Vendor specific contact and ordering information

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## E-rate Orders

E-rate orders should only be sent through PEPPM when the actual order is placed. Do not submit orders to PEPPM that are dependent on SLD approval of your application.

Buyers taking advantage of E-rate discounts must indicate this on the PO, by using the words “E-rate Purchase Order” whether it is a faxed PO or an electronic Epylon PO, so vendors can act on it accordingly.

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For more information on using PEPPM Contracts for E-rate, see Section 3.2.

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**What happens to my PO?**

**Faxed Orders**

Within 24 hours during the business week, the PEPPM Order Processing Staff reviews your order and issues it to the vendor.

The PEPPM Order Processing Staff reviews your order for the following:

- Product and price compliance with current product/price lists. We make sure that your prices are at or BELOW these posted prices.
- Quote documentation and other compliance details. We make sure these items are in place so that your order flows quickly through the vendors' order management.
- Make sure that your quote is identified as a PEPPM quote using "As per PEPPM 2008" (Contract year in YYYY format).

The staff will transform your fax into an Epylon eCommerce order on your behalf. The original fax is attached as an electronic image for the vendors' reference.

Instead of waiting for your quarterly report, you may decide to login to your Epylon account and view your Purchase Order listing. For assistance, contact Epylon Customer Service.

**Epylon Customer Service**

[service@epylon.com](mailto:service@epylon.com)

888-211-7438

**Epylon eCommerce**

In some cases (like Gateway and Dell), orders flow directly into their order management systems. For faster service and lower order processing costs.

For most vendors, an e-mail and/or fax immediately notifies them that they have a new order. Once they login, they can indicate that they "Accept" the order which is tracked on the PO for the buyer to view.

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**In all cases, your order is stored for bid protection and future reporting.**

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**24 Hour  
Service  
Levels**

The PEPPM Staff is committed to a 24-hour turnaround on all orders during the business week with most orders processed in 2-3 hours.

Occasionally, during the order checking a question will arise. The Staff will contact you immediately, but it may affect your 24 hour timeframe – so we appreciate your prompt responses!

If you are concerned that an order is outside of this 24-hour limit, please let us know.

**Pam Murray**  
[pmurray@peppm.org](mailto:pmurray@peppm.org)  
570-523-1155 x2193

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**Can't I just  
fax the  
vendor and  
PEPPM?**

In some past cases, educational agencies have faxed their orders to both the vendor and PEPPM. We ask that you follow our procedure for order submission and not send orders to both places.

The reason for this is twofold:

1. **It slows down your order.** Because vendors are not permitted to accept PEPPM orders directly from buyers (except via Epylon eCommerce) they must fax the order back to PEPPM's 800 fax number (800-636-3779) before processing it.
2. **The possibility for order duplication.** Whenever the order is issued to two places, the potential for duplication exists. Our processes are designed to handle the possibility, but none of the parties involved wants order duplication.

If your order is a RUSH and the 24 hour turnaround does not meet your needs – Please let us know! We can work with you and the vendor to ensure a timely delivery of your order through the proper channels.

We appreciate your assistance and cooperation.

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### Step 3: Vendor Receives PO



After the PEPPM Staff issues the order via Epylon to the vendor, an e-mail and/or fax notification is sent immediately.

#### Epylon Account

Vendors login to their Epylon account and accept the purchase order. This “Accepted” status is referenced electronically when anyone in the buyers’ account reviews that sent order.

The vendor will process the order from that point onward. They will deliver the product(s) to you and then will invoice you directly for the goods or services on your PO. They may contact you for questions or clarifications on your order.

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#### Epylon Purchase Order Information

When they login to Epylon, the Vendor’s orders are listed in a Purchase Order Inbox which is similar to an e-mail inbox.

The vendor opens the specific document and can view the following types of information:

- Contact Information for the purchasing agency
- Your PO Number
- The Ship To Address and Contact Name for the purchase
- Line items and prices with a reference to their PEPPM contract
  - If the order was issued from a buyer using Epylon and a Spot Price check – the information is referencable by a hyperlink.
- An electronic image of your original purchase order and any PEPPM quotes faxed to PEPPM.
- PEPPM Order Processing contact information in case of questions.

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#### “Lost” Orders

If you submitted an order through the PEPPM Fax line or via Epylon eCommerce, the order should not be “lost.”

So that we can assist you and the vendor, please contact us so we can research the issue. Our system offers many ways to trace your order through our process.

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Contact the PEPPM Order Processing Staff or Epylon Customer Service.

**Pam Murray**  
[pmurray@peppm.org](mailto:pmurray@peppm.org)  
570-523-1155 x2193

**Carol Styers**  
[cstyers@peppm.org](mailto:cstyers@peppm.org)  
570-523-1155 x2161

**Epylon Customer Service**  
[service@epylon.com](mailto:service@epylon.com)  
888-211-7438

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**Cancelled or  
Changed  
Orders**

If your order is cancelled or changed within the same calendar month you sent it to PEPPM, contact us. We will work with you to reflect the appropriate changes and notify the vendor.

You can certainly work directly with a Vendor on a cancellation or change order. We offer our assistance as a service to assist you with making your a PEPPM transaction successful.

For help with orders,

**Pam Murray**  
[pmurray@peppm.org](mailto:pmurray@peppm.org)  
570-523-1155 x2193

**Carol Styers**  
[cstyers@peppm.org](mailto:cstyers@peppm.org)  
570-523-1155 x2161

**Epylon Customer Service**  
[service@epylon.com](mailto:service@epylon.com)  
888-211-7438

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## Section 2: Placing a PEPPM Order

### Topic 2.2 *PEPPM Pricing Facts*

#### Overview

For more than two decades, the PEPPM Program has been a trusted partner to educational agencies.

PEPPM technology bids allow technology buyers and purchasing agents to rely on our expertise in technology bidding. Instead of running a formal sealed bid, you can leverage the results of the PEPPM bid process to focus on making a timely transaction on favorable terms at a competitive price resulting in faster access to technology products for students, teachers and administrators.

A PEPPM contract delivers the following benefits:

- A contractual commitment from vendors to provide “most favored customer” pricing.
- A price structured designed to accommodate the way that technology pricing works:
  - Dynamic product lists and discounted prices
  - Volume discounts
- The ability to compare vendors across the same terms and conditions.
- Favorable terms and conditions for shipping, returns, and warranties.
- Awards made only to top performing technology manufacturers and resellers.

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#### Pricing Strategy

Buyers familiar with PEPPM know that the pricing offered through PEPPM has been through a respected, thorough, and competitive process. The bid is specifically constructed to provide excellent pricing and the flexibility necessary for technology procurement.

#### Most Favored Customer Pricing

This important stipulation of all PEPPM awards assures the buyer that the same vendor is not selling the same product with similar quantity and terms to another educational agency for a lower price.

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### **Shipping Is Included!**

All PEPPM contracts stipulate that any single order that is \$500 or more will have free shipping. Many PEPPM Awarded Vendors waive shipping charges for orders less than \$500. If you are comparing prices, be sure to factor this into your decision.

### **Publicly Available Pricing**

PEPPM publicly posts up-to-date line item price information for all PEPPM Awarded Vendors. This gives buyers the unparalleled ability to compare vendors across the same contractual terms and conditions.

### **Volume Matters!**

The PEPPM bid is specifically structured to allow buyers and vendors to negotiate discounts based on quantity. Posted prices are for a quantity of one. Discounts can be negotiated for any volume purchases and still be valid PEPPM purchases as long as the quote is identified as a PEPPM quote, according to contract terms and conditions.

To obtain a PEPPM quote:

- Contact the PEPPM Awarded Vendor or a PEPPM authorized reseller for a price quote
- Use Epylon eCommerce Spot Price Check. See Section 4.2 for more information.

### **Technology Price Structures**

The nature of technology results in rapidly changing prices and products. To accommodate this, the PEPPM bid requires vendors to adhere to a price discount structure but allows for the addition and removal of line item products from the award.

