



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: Classroom Furniture

Introduction

Columbia Manufacturing, Inc.
One Cycle Street
Westfield, MA 01085

Phone: 413-562-3664
Fax: 413-568-5345

Sales Manager: Linda Kline, ext 100
Cell Phone: 860-849-0099

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 volume quotes, please contact authorized resellers below.
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 **Columbia Manufacturing, 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 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 [EpylonCommerce\(www.epylon.com\)](http://EpylonCommerce(www.epylon.com)) to assure PEPPM bid protection.

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

Selected Reseller Name	W. B. Mason
Reseller Address	1809 Pittsburgh Avenue Erie, PA 16502 Contact: Victoria Bell Phone: 508-436-877 6 Email: victoria.bell@wbmason.com
	H. E. Hodge Co. Inc. 2393 Pendley Road Cumming, GA 30041 Contact: Byron Ebersole Phone: 678-296-9222 Email: ebe@hehodge.com

A.T. Equipment Sales Corp.
180 Brook Street, Suite B
Scarsdale, NY I 0583
Contact: Stacy Steward
Phone: 914-472-7222
Email: stacy@atequipmentsales.com

Tanner of Pennsylvania, Inc.
7813 Derry Street
Harrisburg, PA 17111
Contact: Josh Witman
Phone: 717-985-9700
Email: josh@gotanner.com