

## 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](mailto: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:** TouchIT Technologies – Interactive flat panels and software

### Introduction

Pivotal Communications Group LLC specializes in being a super service minded and knowledgeable vendor on a few selected product lines. We are experts in audio/visual products like **FrontRow Classroom amplification systems** and **TouchIT Technologies Interactive flat panels**. We strongly believe in those product lines, which is why we have chosen to work with them. Pivotal Communications Group is mainly focused on the educational sector.

### Contact information:

#### **Pivotal Communications Group LLC**

US Sales

31 Sherbrooke Dr.

Florham Park, New Jersey 07932

Phone: 973-270-0702

Fax: 973-270-0705

Email: [Info@Pivotal-NJ.com](mailto:Info@Pivotal-NJ.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 one (1). Please contact us as per above to obtain quotes with potential additional volume discounts for large orders.
3. Address the orders to:

**Pivotal Communications Group LLC**  
**Attn. Order Department**  
**31 Sherbrooke Dr.**  
**Florham Park, New Jersey 07932**

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](mailto: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](http://www.epylon.com).
2. Click on the Contracts tab.
  - a. Choose between a "line item" or "contracts" search.
  - b. Select **Pivotal Communications Group** 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.
8. Standard shipping is included on all orders over \$500.00.

For any assistance using Epylon, contact [service@epylon.com](mailto:service@epylon.com) or call 888-211-7438.