### **Price Verification Efforts**

- Street Price Checks –PEPPM staff checks wholesale and street prices to verify that PEPPM prices are appropriate and educationally discounted even when they are compliant with bid pricing structure.
- Auditor Review – PEPPM staff verify product prices are within bid price structure. An independent accounting firm is engaged to ensure that awarded vendors are posting and quoting prices in conformance with their bids.

---

**Price Discount Structure**

Pricing can change throughout the term of a PEPPM contract so long as the prices are within the pricing structure that was originally submitted on the quote sheet of winning bid proposal.

**Note that prices may always be discounted lower than the posted PEPPM prices.**

---

**Adding New Products**

With technology products, new products are continuously introduced. The PEPPM Program allows for this flexibility.

New products added must be at or lower than the discount that was originally bid and be easily identified as meeting the description of the products that were bid. Pricing for new products offered at less favorable discounts or higher markups than was originally bid will not be permitted.

A product line described for the bid as printers cannot have computer models added even though the same company manufactures them.

---

**Bid Protection for Leasing**

Lease arrangements can be made through the PEPPM Program. Each Awarded Vendor is required to submit a file detailing lease terms and conditions arrangements available to educational agencies through their firm. This file and any updates during the contract term will be available online at [www.peppm.org](http://www.peppm.org).

---

**PEPPM Multi-State Bid**

PEPPM Home F.A.Q. Contact Us  
Downloads Epsilon Login

**Hewlett Packard - Computers**  
(Computers, servers, PDAs, storage systems and mid-range Unix servers)

**Awarded to Hewlett Packard**

Last PEPPM Pricing Update on March 20, 2007 3:16pm  
PEPPM Pricing has been verified as of March 20, 2007 3:16pm

**Product Line Information**

- On-line Configurator - Configure your computer and print a quote
- Vendor Contacts and Ordering Instructions - How to order and address the PO
- Manufacturer's Web Site - Web site for this product line
- Awarded Vendor's Web Site - Web site for this vendor

**Additional Information**

- Employee Purchase Information
- Volume Discount Information
- Leasing Information
- Available to Government Agencies
- Available to Universities

**Vendor's Awarded Contracts:**

- Hewlett Packard - Computers

**Authorized Reseller Of:**

**Diagram 2.3.1 For lease information, view the Product Line page on PEPPM.org.**

## Lease Support Documentation

To receive PEPPM bid protection on a lease transaction, the vendor must provide your organization with the following documentation:

- A quote for the lease indicating "as per PEPPM YYYY"
- The equipment base price of the lease was derived from using the discounted PEPPM bid prices.

Your organization will then submit an order to PEPPM for the lease and include:

- Copies of all leasing documents and any associated PEPPM Quotes
- A Purchase Order for the lease, or a cover memo from your school outlining your intention to lease.

## Leasing Questions?

Should you have questions about utilizing a PEPPM contract for a lease, Dave Manney at PEPPM

**Dave Manney**  
[dmanney@peppm.org](mailto:dmanney@peppm.org)  
 570-523-1155 x2174

## Section 3: Bid Protection Services and Reports

### Topic 3.1 Bid Protection Services

#### **Bid Protection**

In addition to competitive pricing, many educational agency buyers use a PEPPM contract specifically because of the bid protection that a competitively bid contract provides.

With other contracts your organization may be responsible for proper record keeping and compliance to meet audit requests many years forward.

PEPPM provides key value to the education community and vendors by archiving information and supporting audit requests. Our experienced Staff regularly responds to information requests by auditors and education agencies.

**We know of no PEPPM bid protected purchase that has ever been cited in an audit! PEPPM bid protection applies only to orders that are processed through PEPPM procedures.**

---

#### **E-rate Purchases**

See Section 3.2 for details on using PEPPM contracts for E-rate.

It is especially important that you fax final E-rate orders through the PEPPM order fax line at 800-636-3779. The order will be verified for accuracy and archived for SLD and state audit support.

If PEPPM has not received your order, we will be unable to verify it as a PEPPM order. Sending your orders directly to vendors could cause confusion, and result in shipment delays, a double-shipment and/or SLD and state audit concerns for not following the prescribed procedures.

Fax it... Don't mail it... to PEPPM at 800-636-3779. No other statewide bid program provides audit support like PEPPM.

---

**How we  
process  
Purchase  
Orders**

When your PO fax arrives at our offices, our order processing team reviews your order to ensure that it complies with the PEPPM Contract. Items we review each PO for include:

- Did you pay for shipping? (Orders \$500 or more have standard shipping included)
- Is the price at or below the currently posted price? (Sometimes we save you \$\$ by noticing the prices have been lowered)
- Did you note “As per PEPPM YYYY” on your PO?
- Are all supporting quotes attached and identified “As per PEPPM YYYY”?
- Is the Vendor/Reseller authorized to sell those products and/or services under PEPPM?
- Is the Purchase Order and any quotes readable?

LEAs will be contacted if any irregularities are determined. The LEA will determine how they want to correct the order. Once the order is determined to be correct, the PO is issued to the designated vendor.

After the PO is issued, it is maintained in our archives. Specifically, PEPPM maintains an electronic archive of:

- All purchase orders
- PEPPM price lists for all product lines for all dates

Upon request, we are ready to provide a copy of your purchase order plus documentation of the contract prices available on the day of your purchase.

---

**Contact**

For PEPPM and Technical Support questions and requests, please contact Dave Manney.

**Dave Manney**  
[dmanney@peppm.org](mailto:dmanney@peppm.org)  
570-523-1155 x2174

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## Section 3: Bid Protection Services and Reports

### Topic 3.2

### Using PEPPM for E-rate Purchases

#### Overview

PEPPM contracts can be used for E-rate purchases you are planning. This topic outlines where to find key pieces of information to take advantage of this valuable program and what PEPPM has done on your behalf.

#### Spin Numbers

Vendor Spin Numbers are posted on the PEPPM Website at [www.peppm.org](http://www.peppm.org).

#### Issuing the Purchase Order

##### When do I issue the E-rate PO?

##### **My purchase IS contingent on E-rate funding.**

If your purchase is contingent on E-rate funding, a purchase order should be faxed to PEPPM after your funding commitment decision has been made by the SLD, or after July 1<sup>st</sup>, whichever is later.

##### **My purchase is NOT contingent on E-rate funding.**

If you would like to purchase equipment regardless of E-rate approval, you should submit your purchase order to PEPPM anytime after July 1<sup>st</sup>. When your E-rate approval is received later, you can then simply seek reimbursement using a BEAR form.

##### **Amount of the Purchase Order**

The purchase order should be for the full amount of the equipment, not for the E-rate non-discounted amount.

- The P.O. should clearly state that this is an E-rate item
- Include the Funding Request Number (FRN) pertaining to that piece of equipment.
- If the P.O. is issued after a funding commitment decision is issued by the SLD, the P.O. should specifically state whether you would like to receive a discounted invoice (where you would just pay the non-discounted portion and the vendor would seek reimbursement from the SLD).

---

Orders will be processed the same as any other PEPPM order. The only real difference is the discount the buyer is entitled to through the E-rate program.

The order will be verified for accuracy and archived for SLD and state audit support.

---

**Bid  
Protection on  
E-rate Orders**

If using PEPPM as a Master State Contract for your E-rate purchase, the SLD advises that you must follow all the Terms and Conditions of the Master State Contract.

If PEPPM has not received your order, we will be unable to verify it as a PEPPM order. Sending your orders directly to vendors could cause confusion, and result in shipment delays, a double-shipment and/or SLD and state audit concerns for not following the prescribed procedures.

Fax it... Don't mail it... to PEPPM at 800-636-3779. No other statewide bid program provides audit support like PEPPM.

For more information on PEPPM's bid protection services, see Section 3.1.

---

**For  
Pennsylvania  
Educational  
Agencies  
only**

For [Pennsylvania educational agencies](#), we can offer this additional information.

