



Ordering Instructions

To assure PEPPM bid protection, all PEPPM orders must be faxed to PEPPM at 800-636-3779, emailed to 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: Brother International Corp

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 #: **533902-032**

Product Line: Brother International Corp

Kristine Loomer
Sales & Operations Manager
t: 781.424.7870
e: kristine@newcomglobal.com



PEPPM Contract

Order Via Fax or Email Cont.

5. Fax the completed order to 800-636-3779 or email to 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.
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

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 or call 888-211-7438.

