

Vendor Contacts and Ordering Instructions

To assure PEPPM bid protection, all PEPPM orders must be faxed to PEPPM at <u>800-636-3779</u>, emailed to <u>orders@peppm.org</u> or placed online through Epylon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

Product Line: Forest Scientific Corporation

Introduction

Forest Scientific Corporation is a manufacturer of CNC machinery such as CNC Routers, CNC Mills, CNC Lathes, CNC Plasma Cutters, and is a channel partner for Universal Laser. We also manufacture upgrades for all older CNC equipment to bring them up to windows. We also provide CAD/CAM software. We provide on-site training, maintenance, and repair regardless of the original manufacturer.

All CNC Machines purchased under PEPPM include free Shipping, Installation, On-Site Training, and 36 month On-site warranty.

Main Corporate Office:

Forest Scientific Corporation
408 Emert Road
Tionesta, PA 16353
1-800-956-4056 Fax 814-463-0292
peppmquotes@forestscientific.com
Gail Vybiral 1-800-956-4056 Ext. 1959
John E. Martincic 1-800-956-4056 Ext. 1001 CELL 412-726-0574

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. Call 1-800-956-4056 or email peppquotes@forestscientific.com.
- 3. Address the orders to:

Forest Scientific Corporation 408 Emert Road Tionesta, PA 16353

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.
 - 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 Forest Scientific Corporation 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 <u>service@epylon.com</u> 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 (<u>orders@peppm.org</u>) or Epylon eCommerce (<u>www.epylon.com</u>) to assure PEPPM bid protection.

Pennsylvania, New Jersey, & New York Allegheny Educational Systems, Inc. 320 East 3rd Avenue Tarentum, PA 15084 800.232.7600 or e-mail sales@alleghenyedusys.com

OH MI
Buckeye Educational Systems
150 Industrial Drive
Lexington, Ohio 44904
800-522-0460
www.buckeye-edu.com

California, Nevada, Hawaii
Paton Group
787 W. Woodbury Rd. #10
Altadena, CA 91001
800-826-0570 Toll Free salesrequest@patongroup.com

Inquiries for all 50 states, and the rest of the world
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peppmquotes@forestscientific.com
John E. Martincic 1-800-956-4056 Ext. 1001 CELL 412-726-0574