



Vendor Contacts and 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 Epylon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

Product Line: AVRover

Introduction

AVRover is leading the education and training industries in creating the highest quality, easiest to use, and most secure, portable educational solutions.

Company Contact information:

Sound Video Systems of WNY LLC Dba AVRover
1720 Military Rd.
Buffalo, NY 14217
Toll Free: 1-800-724-0236
Fax: 716-684-7997

Contract Administration/Invoicing
Dena Keller
716-684-8200
denak@avrover.com

Purchase orders/Customer Service
Cindy Jusko
716-684-8200
cindyj@avrover.com

Sales
Doug Smith
716-684-8200
dougs@avrover.com

Placing an 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 large quantities, volume Discounts are available by contacting AVRover directly.
3. Select one of the authorized resellers listed below and address the orders to:
Selected Reseller Name
Reseller Address
4. All quotes and purchase orders should state "As per PEPPM."
5. Fax the completed order to **800-636-3779** or email to orders@peppm.org.
 - 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.
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.
 - a. Choose between a "line item" or "contracts" search.
 - b. Select **Sound Video Systems of WNY LLC** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
4. Assign a reseller to the item by checking the box next to the item and clicking the "Assign Distributor" button.
5. 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.)
6. Add selected items to a Purchase Order form.
7. 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.
8. Standard shipping is included on all orders over \$500.00.

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

Reseller Listing

Orders may not be sent directly to these resellers. All orders must be placed through the PEPPM fax number (800-636-3779), email address (orders@peppm.org) or Epylon eCommerce (www.epylon.com) to assure PEPPM bid protection.

Select one of the authorized resellers/dealers listed below and address the orders to:

Sound Video Solutions, LLC.
1720 Military Rd.
Buffalo, NY 14217
Phone:(800) 724-0236
Fax:(716) 684-7997
www.svsny.com

Allegheny Educational Systems Inc.
320 East 3rd Ave.
Tarentum, PA 15084
Chris McElheny
724-230-2400
cmcellheny@alleghenyedsys.com

Troxell Communications
4830 S. 38th Street
Phoenix, AZ 85040
Troxell Sales Contact: Western PA
Brian Surmacz
412-944-2228
brian.surmacz@trox.com
Troxell Sales Contact: Southeast PA
John Burd
215-359-5835
john.burd@trox.com
Troxell Sales Contact: Central PA
Michelle Cutting
717-319-7857
michelle.cutting@trox.com

Wards Science
5100 West Henrietta Road
PO Box 92912
Rochester, NY 14692-9102
Wards Science Sales Contact: PA
Kristen Baish
716-515-6023
kristen.baish@vwr.com