



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: NorvaNivel

ELB is a leading, full service provider of innovative education technology products, services and solutions. Through our partnerships with NorvaNivel furniture and Prowise interactive products, our goal is to create flexible learning spaces that help to create inspiring and engaging learning environments for all students. This includes Prowise interactive flat panels, mobile lifts, and Chromebooks, video conferencing solutions, display and presentation technology, and a variety of training and professional development options.

To ensure specialized support and insight, all services are provided by experienced Education Consultants. ELB Education Consultants are trained teachers who work directly with schools to understand their needs, recommend solutions and support the adoption and effective use of our flexible solutions in the classroom. We currently have ECs located throughout the United States to provide service and support to all areas of the country.

For all enquiries, contact 1-888-506-7275 or email sales@elbglobal.com

ELB US, Inc.
415 Boulder Court, Suite 500
Pleasanton, CA 94566

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 sales@elbglobal.com for volume discount quotes.
3. Address the orders to:
ELB US, Inc.
415 Boulder Court, Suite 500
Pleasanton, CA 94566

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 **ELB US, 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 or call 888-211-7438.