



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: SMARTdesks

Introduction

SMARTdesks, the premier manufacturer of technology furniture, designs and supplies flexible, customizable solutions for educational, corporate and government entities. Since 1997 SMARTdesks has transformed traditional teaching and classroom spaces into dynamic collaborative centers for learning, training and working.

SMARTdesks' knowledgeable customer service department provides design support that integrates your IT systems with SMARTdesks furniture. The patented flipIT monitor mount and laptop and tablet security systems convert desks and tables into computer desks, workstations and conference tables. SMARTdesks solutions drive collaboration between people and technology.

Send SMARTdesks your project requirements and room dimensions. SMARTdesks will collaborate with your team and your budget to create an active learning space, computer lab, conference center or work place that connects to your IT system requirements, computer hardware and people. SMARTdesks is the hub around which your stake holders, designers, architects, facilities planners and end users can gather to make your vision a reality.

CONTACT US:

SMARTdesks Sales
sales@smartdesks.com
800-770-7042
www.smartdesks.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.
3. Address the orders to:

CBT Supply, Inc. dba SMARTdesks
P.O. Box 391
Hibernia, NJ 07842

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 **SMARTdesks** 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.