As you know, the only way an E-rate applicant can submit a Form 471 without submitting a 470 is when someone else submits the 470 on your behalf. Such is the situation with the state's PEPPM contract for internal connections and maintenance. As in previous years, the PA Department of Education has filed a Form 470 simultaneously with the official state procurement process to competitively bid the PEPPM contracts. Schools (both public and nonpublic) and libraries that would like to purchase and take receipt of an E-rate eligible item from PEPPM on or after July 1<sup>st</sup>, may now simply file one form, the Form 471.

For more current information to help you complete your Form 471 application, please go to [www.peppm.org/erate](http://www.peppm.org/erate).

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**Contact for  
Questions**

You can contact PEPPM with specific questions as it relates to using PEPPM contracts for E-rate purchases. For E-rate assistance, contact the Central Susquehanna Intermediate Unit at the following number.

**E-rate Questions?**  
570-523-1155 x2144.

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## Section 3: Bid Protection Services and Reports

### Topic 3.3 Reports

#### Overview

We appreciate and value your PEPPM participation.

To assist you with purchasing management, vendor management and recordkeeping, we provide reports each quarter to organizations with 10 or more purchases through PEPPM.

#### Get your report!

We e-mail reports each quarter. To receive a report, at least one member of your organization needs to be on our mailing list.

Contact Pam Murray at PEPPM to be on our reports list.

**Pam Murray**  
[pmurray@peppm.org](mailto:pmurray@peppm.org)  
570-523-1155 x2193

#### Schedule

After the close of each calendar quarter, Epylon will e-mail year-to-date purchase reports to organizations with 10 or more purchases through PEPPM.

Report Data Range	E-mail Delivry Date
January - March	Mid-April
January - June	Mid-July
January - September	Mid-October
January - December	Mid-January

#### 3.3.1 Report Schedule

#### Purchase Order Report

The Purchase Order Report subtotals your purchases from each vendor and provides an overall total of your year to date purchases through PEPPM. Each purchase order is summarized as a single line item on the report. See the following example of a quarterly report.



### Sample PEPPM Purchase Order Report for 2005



(See last page for Report Field Definitions)

Your School District Name

CDW Government, Inc.

PO Date	PO Number	Epylon ID	Extended Price	Tax	Shipping	Total	PO Title	Vendor
02/20/2005	03104575	526548	\$398.69	\$0.00	\$39.00	\$437.69	From LIST - PO#03104575-Olympu	CDW Government, Inc.
<b>Subtotals</b>			1	\$398.69	\$39.00	\$0.00	\$437.69	

Centre Business Products, Inc.

PO Date	PO Number	Epylon ID	Extended Price	Tax	Shipping	Total	PO Title	Vendor
03/20/2005	03105186	527653	\$628.00	\$0.00	\$0.00	\$628.00	From LIST - PO#03105186-Infocus	Centre Business Products, Inc.
03/21/2005	03105092	527715	\$842.00	\$0.00	\$0.00	\$842.00	From LIST - PO#03105092-Infocus	Centre Business Products, Inc.
<b>Subtotals</b>			2	\$1,470.00	\$0.00	\$0.00	\$1,470.00	

Tuesday, March 01, 2005

Page 1 of 4

Epylon Corporation

Diagram 3.3.1 Sample Purchase Order Report, page 1 of 4.



### Sample PEPPM Purchase Order Report for 2005



(See last page for Report Field Definitions)

Your School District Name

ePlus Technology of PA, Inc.

PO Date	PO Number	Epylon ID	Extended Price	Tax	Shipping	Total	PO Title	Vendor
03/11/2005	03104901	527275	\$205.12	\$0.00	\$15.00	\$220.12	From LIST - PO#03104901-HP - ePI	ePlus Technology of PA, Inc.
03/13/2005	03104964	527356	\$2,161.04	\$0.00	\$0.00	\$2,161.04	From LIST - PO#03104964-HP - ePI	ePlus Technology of PA, Inc.
03/17/2005	03105108	527457	\$340.36	\$0.00	\$15.00	\$355.36	From LIST - PO#03105108-HP - ePI	ePlus Technology of PA, Inc.
<b>Subtotals</b>			3	\$2,706.52	\$30.00	\$0.00	\$2,736.52	

K12Discount.com

PO Date	PO Number	Epylon ID	Extended Price	Tax	Shipping	Total	PO Title	Vendor
03/18/2005	03105092	527491	\$842.00	\$0.00	\$0.00	\$842.00	From LIST - PO#03105092-Infocus	K12Discount.com
<b>Subtotals</b>			1	\$842.00	\$0.00	\$0.00	\$842.00	

Tuesday, March 01, 2005

Page 2 of 4

Epylon Corporation

Diagram 3.3.2 Sample Purchase Order Report, page 2 of 4.



## Sample PEPPM Purchase Order Report for 2005



(See last page for Report Field Definitions)

Your School District Name

### Report Totals:

Total # of POs	Total for Extended Price	Total for Tax	Total for Shipping	Sum of Totals
7	\$5,417.21	\$0.00	\$69.00	\$5,486.21

Tuesday, March 01, 2005

Page 3 of 4

Epylon Corporation

Diagram 3.3.3 Sample Purchase Order Report, page 3 of 4.



## Sample PEPPM Purchase Order Report for 2005



(See last page for Report Field Definitions)

Your School District Name

### Report Field Definitions

<b>PO Date:</b>	Date the purchase order was issued to the Vendor.
<b>PO Number:</b>	Purchase order number issued by the District to the Vendor.
<b>Epylon ID:</b>	Epylon's unique system identification number.
<b>Extended Price:</b>	The sum of extended price for all items purchased before shipping or tax.
<b>Tax:</b>	Tax amount from the purchase order.
<b>Shipping:</b>	Shipping cost amount from the purchase order.
<b>Total:</b>	Total price of the purchase order, including shipping and tax.
<b>PO Title:</b>	Text description used to reference the purchase order.
<b>Vendor:</b>	Name of vendor company receiving the purchase order.

Tuesday, March 01, 2005

Page 4 of 4

Epylon Corporation

Diagram 3.3.4 Sample Purchase Order Report, page 4 of 4.

## Section 4: Epylon eCommerce

### Topic 4.1 Getting Started

**Overview** In 2000, PEPPM partnered with Epylon Corporation to deliver, among other PEPPM Program elements, eCommerce.

As part of this alliance agreement, Pennsylvania educational agencies have free access to Epylon's eCommerce solution. The only costs are for financial system integration. Educational agencies in other states pay a small annual subscription fee for access.

Epylon's eCommerce system is accessed over the Internet where the educational agency has an account. Within the account, the organization can have one or more users. Each user can be assigned different levels of purchasing and approval authority.

---

**Viewing your Epylon Account Activity** As described in Section 2.1 on the PEPPM Order Process, most educational agencies that make purchases through Epylon already have an active account.

"Touring" your own account activity and Purchase Order history is a good way to see what eCommerce is already doing for your organization.

To gain access to your existing account, contact Epylon Customer Service.

**Epylon Customer Service**

[service@epylon.com](mailto:service@epylon.com)

888-211-7438

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**Reasons to Consider Epylon eCommerce** Epylon eCommerce is developed specifically for educational agencies. Epylon eCommerce was first launched in 2000 and there are many educational agencies using it nationwide. For white papers and references, contact Ted Witt.

**Ted Witt**

[tedwitt@epylon.com](mailto:tedwitt@epylon.com)

916-826-2039

Epylon is designed to help educational agencies manage their contracts, get quotes, and requisition approvals. Integration with financial systems is available for several major fund accounting packages, including CSIU Fund Accounting.

The table below outlines some of the many reasons to consider Epylon eCommerce.

