

Universal Seating

Universal Seating Co. 10541 Osprey Nest Drive East, Suite 107 Jacksonville, FL 32257-1036

Toll free telephone (800) 743-8755

Fax line (904) 306-1352

e-mail: Barry@UniversalSeating.com

website: www.UniversalSeating.com

Vendor Contacts and Ordering Instructions for Universal Seating Company

To assure PEPPM bid protection, all PEPPM orders must be faxed to PEPPM at [800-636-3779](tel: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: Universal Seating (Food Court Furniture and Digital Signage)

Introduction

Thank you for visiting our extensive Food Court Furniture and Digital Signage offerings to increase your Food Service Revenue by attracting more students into your healthy meals program.

For additional information, please contact:

Barry Schuster, President

Telephone: (800) 743-8755

e-mail: Barry@universalseating.com

fax #- (904) 306-1352

Please send correspondence to:

Universal Seating Company

10541 Osprey Nest Drive East

Suite 107

Jacksonville, Florida 32257-1036

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. Please contact Barry Schuster for volume discount pricing.
3. Address the orders to:

Universal Seating Company
10541 Osprey Nest Drive East
Suite 107
Jacksonville, Florida 32257-1036

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 **Universal Seating Company** 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.