



*It's all about learning.*

7 Norden Lane | Huntington Station, NY 11746  
5998 Route 31 | Cicero, NY 13039  
877.455.9369



## 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: KIBO

### Introduction

Teq (founded in 1972) is a well-established and reputable educational product reseller/ professional development vendor that supports districts and schools with a wide variety of professional development for school improvement, curriculum design, instructional delivery, technology integration and hardware and software services. Sales related to the KIBO Product Line will be handled by the following: Brian Beedenbender, VP Sales and Lindsey Kane, Senior Account Executive. Each of these contacts can be reached by telephone at 877-455-9369. Additionally, our fax number is 631-759-3807 and respective email address is [PEPPM@Teq.com](mailto:PEPPM@Teq.com). Our mailing address is 7 Norden Lane, Huntington Station, NY 11746.

### Placing an Order via Fax or Email:

1. Locate product and prices on [PEPPM.org](http://PEPPM.org) or through a sales representative.
2. Our posted PEPPM prices are for a quantity of 1.
3. Address the orders to:  
Tequipment, Inc  
7 Norden Lane  
Huntington Station, NY 11746
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 **Tequipment, 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.