### More About Epylon eCommerce

eCommerce Offering	What it Means to You	Benefits
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• Store summary and line item contract information</li> <li>• Easy access to large sets of contracts like PEPPM Contracts</li> <li>• Online line item and contract searches for product and price information</li> <li>• List functionality allows users to create “mini-catalogs” for repeat purchases</li> </ul>	<ul style="list-style-type: none"> <li>• Greater compliance with best contracts</li> <li>• Easy for end users to create requisitions from contracts</li> <li>• Up-to-date pricing always available</li> </ul>
<b>Vendor Website Integration</b>	<ul style="list-style-type: none"> <li>• For vendors with eCommerce capability, Epylon can integrate with a Punchout site displaying contract prices and easy shopping. <ul style="list-style-type: none"> <li>◦ Current examples include Dell, Gateway, School Specialty, Corporate Express, and Office Depot.</li> </ul> </li> <li>• Vendors also have the option to receive their purchase orders directly into their order management systems (eOrder)</li> </ul>	<ul style="list-style-type: none"> <li>• Easy contract shopping for end users</li> <li>• Greater compliance with best contracts</li> <li>• Easy for end users to create requisitions from contracts</li> <li>• Up-to-date pricing always available</li> </ul>
<b>Quote Capability</b>	<ul style="list-style-type: none"> <li>• eQuote allows a buyer to request price information from multiple vendors (not necessarily PEPPM)</li> <li>• Spot Price Check allows buyers to request a volume price check against a contract items (like PEPPM items.)</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic audit trail of price research and savings</li> </ul>
<b>PO Approval Management</b>	<ul style="list-style-type: none"> <li>• Flexible approval routing and rules can be implemented to approve purchases</li> </ul>	<ul style="list-style-type: none"> <li>• Faster approvals on purchases</li> <li>• Electronic audit trail of approvals</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• “Touch points” with the financial</li> </ul>	<ul style="list-style-type: none"> <li>• Improved financial</li> </ul>

<b>System Integration</b>	system to provide Requisition Numbers, PO Numbers, and validate fund balances	controls for purchasing <ul style="list-style-type: none"> <li>• Eliminates any duplicate entry between Epylon and the accounting system</li> <li>• Allows site-based requisitioning using a web-based system without replacement of financial system software</li> </ul>
<b>User Management</b>	<ul style="list-style-type: none"> <li>• Entire account can be managed by an Administrative user (non-technical) at the educational agency</li> <li>• Levels of privilege make site-based implementations possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Easy to manage implementations</li> </ul>
<b>Low cost of ownership</b>	<ul style="list-style-type: none"> <li>• Entire solution is hosted and operated by Epylon.</li> <li>• Annual subscription fees are very minimal (and free to PA agencies)</li> <li>• Integration costs are minimal once the software company has integrated once.</li> </ul>	<ul style="list-style-type: none"> <li>• No hardware or software to buy</li> <li>• Minimal staff technical training</li> <li>• Low impact on IT staff</li> <li>• Agencies using QSS and CSIU Fund Accounting achieve very low cost integrations</li> </ul>
<b>Epylon Services</b>	<ul style="list-style-type: none"> <li>• Email and phone access to experienced customer service staff</li> <li>• Training services available</li> <li>• Contract and vendor negotiation services available</li> </ul>	<ul style="list-style-type: none"> <li>• Less support burden for internal IT staff</li> <li>• Gain a partner in procurement best practices, not just a software solution</li> </ul>

### Getting Started with eCommerce

If you are interested in knowing more about eCommerce, we recommend getting in touch with the PEPPM Team at Epylon who can help you begin your account set-up.

Our team will assist you with the first step of an eCommerce implementation – setting up your account and users. Once this is complete, you can begin making purchases through Epylon. Basic phone training is available.

---

The set-up of your account will involve the following basic information:

1. User Information (e.g., Name, Address, Phone, and Fax)
2. Ship To Addresses and Contact Names for your organization.
3. Approval levels for your end users. (e.g., the user can create a requisition but not make a purchase, the user can perform all functions and manage the account information)

Also, from this point forward, they will work with you on any site based rollouts or financial system integrations you wish to pursue.

**Suzanne Barchi**

[sbarchi@epylon.com](mailto:sbarchi@epylon.com)

209-992-6181

**Ted Witt**

[tedwitt@epylon.com](mailto:tedwitt@epylon.com)

916-826-2039

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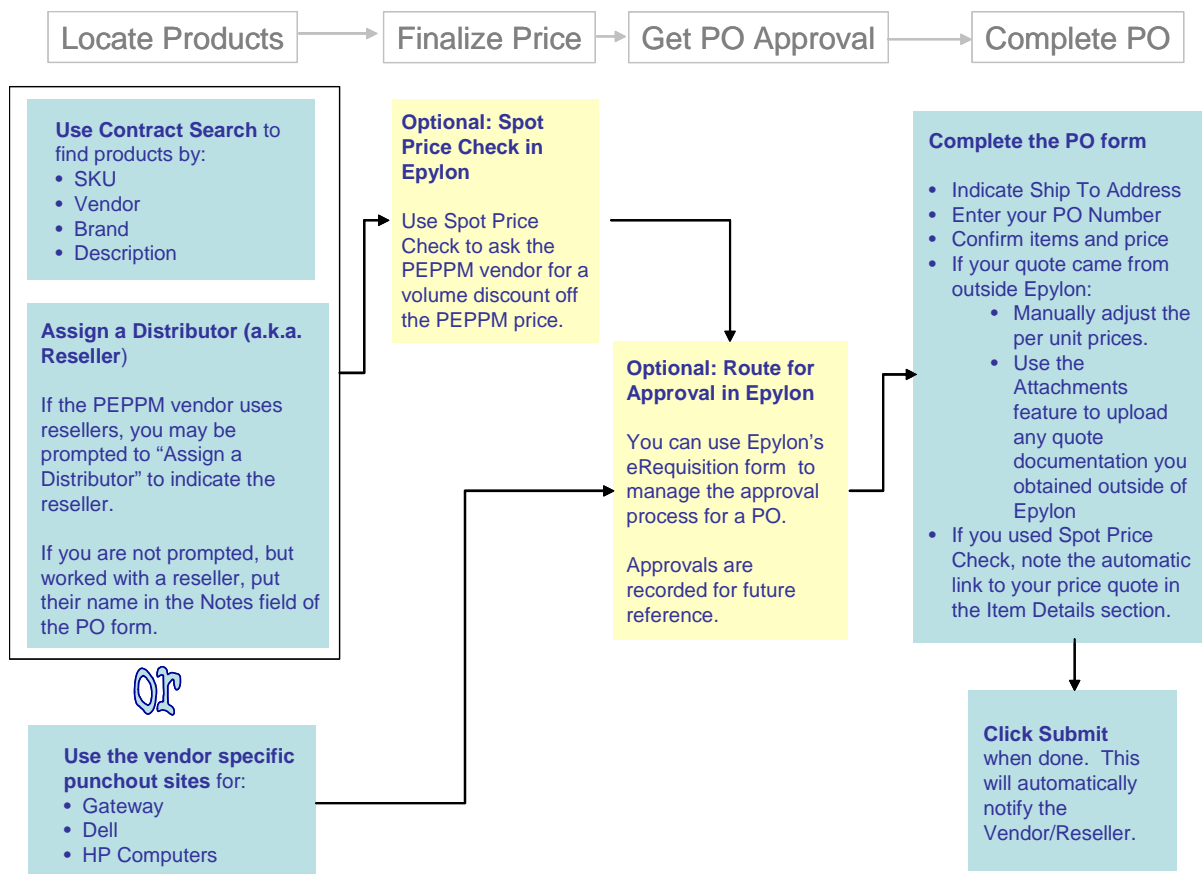
## Section 4: Epylon eCommerce

### Topic 4.2 Using Epylon eCommerce to Place an Order

**Overview** Using Epylon to make a PEPPM purchase requires that your Epylon account is established (a short process) and that you have some basic training/orientation to the Epylon site.

Some users may find that the information in this document provides sufficient direction for them while other individuals may want more training. To request some phone training and/or documentation on using Epylon, please contact:

**Epylon Customer Service**  
[service@epylon.com](mailto:service@epylon.com)  
888-211-7438



**Diagram 4.2.1 Epylon eCommerce PEPPM Purchasing Process**



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## Locate Products



As shown in Diagram 4.2.1, you have two ways to locate PEPPM products and pricing on Epylon. Using Epylon, you will automatically see vendors, products and pricing appropriate to your state.

