



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: TAC/Schneider Electric

Introduction

CM3 Building Solutions Inc. is a regional systems integrator and service provider specializing in Building Automation Systems and Security Services for public entities including K12, Higher Education, and local and state government agencies.

CM3 Building Solutions Inc. Points of Contact for Pennsylvania and New Jersey

Daniel Naylor (Director of Marketing)

Office: 215-322-8400

Fax: 215-322-8838

Email: dannaylor@cm3inc.com

Jessica Ramirez (Marketing Coordinator)

Office: 215-322-8400

Fax: 215-322-8838

Email: jessicaramirez@cm3inc.com

Mailing Address:

CM3 Building Solutions Inc.

185 Commerce Drive

Fort Washington, PA 19034

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 volume prices please contact CM3 Building Solutions Inc. with project details and we will provide a custom quote based on volume.
3. Address the orders to:
CM3 Building Solutions Inc.
Attn: SE PEPPM
185 Commerce Drive
Fort Washington, PA 19034

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 **CM3 Building Solutions, Inc.** from the Vendor (Awardee) list.
 - c. Click "Search."
3. Add selected line items to a List.
4. If applicable, 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:

NRG Controls North, Inc.
749 North Susquehanna Trail
Selinsgrove, PA 17870

Steve Inch
570-374-1933
sinch@nrgnorth.com

Scott Bordner
570-374-1933
sbordner@nrgnorth.com