

PEPPM Contract



Product Line:
Brother International
Corp

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”**.

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** 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, Sales & Operations Manager
t: 781.424.7870
e: kristine@newcomglobal.com



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.

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 send 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**.