1. **Contract Search.** Use Epylon’s contract search to locate line items and their price.
2. **Vendor site Punchout.** For Gateway, Dell and Troxell – link to their PEPPM websites for product configuration and PEPPM pricing.

---

### 1. Contract Search

Epylon’s contract database contains all PEPPM contracts and line items. To search the database, you will use the search page to provide some search criteria.

1. Click on the Contracts tab.
2. Decide if you want to search for line items or the contract. (If you locate a contract, you can “jump in” to the line items from its summary page.)
3. Enter your other search criteria:
  1. To search by Awarded Vendor, use the Select Supplier button to select the vendor.
  2. To search by item description, enter key words in the Item Description field.
  3. To search by SKU, enter the SKU into the SKU/Part Number field.
4. Click the Search button in the lower right hand corner to initiate your search. Follow the graphical presentation for more.

---

SKU Lookup	
If you know the exact SKU of a product you are looking for find it here.	
SKU Number	<input type="text"/> <input type="button" value="Search"/>

Find products or services	
Search below for contracts applicable to your buying organization. Check the "Line Items" box in the "Search Type" field to view your results as product descriptions. Check the "Contracts" box to view your results as contract summaries. The "Search For" field enables you to enter words or phrases representing product descriptions, manufacturer, sku, or any other details on what you are searching for. Optionally you can filter results to a specified Category and/or Contract Group.	
Search For	<input type="text"/>
Search Type	<input checked="" type="radio"/> Line Items <input type="radio"/> Contracts
Category	Select (optional) <input type="button" value="v"/>
Contract Group	Select Group <input type="button" value="v"/>

EXPRESS
WORK
SHOP
CONTRACTS
ACCOUNTS
MY PROFILE

Search
Advanced Search

Work Trail: Simple Contract Search

### Contract Search Results

Search these results for:  Go

1 contract(s) found

Contract Number	Contract Description	Awardee	Awarded By	Category	End Date
<a href="#">PeppmEarthWalkEarth</a>	PEPPM EarthWalk Contract	EarthWalk Communications, Inc.	PEPPM Multi-State Bid	Information Technology Broadcasting and Telecommunications	Dec 31, 2005

Items 1-1 of 1. Page 1 of 1
Display: 20 items

New Search

**Diagram 4.2.3 Search results.** Searched for Contracts (not line items) and used the Supplier Selector to search for EarthWalk contracts. Their one PEPPM contract showed up in the result set.

From the search result above, click on the blue hyperlink under the Contract number. This takes you to a summary page. Clicking “Shop These Line Items” takes you to a listing of the 43 items in the EarthWalk contract.

EXPRESS
WORK
SHOP
CONTRACTS
ACCOUNTS
MY PROFILE

Search
Advanced Search

Work Trail: [Simple Contract Search](#) : Contract Summary

### Contract Summary

Description	
Title	
Awardee	EarthWalk Communications, Inc.
Contract Number	PeppmEarthWalkEarth
Awarded By	PEPPM Multi-State Bid
Begin Date	Jan 1, 2004
End Date	Dec 31, 2005
Number of Line Items	43 <a href="#">Shop These Line Items</a>
Commodity Code	

Table Contents

**Diagram 4.2.4 Contract Summary Page.** Click on the blue hyperlink to view the line items and prices.

<input type="checkbox"/>	<b>OEM WINDOWS XP PROFESSIONAL OS \$193.56</b> OEM WINDOWS XP PROFESSIONAL OS <b>Supplier SKU:</b> WINXP-PRO <b>Supplier:</b> EarthWalk Communications, Inc. <b>Brand:</b> EarthWalk <b>Contract:</b> <a href="#">PeppmEarthWalkEarth</a>
<input type="checkbox"/>	<b>LIBRARY SERVER 6HDD \$2,799.98</b> LIBRARY SERVER <b>Supplier SKU:</b> LS1-6 <b>Supplier:</b> EarthWalk Communications, Inc. <b>Brand:</b> EarthWalk <b>Contract:</b> <a href="#">PeppmEarthWalkEarth</a>
<input type="checkbox"/>	<b>40GB HARD DRIVE EXCHANGE UPGRADE \$41.97</b> 40GB HARD DRIVE <b>Supplier SKU:</b> EBHDD40-UG <b>Supplier:</b> EarthWalk Communications, Inc. <b>Brand:</b> EarthWalk <b>Contract:</b> <a href="#">PeppmEarthWalkEarth</a>
<input type="checkbox"/>	<b>IR DETECTOR USB \$24.00</b> IR DETECTOR USB <b>Supplier SKU:</b> EWIR-USB <b>Supplier:</b> EarthWalk Communications, Inc. <b>Brand:</b> EarthWalk <b>Contract:</b> <a href="#">PeppmEarthWalkEarth</a>

My Lists: Earthwalk items
Add To List View Current List Create New List

Items 1-20 of 43. Page 1 of 3 Table Contents Display: 20 items

New Search

Diagram 4.2.5 Item view of contract.

To select an item from a contract, you must first have a List created. Use the buttons seen on Diagram 4.2.5 to create a List if you don't already have one. Lists are used to compile similar items, but Lists can contain more than one vendor's products.

List Items	
<p>To select one or more items, use the checkboxes on the left. Then click "Add to eRequisition" or "Add to Purchase Order" to copy checked items to a form. For each item, "Source" identifies the item's origin: catalog, contract or eQuote response.</p> <p>In addition, items may have icons associated with them:</p> <div> <div></div> <div>VOLUME PRICING Click on the volume icon to see the volume discount schedule for the item. Prices can be updated to reflect volume discounts after adding items to eRequisitions or Purchase Orders.</div> </div> <div> <div></div> <div>BUNDLE Click on the bundle icon to view and select add-on options for that base item.</div> </div> <div> <div></div> <div>MORE INFO Click on the product info icon to view additional information on the product from the supplier.</div> </div>	
<input type="checkbox"/>	<b>WIRELESS KEYBOARD FOR PC \$60.00</b> WIRELESS KEYBOARD FOR PC <b>Supplier:</b> <a href="#">EarthWalk Communications, Inc.</a> <b>Supplier SKU:</b> EWKB2000-PC <b>MFG:</b> EarthWalk <b>MFG SKU:</b> EWKB2000-PC <b>Source:</b> <a href="#">Contract PeppmEarthWalkEarth</a> <b>Sold By:</b> Each <b>Qty:</b> 1  MORE INFO
<input type="checkbox"/>	<b>16 BAY BATTERY CHARGING SYSTEM (20V) \$1,049.97</b> 16 BAY BATTERY CHARGING SYSTEM <b>Supplier:</b> <a href="#">EarthWalk Communications, Inc.</a> <b>Supplier SKU:</b> NW-BBAY-3 <b>MFG:</b> EarthWalk <b>MFG SKU:</b> NW-BBAY-3 <b>Source:</b> <a href="#">Contract PeppmEarthWalkEarth</a> <b>Sold By:</b> Each <b>Qty:</b> 1  MORE INFO
<span>Select All</span> <span>Delete Selected</span>	
<div> <span>Return To Contract Items</span> <span>Add To New Spot Price Check</span> <span>Add To New eRequisition</span> <span>Add To New Purchase Order</span> </div>	

Diagram 4.2.6 List view of items from a contract.

---

## 2: Punchout to a Vendor Site

**Locate Products**

→ **Finalize Price**

→ **Get PO Approval**

→ **Complete PO**

The second option to locate products and prices is to use vendor punchout sites.

For the vendors that have implemented a punchout site, you will find their PEPPM contract information by linking to their punchout site from Epylon. Once you locate the items you wish to purchase, you will bring them back to Epylon within a "List" before making your purchase.

Use the following steps to configure PEPPM products and prices for:

- Gateway
- Dell
- Troxell
- More coming soon!

1. Login to Epylon eCommerce at [www.epylon.com](http://www.epylon.com)
2. From the landing page, click on the blue button "Shop By Suppliers."
3. Scroll to the section of the page called "Shop these Sites"
4. From the drop down list (Diagram 4.2.7), select a PEPPM supplier (e.g., Dell, Gateway)
  - If you are interested in having access to the other sites you see listed, contact Ted Witt at Epylon.

