



Vendor Contacts and Ordering Instructions

To assure PEPPM bid protection, all PEPPM orders must be faxed to PEPPM at 800636-3779, emailed to 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: MiEN Company (full product line)

Introduction

Active Furniture That Works for Education. We are MiEN Company.

Our innovative furniture creates spaces that promote student engagement and creative thinking while reflecting a school's culture. Created by education market experts our award winning designs are flexible and adaptable incorporating mobile and collaborative features that support active learning.

We are a global company serving the education industry with innovative furniture products and services that promote and support active and interactive learning environments in fun and functional ways. An American company with a strong European influence our products and services represent the ideas and collaborative efforts of a global team of suppliers, designers, and engineers. Built strong and durable using eco-friendly, sustainable materials our products rank high in the industry in meeting the demands of creating dynamic and collaborative learning environments.

Please contact our team below for additional information, quotes, support, etc.

Kevin Ecarius – VP of Sales – kecarius@miencompany.com Christian Frank – Regional Director (WI, IL, NE, IA, MO, MN) – cfrank@miencompany.com Donna Rice – Regional Director (CA, NV) – drice@miencompany.com Emily Penny – Account Executive (WA, OR, AK) – epenny@miencompany.com Geoff McDaniel – Regional Director (MI) – gmcDaniel@miencompany.com Jonathan Gossom – Regional Director (IN, OH, KY, TN, WV) – jgossom@miencompany.com Kim Diaz – Regional Director (VA, NC, SC, GA, FL, AL) – kdiaz@miencompany.com Lacey Steward – Regional Director (TX, OK, AK, LA, MS) – lsteward@miencompany.com Steve Timmer – Regional Director (NY, VT, NH, MA, CT, ME, Canada) – stimmer@miencompany.com Wade Seeley – Regional Director (AZ, UT, CO, NM, KA) – wseeley@miencompany.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 your area Regional Director regarding volume discounts.
3. Address the orders to:
MiEN Company
2547 3 Mile Rd Ste F
Grand Rapids, MI 49534

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 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 **MiEN Company** 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:

OnPoint Technologies

4100 Jurupa St Ste. 102
Ontario, CA 91761 909-937-3355

Jennifer Barboza (Purchasing)
orders@onpointclassroom.com
Ashley Jackson (Operations Leader)
ashley@onpointclassroom.com
Larry Mulligan (Accounts Payable)
larry@onpointclassroom.com

W.B. Mason

59 Centre St
Brockton, MA 02303
Frank Viele
203-996-1001 phone
877-488-2709 fax
Frank.viele@wbmason.com

STS Education

130-A W. Cochran St.
Simi Valley, CA 93065
Brian Shark, VP of Sales
805-791-2971 phone
Bryan.shark@stseducation-us.com

Mallory Follmer, Purchasing Manager – Purchase Orders
805-842-3170 phone
800-717-4716 fax
Mallory.follmer@stseducation-us.com

Claudia Kananen, Accounting Manager - Invoices
805.791.2448 phone
800.717.4716 fax
Claudia.kananen@stseducation-us.com

Kay-Twelve, LLC

1491 Polaris Parkway, Suite 301
Columbus, OH 43240

Kim Taylor, VP of Operations
888-624-5451 ex 26 phone
614-423-6750 fax
ktaylor@kay-twelve.com

Adam Craddock VP of Sales
888-624-5451 ex 44 phone
614-423-6750 fax
support@kay-twelve.com