



**Technology Education Concepts**

## 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: GCC America, Inc.**

### Introduction

Technology Education Concepts, Inc. (TEC) will provide GCC America, Inc. products to PEPPM agencies. We have been working in the academic arena with schools for over 30 years and understand the school needs and requirements.

We are available to answer any questions that arise about these products with you. For pre-sales and sales questions please call our toll free number at 800-338-2238. You may also email inquiries to [sales@tecedu.com](mailto:sales@tecedu.com). Please contact Jeff Hapgood ([jeff@tecedu.com](mailto:jeff@tecedu.com)) or Justyn Constant ([Justyn@tecedu.com](mailto:Justyn@tecedu.com)) for information.

Our fax number is 603-225-7766.

Our main business line phone number is 603-224-8324.

Our mailing address is:

Technology Education Concepts, Inc.

32 Commercial St.

Concord, NH 03301

For any post sale support questions please contact us at [techsupport@tecedu.com](mailto:techsupport@tecedu.com). The contacts listed above, Jeff and Justyn, can provide information for agencies from all states eligible to participate with us on this PEPPM award. Other customer service staff at TEC can provide information as well if Jeff or Justyn are not available.

## 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 larger district wide purchases please contact Jeff Hapgood at 800-338-2238 or via email at [sales@tecedu.com](mailto:sales@tecedu.com) . Please reference PEPPM, the product of interest and we can discuss this with you.
3. Address the orders to:  
Technology Education Concepts, Inc.  
Attn: Sales  
32 Commercial St.  
Concord, NH 03301
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 **Technology Education Concepts, Inc.** from the Vendor (Awardee) list.
  - c. Click "Search."
3. Add selected line items to a List.
4. 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.)
5. Add selected items to a Purchase Order form.
6. 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.
7. 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.