



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: **AVID Airline Products**

Introduction

AVID has been manufacturing and supplying electronic headsets for over 45 years. We were the first to supply headsets to the airline industry and now are a company with a more diverse client base.

Currently we supply many schools, libraries, museums, fitness centers and spas, independently owned gyms and corporate health club chains. Students and staff have found our electronic headsets to be a valuable tool, either as a complimentary service provided by the school or as a way to increase profits through re-sale.

While some treat these items as disposable products, others choose to purchase replaceable ear pads for re-use and safe hygiene. Either way we provide a **low-cost durable headset** to enhance the learning experience for both students and staff. All of our headsets comply with most audio entertainment equipment

For questions and quotes please contact: Rachel Haynes at (401) 846-1300.

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 Rachel Haynes at AVID Products for discount on large quantities.
3. Address the orders to:
AVID Products
Attn: Rachel Haynes
72 Johnny Cake Hill Road
Middletown R.I. 02842
Phone (401)846-1300
Fax (401)849-1060
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 **AVID Products** 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"