



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: The Bookcase

Introduction

BrandAdvantage is a sole source provider for the Bookcase device/Chromebook cases.

BrandAdvantage custom manufactures the Bookcase, the A1 Bookcase, the Folio Bookcase, the Large Bookcase and the Large A1 Bookcase.

Each case includes a school or district embroidered logo and is manufactured with the custom features and specifications needed.

Cases take 3-4 months for proofing, production and delivery and there is a minimum order requirement of 250 custom cases for each order.

All PEPPM contracts receive the discounted price for 250 cases, however, there is an additional discount for larger orders.

All pricing includes delivery and the case as customized/ordered. Embroidered logo, ID pouch are standard on all cases.

Contact Mark Morris for special PEPPM pricing and to discuss details on placing custom orders.

Mark Morris: mjm@brand-advantage.com 781-702-5220 x11

Visit our website for more product information: <https://bookcasebybrandadvantage.com/>

BrandAdvantage is a MA corp since 2001. Located at:
1502 Boston-Providence Hwy, Suite 16, Norwood, MA 02062

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 250.
 - a. Contact Mark Morris, mjm@brand-advantage.com or 781-326-2501 x11 for larger quantity price discounts.
3. Address the orders to:
BrandAdvantage
1502 Boston-Providence Hwy, Suite 16
Norwood, MA 02062
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 **BrandAdvantage** 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.