



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: Middle Atlantic Products

Introduction

Schaedler Yesco Distribution, Inc. (SYD) is a unique family and employee-owned, electrical distributor that supplies value add products and services.

Our mission is to enhance our customers' performance and profitability by being the leading provider of distributor services and solutions. We focus on our mission with two thoughts in mind, our customers' needs and a value-added creative solution. SYD has successfully partnered with consultants, engineers, contractors and worldwide OEMs to provide integrated solutions to our customers.

For any inquiries, please contact Steve Tucci at (717) 233-1621, x2349 or via email at stucci@sydist.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 1. Please contact Steve Tucci at stucci@sydist.com for volume pricing
3. Address the orders to:
Schaedler Yesco Distribution, Inc
ATTN: Steve Tucci
3982 Paxton Street
Harrisburg, PA 17111

Or if using resellers:

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

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.
 - 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.
2. Click on the Contracts tab.
 - a. Choose between a "line item" or "contracts" search.
 - b. Select **Schaedler Yesco Distribution** 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 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.

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

Gettle Incorporated
325 Busser Road
Emigsville, Pa 17318
Contact: Zach Keller
Phone: 717-757-8611
Email: zkeller@gettle.com

H&R Telephones
PO Box 400
Malvern, Pa 19355
Contact: Lauren Cortese
Phone: 610-640-0285
Email: laurenc@hrtelephones.com

Sage Technology Solutions
1040 West Main Street
Mount Joy, Pa 17552
Contact: Jennifer Streeter
Phone: 717-653-6641
Email: orders@sagetechs.com

Higher Information Group
400 N. Blue Ribbon Ave
Harrisburg, PA 17112
Contact: Natalie Tanguay
Phone: 717-652-3310
Email: ntanguay@allhig.com

Merlin Communications
587 Old York Road
Etters, Pa 17319
Contact: Ken Anderson
Phone: 717-859-1003 x102
Email: kanderson@merlincom.com