
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 or placed online through Epylon eCommerce. In the body of the purchase order, please include the following language: “**As per PEPPM**”.

Product Line: [Lightspeed Technologies, Inc.](#)

Introduction

[Lightspeed Technologies](#) is passionate about improving the listening and learning environment for every child.

Our audio solutions deliver access to learning, enable teachers to assess small groups, improve student engagement, and encourage collaboration. Lightspeed systems utilize leading-edge wireless technology, are highly reliable, easy to use and provide exceptional quality and functionality at competitive prices.

We believe in building lifetime relationships with our customers through knowledgeable and helpful local representation, the best products backed by the best warranty in the industry, and responsive service and support. When you call Lightspeed, you will always talk with a helpful person. We believe that how you do something is as important as what you do and our employees are committed to living out our mission and our values every day.

[Lightspeed Sales Staff and Customer Service Representatives](#) can be contacted via 1-800-732-8999. Email Questions to: Orders@Lightspeed-tek.com

Placing an Order via Fax or Email:

1. Locate product and prices on PEPPM.org or through a Sales or Customer Service Representative.
2. Our posted PEPPM prices are for a quantity of one. To receive volume discount pricing contact Lightspeed Customer Service at 1-800-732-8999.
3. Address the orders to:
Lightspeed Technologies, Inc.
11509 SW Herman Road
Tualatin, OR 97062

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 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. Free shipping via ground service with no minimum order requirements. Customers pay the difference for expedited shipping.
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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 **Lightspeed Technologies, Inc.** 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. Free shipping via ground service with no Minimum order requirements. Customers pay the difference for expedited shipping.
8. 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.

For any assistance using Epylon, contact 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) or Epylon eCommerce (www.epylon.com) to assure PEPPM bid protection.

Lightspeed has four authorized resellers/dealers as noted below. Please address orders as follows:

CDW-G
230 N Milwaukee Ave
Vernon Hills, IL 60045
Contact: Melissa Johnston, melijoh@cdw.com, 800-800-4239

DI Technology Group
17418 Studebaker Rd
Cerritos, CA 90703
Contact: Jack Mele, jack@dataimpressions.com, 562-207-9050

ELB US Inc.
415 Boulder Ct, Suite 500
Pleasanton, CA 94566
Contact: Jeff Schultz, j.schultz@elbglobal.com, 925-401-3392

EHP Solutions
11845 W. Olympic Blvd, Ste. 1100W
Los Angeles, CA 90064
Contact: Tim Kim, timkim@ehpsolutions.com , 213-663-8886

Onpoint Technologies
4100 Jurupa St., Ste 102
Ontario, CA 91761
Contact: Larry Mulligan, larry@onpointclassroom.com, 909-937-3355

RTI
105 Gateway Drive
North Sioux City, SD 57049
Contact: Erica Kallweit, ekallweit@1rti.com , 866-804-4388
