



## 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: IXL Learning

#### Introduction

IXL Learning is an online supplemental program for English language arts, math, science, social studies and Spanish. IXL provides adaptive, standards-aligned content and real-time analytics to help teachers drive student instruction.

Site licenses start at 11.00 per students. Minimum 100 licenses to receive \$11.00 per student price. Volume and multi-subject discounts, classroom licenses and other purchasing options are available upon request.

#### Pennsylvania:

Regional Sales Manager: Ken Hoover  
Phone Number: 984-255-7957  
Fax: 650-372-4301  
Email: [kenh@ixl.com](mailto:kenh@ixl.com)  
Address: 777 Mariners Island Blvd., Suite 600,  
San Mateo, CA 94404

#### California:

District Manager: Chad Reisfelt  
Phone Number: 650-372-4384  
Fax: 650-372-4301  
Email: [chadr@ixl.com](mailto:chadr@ixl.com)  
Address: 777 Mariners Island Blvd., Suite 600,  
San Mateo, CA 94404

#### All other states:

IXL Membership Services  
Phone Number: 650-372-4300  
Fax: 650-372-4301  
Email: [orders@ixl.com](mailto:orders@ixl.com)  
Address: 777 Mariners Island Blvd., Suite 600,  
San Mateo, CA 94404

## 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. Please contact the following sales representatives to obtain quotes for volume and multi-subject discounts:

Pennsylvania: Ken Hoover at 984-255-7957

California: Chad Reifelt at 650-372-4384

All other States: IXL Membership Services – 650-372-4300

3. Address the orders to:  
IXL Learning, Inc.  
777 Mariners Island Blvd., Suite 600  
San Mateo, CA 94404
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.  
IXL Learning is a web-based program. Shipping does not apply.

## 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 **IXL Learning, 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.