**Ted Witt**

[tedwitt@epylon.com](mailto:tedwitt@epylon.com)

**Shop These Sites**

To shop a supplier's online store, select a supplier name from the drop down list below and click "Go Shopping". The supplier's "store" will recognize who you are and display prices available to your organization. Once you finish shopping and "check out", the items you choose will be retrieved by Epylon and saved in a special shopping list you can use in eRequisitions and Purchase Orders.

**Go Shopping**

Office Depot  
Gateway Companies, Inc.  
Corporate Express  
School Specialty, Inc.  
Dell Marketing L.P.

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[Privacy and Security](#) / [Terms and Conditions](#)

**Diagram 4.2.7**

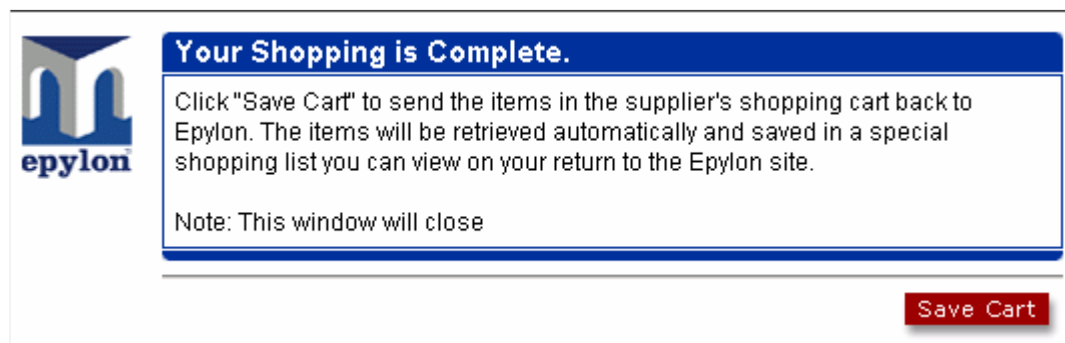
5. Once you are on the vendor's website, you will be shopping from PEPPM products and prices. As you shop, place your items in the Shopping Cart - this is how you will construct your list of items to bring back into Epylon.
  6. Done shopping? Go to your Shopping Cart and complete the Checkout
-

---

process. Your shopping is entirely anonymous and no purchase

commitment is made when you Checkout from an Epylon punchout website.

- Gateway calls the process “Checkout”
  - Dell calls the process “Create Order Requisition”
7. Once you click to confirm that you are completing the Checkout process on the vendor website, your Shopping Cart will be transmitted back into your Epylon account. A message will display on your browser (Diagram 4.2.8). Click the Save Cart button to return to Epylon.



**Diagram 4.2.8** The message displayed when you end a punchout session and return to Epylon

8. The vendor website and the Save Cart messages will close. You will be back in Epylon on a List page that contains your Shopping List of items from the vendor website.
- Edit the default List description by clicking the Edit List Properties button (Diagram 4.2.9)

Description					
Name	Description	Date Created	Last Modified	# of Items	Shared
Dell Marketing L.P. - 01/30/2004 14:19	Shopping list from: Dell Marketing L.P.	Jan 30, 2004	Jan 30, 2004	1	No
<a href="#">Edit List Properties</a>					

**Diagram 4.2.9** Each Epylon List is described at the top of the page. Below this section are the actual line items.

9. Scroll down on the List page to view the line item(s) you returned from the vendor’s website.
- Lists can be “reused” for multiple purchase orders over time. Navigate to your Lists by clicking Shop - My Lists in Epylon. Open the list by clicking on the List name.
  - Each time you add a List item to a PO form, you can adjust the quantity you order.

List Items

To select one or more items, use the checkboxes on the left. Then click "Add to eRequisition" or "Add to Purchase Order" to copy checked items to a identifies the item's origin: catalog, contract or eQuote response.

In addition, items may have icons associated with them:

VOLUME PRICING

Click on the volume icon to see the volume discount schedule for the item. Prices can be updated to reflect volume discounts eRequisitions or Purchase Orders.

BUNDLE

Click on the bundle icon to view and ~~selected~~ add on options for that base item.

MORE INFO

Click on the product info icon to view additional information on the product from the supplier.

☐

item \$1,834.32

Dell Dimension XPS;PentiumREG 4 Processor with HT Technology 3.2GHz w/800MHz FSB . MicrosoftREG WindowsREG XP Professional

Supplier: [Dell Marketing L.P.](#) Supplier SKU: 221-3683 MFG: Dell MFG SKU: notused Sold By: EA Qty: 3

Select All

Delete Selected

**Diagram 4.2.10 Below the Description of the List, individual line items can be viewed.**

## Items on a List

Locate Products

Finalize Price

Get PO Approval

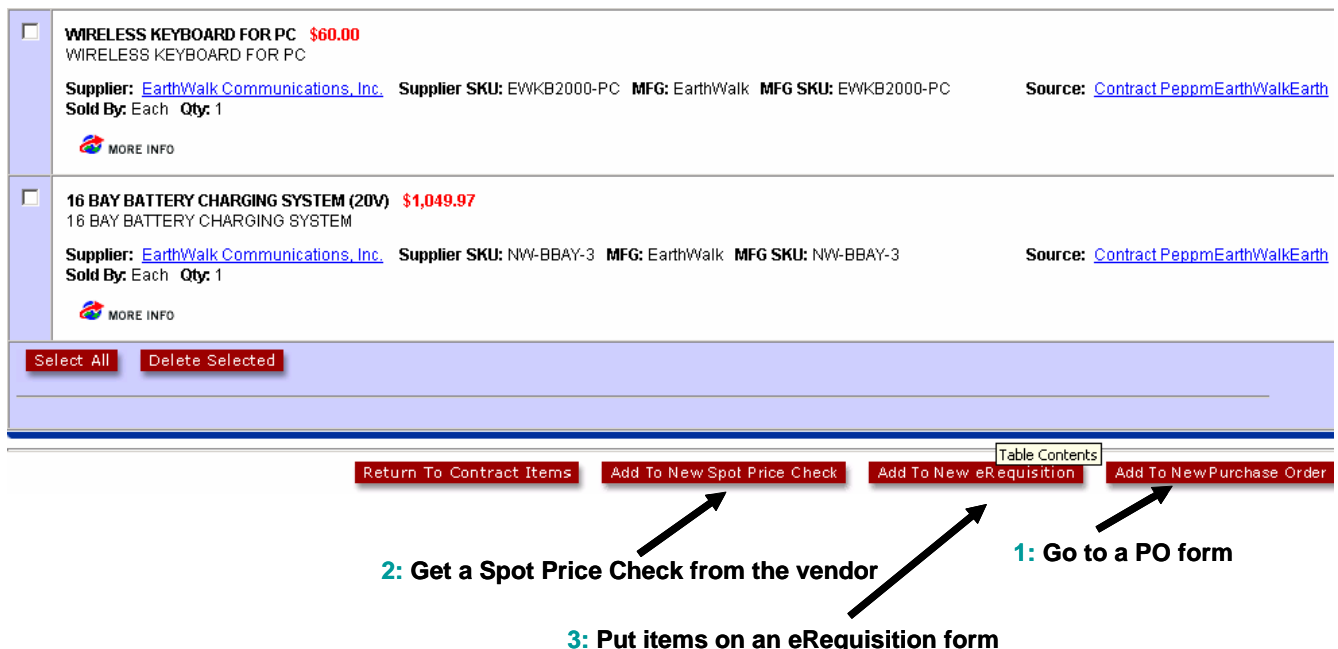
Complete PO

Once your items are on a List, you have three options (assuming you have full purchasing authority on your user login).

