



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: NOVA Solutions, Inc.

Introduction

Today, NOVA Solutions, Inc. remains one of the industry's fastest growing and most innovative manufacturers of unique computer desks and high quality office furniture.

Although integrating technology via the Downview™ or the Trolley™ remains an important part of NOVA's success, the company has grown to be much more than just a computer workstation company. NOVA provides a comprehensive array of laminate and furniture that allows users to make the most of available work space.

From reception areas and training rooms to mid-management and executive offices, NOVA provides complete solutions for a variety of work environments. It's "solutions" and accessories are used in virtually every electronic environment imaginable, including offices, call centers, banks, hotels, medical facilities, airports, training companies, classrooms, kitchens, homes, and many other locations.

NOVA Internal Contacts:

Customer Service:

Cindy Fulk, 217-342-7070 x 242, cfulk@novasolutionsinc.com

Theresa Brummett, 217-342-7070 x 371, tbrummett@novasolutionsinc.com

NOVA National Sales Manager:

Nick Lechman, 217-342-7070 x 251, Cell: 217-821-0683, nlechman@novasolutionsinc.com

NOVA Regional Sales Manager:

Cole Mintert, 217-342-7070 x 248, Cell: 217-343-4977, cmintert@novasolutionsinc.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 and above. For volume discounts please contact your sales person or customer service representative.
3. Address the orders to:
NOVA Solutions, Inc.
PO Box 725
Effingham, IL 62401
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 **NOVA Solutions, 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.