



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: Spectrum Industries Products

Introduction

Spectrum Industries is a leading manufacturer of educational, training, and office furniture. We manufacture in our Wisconsin manufacturing facility more than 2500 proprietary products for business and education. Our products can be viewed on our website at www.spectrumfurniture.com.

**Contact for PEPPM Contract : Theresa Thompson-Contract Specialist
800-235-1262 Ext 2131**

AREA SALES REPRESENTATIVES

Pennsylvania:	Bob Marsden	856-354-8289
Arkansas:	Chris Ladd	800-235-1262 Ext 2454
Illinois:	Paul Netzel	800-235-1262 Ext 2458
Indiana:	Paul Netzel	800-235-1262 Ext 2458
Iowa:	Brian Myhre	800-235-1262 Ext 2457
Kansas:	Ray Utley	800-235-1262 Ext 2460
Kentucky:	Chris Ladd	800-235-1262 Ext 2454
Michigan:	Mick Briggs	800-235-1262 Ext 2462
Minnesota:	Brian Myhre	800-235-1262 Ext 2457
Mississippi:	Chris Ladd	800-235-1262 Ext 2454
Missouri:	Ray Utley	800-235-1262 Ext 2460
Nebraska:	Ray Utley	800-235-1262 Ext 2460
No. Carolina:	Girard Smith	800-235-1262 Ext 2461
Ohio:	Mick Briggs	800-235-1262 Ext 2462
Oklahoma:	Nicole Ellis	800-235-1262 Ext 2459
New York:	Martin Frazee	800-235-1262 Ext 2463
So. Carolina:	Girard Smith	800-235-1262 Ext 2461
Tennessee:	Chris Ladd	800-235-1262 Ext 2454
Utah:	Don McCracken	480-326-5569
Virginia:	Girard Smith	800-235-1262 Ext 2461
W. Virginia:	Girard Smith	800-235-1262 Ext 2461
California:(Northern)	Bryan Hanna	800-235-1262 Ext 2464
California:(Southern)	Corey Baker	800-235-1262 Ext 2453
Alabama:	Chris Ladd	800-235-1262 Ext 2454
Colorado:	Karl Kollar	800-235-1262 Ext 2455
Connecticut:	Martin Frazee	800-235-1262 Ext 2463
Delaware:	Girard Smith	800-235-1262 Ext 2461
Florida:	Jim Morehouse	800-235-1262 Ext 2456
Georgia:	Jim Morehouse	800-235-1262 Ext 2456

Idaho:	Karl Kollar	800-235-1262 Ext 2455
Louisiana:	Chris Ladd	800-235-1262 Ext 2454
Maine:	Martin Frazee	800-235-1262 Ext 2463
Maryland:	Girard Smith	800-235-1262 Ext 2461
Massachusetts	Martin Frazee	800-235-1262 Ext 2463
Montana:	Karl Kollar	800-235-1262 Ext 2455
Nevada:	Don McCracken	480-326-5569
New Hampshire:	Martin Frazee	800-235-1262 Ext 2463
No. Dakota	Brian Myhre	800-235-1262 Ext 2457
Oregon:	Karl Kollar	800-235-1262 Ext 2455
Rhode Island:	Martin Frazee	800-235-1262 Ext 2463
So. Dakota:	Brian Myhre	800-235-1262 Ext 2457
Vermont:	Martin Frazee	800-235-1262 Ext 2463
Washington:	Karl Kollar	800-235-1262 Ext 2455
Wyoming:	Karl Kollar	800-235-1262 Ext 2455

Our "Guarantee of Complete Customer Satisfaction" backs up all Spectrum Products. There are approximately 190 full-time employees that take pride in the work that they do. We guarantee that all our products to be made from the finest materials, engineered to the exact specification, hand crafted by dedicated employees and delivered to our customers on time.

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. You can obtain a quote by calling Spectrum Industries, Inc. direct at 800-235-1262, or by going on our website to request an on-line quote at www.spectrumfurniture.com.
3. Address the orders to:
 - Spectrum Industries, Inc.
 - PO Box 400
 - Chippewa Falls, WI 54729-0400
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 **Spectrum Industries, 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 or call 888-211-7438.

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