

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 Epsilon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

Product Line: Scholar Craft Products, Inc

Introduction

Devoted to excellence and committed to quality, Scholar Craft has continuously designed and manufactured ergonomic, durable and practical school furniture since 1956. In a manufacturing world where the term "Made in America" has been used loosely or lost in semantics, Scholar Craft proudly produces the very finest truly American made school furniture.

Operating six facilities in three states, we are continually investing in the future... upgrading our operations, our talent and our capabilities. Scholar Craft products are designed for today's students and tomorrow's leaders. Scholar Craft's main production assembly facility and corporate offices are located on 95 acres in Tarrant, Alabama (Birmingham area) and is supplied with injection molded plastic, structural steel and powder coated frames from two of our manufacturing facilities in the area. Our thermofuse and high pressure laminate table tops and work surfaces are produced in our 250,000 square foot plant in Ft Smith, Arkansas.

In 2007, we acquired the Melsur Corporation, the world's leading supplier of premium solid plastic molded melamine components for the school furniture industry. Melsur is located on 7.3 acres and operates a 90,000 square foot manufacturing plant on the Scholar Craft campus. Melsur supplies solid plastic for not only Scholar Craft, but numerous competing manufacturers and is the largest manufacturer of American made product. Our vertical integration, volume capacity, depth of line and finish selection have made Melsur the gold standard for design and durability.

The 2010 purchase of CDF Corporation, a Massachusetts based classroom furniture manufacturer, increased our depth of line while broadening our national distribution. CDF produces premium solid and soft plastic furniture and has an outstanding reputation in the marketplace.

Stewardship to the environment is a responsibility we take very seriously. All of our products are MAS certified for indoor air quality. All of the Melsur Corporation products are made from 100% recycled hardwoods. While Scholar Craft is larger and far more diverse than our beginning over sixty years ago, our core values

have never wavered. We build furniture that promotes and enhances the education process...furniture that ergonomically supports students, design that stimulates minds and longevity that guarantees years of productive use.

Contact Info:

Mailing Address:

Scholar Craft Products, Inc
PO Box 170748/1 Scholar Craft Parkway
Birmingham, AL. 35217
P: 888.765.5200
F: 205.841.1992
Email: sales@scholarcraft.com
Order Submission: orders@scholarcraft.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 larger quotation requests, please email: sales@scholarcraft.com or you can reach out to our main office @ 888.765.5200 and you will be directed to the local Scholar Craft Representative
3. Address the orders to:

Scholar Craft Products, Inc
PO Box 170748
Birmingham, AL. 35217

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 **Scholar Craft Products** 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.

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:

Educational Furniture
620 E. 18th St.
Muncie, IN 47302
Phone: 800-929-3375
Fax: 765-286-8553
Email: sales@edfurn.com

Nickerson NJ
515 Union Ave
Union Beach, NJ 07735
Phone: 732-721-0094
Fax: 732-721-0115
Email: skeller@nickersoncorp.com

P.E.M.Co. of New Jersey, LLC
439 S. Broad St.
Suite 95
Trenton, NJ 08611
Phone: 609-571-1355
Fax: 609-543-1113
Email: adam@pemcofurniture.com

Today's Classroom
6551 Middlebranch Avenue
Canton, OH 44721
Phone: 330-649-9910
Fax: 330-649-9920
Email: rick@todaysclassroom.com

School Furnishings
17A Executive Drive
Hudson, NH 03051
Office: 603-882-9418
Cell: 508-574-2801
Attn: Kevin Crump
Email: Kevin@schoolfurnishings.com

Lowery McDonnell Company
960 Lively Blvd.
Wood Dale, IL 60191
Office: 630-227-1000
Fax: 630-227-1010
Attn: Rebecca Miller
Email: rmiller@lmcinc.net

P.E.M.Co.
1700 N. Highland Road
Suite 107
Pittsburg, PA 15241
Phone: 412-831-7601
Fax: 412-831-7622
Email: Deborah@pemcofurniture.com