



## 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: EduTone Xchange

#### Introduction

Founded in April 2000, and headquartered in Alameda California, VIP Tone, Inc., EduTone's Parent Company, is a privately held US based Corporation focusing on software, data integration, and network convergence services, solutions, and technologies for the K-12 education market. EduTone Corporation is a recent spin off as a wholly-owned Subsidiary. The EduTone Xchange platform is the infrastructure for automated Single Sign-On and on-demand end-user provisioning across multiple enterprise applications uniquely designed for K-20 education organizations.

#### Contacts include:

Deborah B. Sorgi, Ed.D.  
Senior Vice President  
1600 Harbor Bay Pkwy, Suite 100  
Alameda, CA 94502  
866.901.8663 phone  
510-522-3467 fax  
[dsorgi@viptone.com](mailto:dsorgi@viptone.com)

Debi Dowell  
Office Manager  
1600 Harbor Bay Pkwy, Suite 100  
Alameda, CA 94502  
866.901.8663 phone  
510-217-3495 fax  
[debi@viptone.com](mailto:debi@viptone.com)

VIP Tone agrees to extend the Pennsylvania bid pricing to multiple states. The contact information remains the same as the Pennsylvania contact for all other states.

#### 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. Contact VIP Tone at 866.901.8663 for pricing on multiple quantities.
3. Address the orders to:  
VIP Tone, Inc.

1600 Harbor Bay, Pkwy, Suite 100  
Alameda, CA 94502

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](http://www.epylon.com).
2. Click on the Contracts tab.
  - a. Choose between a "line item" or "contracts" search.
  - b. Select **VIP Tone, Inc.** 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](mailto:service@epylon.com) or call 888-211-7438.