The three options with your items are: (Diagram 4.2.11)

1. **Fast path** – take me directly to “complete PO” and skip any online price negotiations or approvals. To do this, you will add the item(s) from the List directly to a Purchase Order form.
2. **Finalize Price** with Spot Price Check. This is an online price negotiation tool that is beneficial if you are ordering in volume. Note: Spot Price Checks are not available on items from a punchout session.
3. **Get PO Approval** – you may choose to use Epylon to route an eRequisition for internal approval. Use the eRequisition form to route the items for approval within your organization.

The next few paragraphs explain how to make use of these three options.



**Diagram 4.2.11** From an Epylon list, you can take line items out for a Spot Price Check, to an eRequisition form, or directly to a PO form.

---

## 1. Complete the PO form



When you are ready to make a purchase, you will check your line items and add them to a Purchase Order. This automatically generates a form and requires just a few additional pieces of information.

**Note:** You can bring items to a PO form using the steps below from a List, Spot Price Check response, or an approved eRequisition.

1. Using the boxes to the left of the item, select the item(s) on the list that you want to add to a Purchase Order.
2. Click the “Add to New Purchase Order” button.
3. A form will automatically generate and you only need to specify a few key pieces of information:
  1. Ship To Address (pick from preset list)
  2. Ship to Contact Name (if not already indicated with the address you picked)
  3. PO Number
  4. Shipping Method
4. Click “Continue” to review the PO form.
5. Click “Submit” to issue the PO directly to the vendor.
6. A notification is sent to the vendor automatically and the PO is viewable immediately to them.

### Other Notes:

If you obtained a price quote from outside Epylon:

- Manually adjust the per unit prices to reflect your quote price. The price must be at or below the current PEPPM price.
- Attach supporting documentation in the Attachments section (below the Item listing)
- Buyers taking advantage of E-rate discounts must indicate this on the PO, by using the words “E-rate Purchase Order” so vendors can act on it accordingly.

If there are other special circumstances, use the Additional Information field below the Items. If you need more space, use the External Notes History section. Vendors can view these notes when they receive your purchase order.



---

## 2. Perform Spot Price Check



To perform a Spot Price Check, use the following steps from a List:

1. Select the item(s) in the list that you want to quote.
2. Click “Add to New Spot Price Check”
3. Provide key pieces of information for the contracted supplier to respond. You are required to specify a Ship To Address. You should also indicate the quantity in the Item Description field(s).
4. After completing the form, click Continue.
5. Review the form and click “Submit.” This request will only be seen by the contracted vendor.
6. Once the vendor has responded, you will be notified via e-mail.
7. Check your eQuote inbox for the vendor’s response once it arrives.

---

Items						
Enter your line item information below. The "Supplier SKU" field is optional. You may enter up to 400 characters in the description field. To add an item, click on Add Item. To delete a line item, check the box and click on Delete. Click on Finish Item Edits to save your information and view it without scrolling.						
	Supplier SKU	Item Description*	Source	Qty*	Unit	Unit Price
1 <input type="checkbox"/>	EWKB2000-PC	WIRELESS KEYBOARD FOR PC	<a href="#">Contract: PeppmEarthWalkEarth</a>	<input type="text" value="1"/>	Each	\$60.00
<div>Delete   Add Item   Finish Item Edits</div>						

**Diagram 4.2.12 In a Spot Price Check, be sure to adjust your quantity to get a volume price**

---

7. Check your eQuote inbox for the vendor’s response once it arrives.
8. Open the price quote and view the pricing.
9. If it is acceptable, you can convert this Spot Price Check result to an eRequisition form or a PO form by clicking the “Add to Purchase Order” button. See steps above for completing the PO form.
10. Assuming you proceed directly to a PO form, you will be prompted for a PO Number. The references to the spot price quote and the PEPPM contract will be maintained automatically by the system.

---

### Important Note about eQuote

Spot Price Checks are used for checking on volume and special pricing from products on existing contracts.

Do not confuse Spot Price Checking with running an eQuote for products and prices.

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**eQuotes should not be used for obtaining PEPPM prices.** eQuotes are effective and specifically designed for checking prices on items that are NOT under an existing contract (e.g., PEPPM).

If you are interested in using the eQuote feature, please contact an Epylon representative for some quick phone training and instruction. We are happy to help you explore this great feature and use it to your best advantage.

**Epylon Customer Service**  
888-211-7438  
[service@epylon.com](mailto:service@epylon.com)

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### 3. Use an eRequisition



For simple approval routing, use the following steps:

1. From a List, select the item(s) and add them to a New or Existing eRequisition form.
  2. Complete as much of the eRequisition with information such as a Ship To Address for the items.
  3. Click "Continue" when you have completed the form.
  4. Click "Forward" when you have reviewed the eRequisition form.
  5. Choose your approver from the drop down list of names.
  6. Click "Submit" to send your eRequisition to the approver.
  7. The approver will be notified via e-mail that your eRequisition is in their eRequisition inbox on Epylon.
  8. Once approved, you will see a status change reflected on your eRequisition Inbox. Depending on your procedures, your approver may have made the purchase (Status=Submitted for Purchase) or they may have returned the eRequisition to you for purchasing (Status=Waiting Purchasing)
  9. If you see a status "Waiting Purchasing" it means that you need to convert an eRequisition to a PO and send it. To do this, simply open the eRequisition and scroll to the bottom of the form.
  10. Click "Add to Purchase Order."
  11. See steps above for completing the PO form.
-

## Basic Navigation in Epylon

In Epylon, navigation is done by using the horizontal bar to select a major category (e.g., Work, Shop, Contracts). Each of these major categories has at least one subcategory. For example, under Work, you will find your three main Inboxes (eRequisition, eQuote, Purchase Order.)

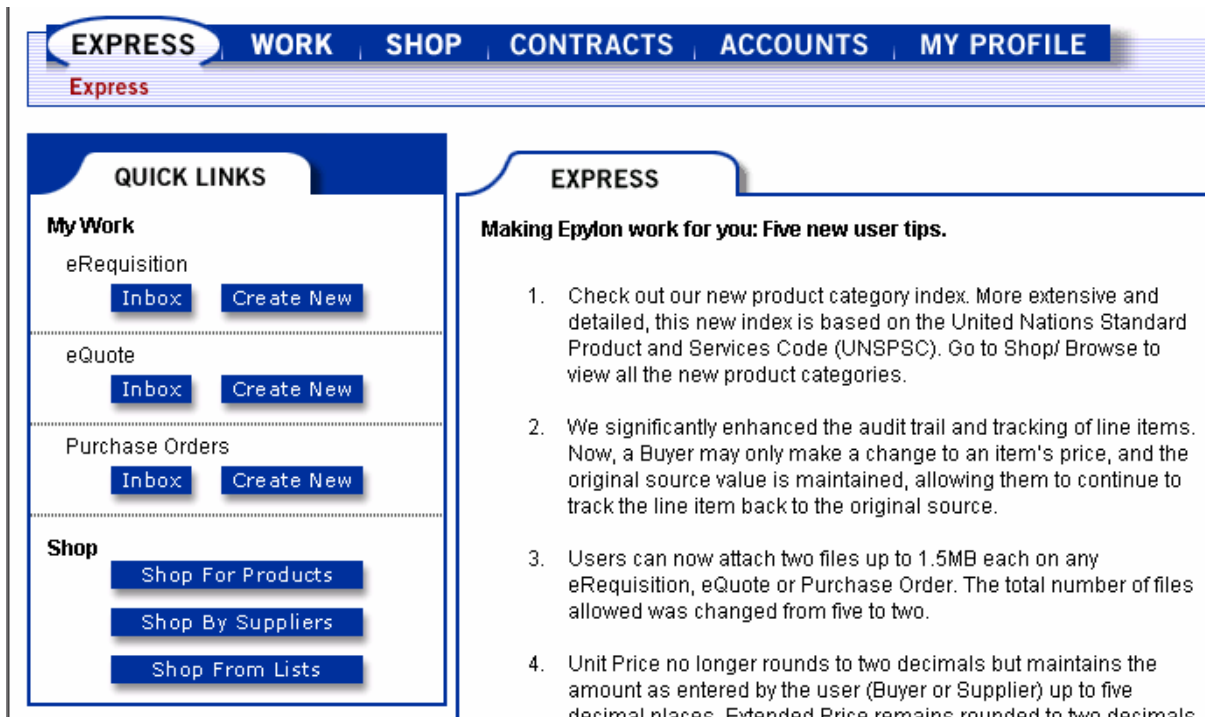


Diagram 4.2.13 Epylon Main "Express" Page

## Quick Reference to Major sections of Epylon

## Epylon Navigation

Tab / Section	Features
Express	<ul style="list-style-type: none"> <li>• Quick Links for fast and easy navigation.</li> <li>• Release notes or user tips.</li> </ul>
Work	<ul style="list-style-type: none"> <li>• eRequisition form inbox</li> <li>• eQuote and Spot Price Check form inbox</li> <li>• Purchase Order form inbox</li> </ul>
Shop	<ul style="list-style-type: none"> <li>• Browse path by product type (many non-PEPPM items)</li> <li>• Search path (many non-PEPPM items)</li> <li>• My Lists contains a listing of all lists from</li> </ul>

