



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: ShuttleFurniture and Navetta

Introduction

ShuttleFurniture

For 40 years, Shuttle has developed innovative, educational furniture. When we first started manufacturing in 1971 as Synsor Corporation, one of our earliest projects was the development of revolutionary training workstations for a new Boeing facility in Washington State. We have always been forward-thinking, as our initial products were among the first developed specifically for bringing multimedia content into classrooms and libraries.

Headquartered in Mason Ohio, we now operate as a high-quality furniture supplier that provides tables, seating, computer stations, and storage units for educational environments across the United States.

Navetta

Our newest division—Navetta—offers innovative fixed lecture hall and auditorium seating, ergonomic chairs, and other furniture products for higher education.

Contact Information – For all states

Shuttle Furniture – Tina Corder (tcorder@navettadesign.com or Mandy Barnes (mbarnes@shuttlefurniture.com) or both at helpesk@shuttlefurniture.com

Navetta – CJ Mazzola, (cjmazzola@navettadesign.com) or helpdesk@navettadesign.com

Address – 7697 Innovation Way, Suite 400, Mason, OH 45040

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. To receive volume discounts please email helpdesk@shuttlefurniture.com for loose furniture or helpdesk@navettadesign.com for fixed lecture hall seating or auditorium seating. CJ will contact you before the end of the day.
3. Address the orders to:
ShuttleSystem, LLC dba as Navetta
7697 Innovation Way,
Suite 400
Mason, OH 45040
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 **Shuttle Furniture** 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.