



Communications Group LLC

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

**Product Line:** FrontRow – Classroom amplification systems

### Introduction

Pivotal Communications Group LLC specializes in being a super service minded and knowledgeable vendor on a few selected product lines. We are experts in audio/visual products like **FrontRow Classroom amplification systems** and **TouchIT Technologies Interactive flat panels**. We strongly believe in those product lines, which is why we have chosen to work with them. Pivotal Communications Group is mainly focused on the educational sector.

### **Contact information:**

**Pivotal Communications Group LLC**

US Sales

31 Sherbrooke Dr.

Florham Park, New Jersey 07932

Phone: 973-270-0702

Fax: 973-270-0705

Email: [Info@Pivotal-NJ.com](mailto:Info@Pivotal-NJ.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 one (1) and over. Please contact us as per above to obtain quotes with potential additional volume discounts for large orders.
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](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 **Pivotal Communications Group** 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.

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

**Pivotal Communications Group LLC**  
**Attn. Order Department**  
**31 Sherbrooke Dr.**  
**Florham Park, New Jersey 07932**

Phone: 973.270.0702  
[Info@Pivotal-NJ.com](mailto:Info@Pivotal-NJ.com)

**SEHI COMPUTER PRODUCTS, INC.**  
**Attn. Order Department**  
**1275 PUERTA DEL SOL**  
**SAN CLEMENTE, CA 92673**

Phone: 949.498.0920  
[carolt@sehi.com](mailto:carolt@sehi.com)

**STS Education**  
**Attn. Order Department**  
**130-A W. Cochran Street**  
**Simi Valley, CA 93065**

Phone: 866.499.2580  
[Kimberly.Macmillen@stseducation-us.com](mailto:Kimberly.Macmillen@stseducation-us.com)

**ELB US Inc.**  
**Attn: Sales**  
**415 Boulder Court, Suite 500**  
**Pleasanton, CA 94566**

Phone: 1.888.506.7275  
[sales@elbglobal.com](mailto:sales@elbglobal.com)

Presentation Concepts Corporation, Inc.  
Attn. Samantha Haun  
6517 Basile Rowe  
East Syracuse, NY 13057

Phone: (315) 437-1314 x 120  
[shaun@pccav.com](mailto:shaun@pccav.com)