



## 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](mailto:orders@peppm.org) or placed online through Epsilon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

**Product Line:** ClassLink, Inc.

### Introduction

**ClassLink** empowers your students and teachers with instant access to their learning resources. ClassLink® LaunchPad includes a library of over 6,000 single sign-on apps and instant links to file folders at school and on Google, Office 365, Box, and Dropbox cloud drives. ClassLink Analytics gives decision makers the usage data they need. ClassLink Roster Server easily and securely delivers class rosters to any publisher using open technology standards. ClassLink OneSync automates account provisioning and reconciles accounts in real time. Accessible from any computer, tablet or smartphone, ClassLink is ideal for 1to1 and Bring Your Own Device (BYOD) initiatives.

ClassLink, Inc.  
45 East Madison Ave. Suite 7  
Clifton, NJ 07011  
Phone: 888-963-7550  
Fax: 973-546-5981  
Contact: Gail Dinkelkamp, Director of Inside Sales  
Direct Dial: (862) 414-4819  
Email: [gdinkelkamp@classlink.com](mailto:gdinkelkamp@classlink.com)

ClassLink is offered throughout the United States. Please contact Gail Dinkelkamp, Director of Inside Sales for a quote.

### 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.  
Contract Gail Dinkelkamp, Director of Inside Sales for volume discounts beyond the total # of users listed on the ClassLink Price List.
3. Address the orders to:  
ClassLink, Inc  
45 East Madison Ave.  
Suite 7  
Clifton, NJ 07011  
Email: [accounting@classlink.com](mailto:accounting@classlink.com)  
Fax: (973) 546-5981

**Or if using resellers:**

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](mailto: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](http://www.epylon.com).
2. Click on the Contracts tab.
  - a. Choose between a "line item" or "contracts" search.
  - b. Select **ClassLink, Inc.** 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](mailto: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](mailto:orders@peppm.org)) or Epylon eCommerce ([www.epylon.com](http://www.epylon.com)) to assure PEPPM bid protection.

CDWG Government LLC  
230 N. Milwaukee Ave.  
Vernon Hills, IL 60045  
Phone #: (800) 800-4239  
Fax #: (847) 419-6200