	<ul style="list-style-type: none"> <li>Contract searches and Punchout activity</li> <li>Shared Lists contains lists created by others in your organization that they flagged for shared use.</li> </ul>
<b>Contracts</b>	<ul style="list-style-type: none"> <li>Simple contract search by line item or contract</li> <li>Advanced Search for line items or contracts</li> </ul>
<b>Accounts</b>	<ul style="list-style-type: none"> <li>Only visible to users with the Super Administrator role</li> <li>Add and remove users</li> <li>Manage Ship-To Addresses</li> <li>Your organization's address and main contact information</li> <li>Create a preferred supplier list for faster eQuote generation</li> </ul>
<b>My Profile</b>	<ul style="list-style-type: none"> <li>Your user name and address information</li> <li>Description of your user privileges</li> <li>Reset your password</li> </ul>

## Epylon Inboxes

In Epylon, your work will be done from three main Inboxes:

- eRequisition Inbox
- eQuote Inbox
- Purchase Order Inbox

These inboxes can be accessed from the Quick Links section or by clicking on the Work tab. A given purchase may have started as a Spot Price Check, become an eRequisition, and been converted into a PO. Epylon links all these forms for easy cross-reference. No form can be deleted, but all forms can be Archived. Once Archived, a form can not be moved back to an Inbox.

### eRequisition Inbox

Your eRequisition Inbox contains a listing of all eRequisitions that you have created or that someone has forwarded to you. By viewing the status (and Internal Notes on the form) you can keep track of "who's desk is my requisition sitting on?" and "is my requisition approved yet? Has someone sent a PO?"

### eQuote Inbox

Your eQuote Inbox contains all eQuotes and Spot Price Checks that you have created. See the "Important Note about eQuote" section earlier in this topic for clarification of the difference between eQuote

---

and Spot Price Checks.

**PO Inbox**

Your PO Inbox lists all POs that you have created and sent. If the vendor has update the status of the PO (e.g., to read “Shipped”) you can view this information from your Purchase Order Inbox.

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**Questions?** If you have questions about the Epylon system and its features, please contact Epylon representatives. We can provide additional information, documentation, and training.

**Epylon Customer Service**

888-211-7438

[service@epylon.com](mailto:service@epylon.com)

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## Section 5: Communication and Program Feedback

### Topic 5.1

### Talk with PEPPM Staff

#### Overview

The strength of the PEPPM Program comes from the educational agencies that use PEPPM to buy and work with us to improve and build the PEPPM Program.

Throughout the year, you will see representatives at tradeshow, events, and sometimes individual visits. We always look forward to the opportunity to speak with educational agency officials.

#### Tradeshows (not a complete schedule)

The following Trade Shows are attended annually. Please go to [www.peppm.org](http://www.peppm.org) to see updated list and associated dates.

- PETE & C (Pennsylvania Educational Technology Expo & Conference)
- PASBO (Pennsylvania Association of School Business Officials)
- CASBO (Connecticut Association of School Business Officials)
- CASBO (California Association of School Business Officials)
- CCAP (County Commissioners Association of Pennsylvania)
- Diocese of Allentown – Education Conference
- MACo (Maryland Association of Counties)
- MD/DC ASBO (Maryland/District of Columbia Association of School Business Officials)
- NECC (National Educational Computing Conference)
- NIGP (National Institute of Government Purchasing, Inc.)
- PaLa (Pennsylvania Library Association of Pennsylvania)
- CETPA (California Educational Technology Professionals Association)
- FETC (Florida Educational Technology Conference)
- TEAP (Technology Education Association of Pennsylvania)
- AESA (Association of Education Service Agencies)
- Vendor Showcase Day - Hartford, Connecticut

#### Regional Meetings

Throughout the year, PEPPM, our partner Agencies and Epylon will host regional meetings where business officials, buyers, and technology managers can come to learn more about the PEPPM Program.

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As these events are planned, we will announce them through our website, PennLink and e-mail

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### **Site Visits**

In addition to regional meetings, we travel to meet with individual districts and educational agencies.

If you are interested in eCommerce or just want to know more about using PEPPM, contact us. We can plan to come by or we can participate in a conference call.

---

### **The PEPPM Program and Epylon Staff**

The PEPPM Program is supported by an experienced staff. You are welcome to contact the staff with any questions you have about the PEPPM Program.

### **PEPPM Contract Contacts**

**Jim Randecker**  
[jrandecker@csiu.org](mailto:jrandecker@csiu.org)  
570-523-1155 x2115

**Dave Manney**  
[dmanney@peppm.org](mailto:dmanney@peppm.org)  
570-523-1155 x2174

**Ron Graboski**  
[rgraboski@peppm.org](mailto:rgraboski@peppm.org)  
570-523-1155 x2169

### **Order Processing Contacts**

**Pam Murray**  
[pmurray@peppm.org](mailto:pmurray@peppm.org)  
570-523-1155 x2193

**Carol Styers**  
[cstyers@peppm.org](mailto:cstyers@peppm.org)  
570-523-1155 x2161

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## **Epylon System Contacts**

**Ted Witt**

[tedwitt@epylon.com](mailto:tedwitt@epylon.com)

916-826-2039

**Suzanne Barchi**

[sbarchi@epylon.com](mailto:sbarchi@epylon.com)

209-992-6181

## **Technical Support**

**Epylon Customer Service**

[service@epylon.com](mailto:service@epylon.com)

888-211-7438

**Mark Carollo (PEPPM Website Administrator)**

[mcarollo@peppm.org](mailto:mcarollo@peppm.org)

570-523-1155 x2159

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## Section 5: Communication and Program Feedback

### **Topic 5.2**      *PEPPM Communication Program*

**Overview**      We strive to continuously improve the PEPPM Program to better meet your needs for outstanding technology products, pricing and vendors.

Another key goal is keeping in touch with the needs of educational agencies in the geographies we serve. To that end, we have provided the PEPPM website at [www.peppm.org](http://www.peppm.org), information in PennLink, email and surface mail messages, and provided resources like this Guide.

---

#### **Join the PEPPM Mailing List**

We would like to reach you with reports and information about promotions, updates, and new product lines.

##### **Reports You Receive**

Educational agencies with 10 or more POs per quarter are eligible to receive a report of all purchases made through PEPPM.

We will continue to archive your purchase orders and provide bid protection services, but the reports provide you with an opportunity to review your PEPPM purchases. See more about Reports in Section 3.3. For more on bid protection, see Section 3.1.

##### **PEPPM Program Update Emails**

Stay up-to-date with the latest information relating to technology purchasing for educational agencies. Please help us communicate with your organization by providing us with contact information. Submit name, phone and e-mail information to Michelle Kipple.

**Michelle Kipple**

[mkipple@peppm.org](mailto:mkipple@peppm.org)

570-523-1155 x2126

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#### **Questions, Comments or Feedback?**

We would like to hear from you if you have questions, comments or feedback about the PEPPM Program. Please feel free to use our contact information to reach anyone in the PEPPM Program.

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