



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: Versa Tables Computer and Classroom Furniture

Introduction

Solvix Solutions, LLC was founded in 2013 as a woman-owned small business (WOSB) with a focus on providing the best technology products and services to the US Government and Military. Our focus was to quickly establish ourselves with customers that purchase a diverse scope of solutions with a requirement for global fulfillment for their products and services. During that time, our team successfully developed strong relationships with all the premier manufacturers and distributors of technology products. The value of these relationships helped us provide the best prices and turnaround time to help support the government's needs during critical times. Today, we continue to work with the government and we're building new partnerships with private sector clients in legal, healthcare, media, clothing, education and many other industries. Our core focus is in delivering hardware solutions to support desktop, infrastructure, mobile and cloud services. We also have become a leader in the ergonomic furniture and product market. Each project we take on is built to scale. We maintain an agnostic approach and we advocate on our client's behalf to help us obtain the best price and service. This approach has helped earn us the reputation as a trusted adviser in the business technology sector and will continue to fuel our success.

Phone: 856-324-4100 x106

Fax: 856-318-9100

gsa@solvixsolutions.com

bmonetti@solvixsolutions.com

www.solvixsolutions.com

701 Route 73 South. Suite 425. Marlton, NJ 08053

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 quotes please email Bill Monetti@solvixsolutions.com and Cc; gsa@solvixsolutions.com OR call us at 856-324-4100 ext. 106**
3. Address the orders to:

Solvix Solutions, LLC.

701 Route 73 South. Suite 425

Marlton, NJ 08053

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 **Solvix Solutions, LLC**. 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.