



Vendor Contacts and Ordering Instructions

All PEPPM orders should be faxed to PEPPM at **800-636-3779** or placed online through Epylon eCommerce.

Product Line: Audio Enhancement

Introduction

Audio Enhancement not only specializes in Classroom Amplification, we invented the concept. We were the first to introduce Infrared transmission. We hold the only patent on the use in the classroom. We are experts in the design, installation, and servicing of classroom audio enhancement systems that help teachers make an impact in the lives of students.

Contact Information:

Cindy Andersen

800-383-9362

Cindy.Andersen@AudioEnhancement.com

Placing an Order via Fax:

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 level discounts, please contact our sales offices at (800) 383-9362.
3. Address the orders to:
Audio Enhancement
14241 South Redwood Road
Bluffdale, UT 84065
4. All quotes and orders should state "As per PEPPM 2010."
5. Fax the completed order to **800-636-3779**.
 - a. Your order will be reviewed and edited by PEPPM Staff.
 - b. You will be contacted to make any necessary corrections.
 - c. Your order will be issued to the vendor within 24 hours during the business week after all (if any) corrections are made.
 - d. Your order will be archived for audit support.

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.
 - a. Choose between a "line item" or "contracts" search.
 - b. Select **Audio Enhancement** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
4. To request a volume price break, add items to a Spot Price Check form along with your desired quantity and a Response Due Date. The vendor will be notified of your request via email. Once they respond, you'll be notified and can view the response on Epylon. (After viewing a winning response, continue with the instructions that follow.)
5. Add selected items to a Purchase Order form.
6. Click "Submit" after entering a valid PO number and shipping address.
 - a. The PEPPM contract will automatically be referenced in your PO.
 - b. You will retain a copy of the sent purchase order in your Epylon account. A Printable Version is also available.
 - c. The order will immediately be viewable by the vendor.
 - d. Your order will be archived for audit support.

For any assistance using Epylon, contact service@epylon.com or call 888-211-7438.

In the body of the purchase order, please include the following language:
"As per PEPPM 2010"