



## 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 Epsilon eCommerce. In the body of the purchase order, please include the following language: “As per PEPPM”.

## Product Line: Kenwood USA Corporation

## 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, reach out to **Kristine Loomer** via phone/email.
3. Address the orders to:  
**NEWCOM Wireless Services, LLC**  
575 Washington St  
Pembroke, MA 02359
4. All quotes and purchase orders should state “As per PEPPM”.

### INTRODUCTION

**NEWCOM Wireless Services (NEWCOM)**  
575 Washington Street  
Pembroke, MA 02359

Contract #: **529958-017**

Product Line: Kenwood USA Corporation

**Kristine Loomer**  
Sales & Operations Manager  
t: 781.424.7870  
e: [kristine@newcomglobal.com](mailto:kristine@newcomglobal.com)



# PEPPM Contract

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## Order Via Fax or Email Cont.

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.
  - Choose between a “line item” or “contracts” search.
  - Select NEWCOM Wireless Services, LLC from the Vendor (Awardee) list.
  - Click “Search.”
3. Add selected line items to a List.



# PEPPM Contract

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## Placing an Order Online Cont.

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.
  - The PEPPM contract will automatically be referenced in your PO.
  - You will retain a copy of the sent purchase order in your Epylon account. A Printable Version is also available.
  - The order will immediately be viewable by the vendor.
  - 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.

