



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: Russwood

Introduction

At Russwood, we produce high-quality products that add both value and life-cycle to the office and the classroom.

We continue to become more energy efficient and are using even more recycled content (including our discarded scrap and materials) as raw material.

The following goals will help us to create a culture of continual improvement to our environmental stewardship.

- Reduction of waste and emissions
- Use of renewable energy
- Use of recycled content,
- Use our environmental performance metrics as a tool for day-to-day and long-term business decision-making.

Russwood's PEPPM pricing is based upon dock delivered only. If you need installation, please make arrangements with your reselling dealer listed below.

For any questions, comments, or inquiries, please contact Jay Krause at 814-342-7000 or via email at russwood@ironfurnace.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.
For quantity orders, please contact Jay Krause, our National Contracts Manager, at 814-342-7000 or russwood@ironfurnace.com
3. 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 **Russell Carroll Manufacturing** 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:

Russwood
201 North Front Street
Suite 216
Philipsburg, PA 16866
Jay Krause
814-342-7000
russwood@ironfurnace.com

School Solutions, Inc DBA: SSI Furnishings

6612 Royal Street

Pleasant Valley, MO 64068

Deb Perry

816-792-2700 phone

816-792-2731 fax

dperry@ssifurnishings.com

Georgia Institutional Furnishings

103 Gardner Park

Peachtree City, GA 30269

Steve Webb

770-486-6431 phone

770-486-6432 fax

swebb@gainst.com

Library Design Systems, Inc.

PO Box 750757

Houston, TX 77275

Heather Smith

713-869-4075

713-869-4168

hsmith@ldsgroupusa.com