



## 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: CEF Furniture

#### Introduction

CEF-Custom Educational Furnishings

Sales Contacts:

Tracy Jahnke-Northeast & Midwest [tracyj@cefinc.com](mailto:tracyj@cefinc.com) or 920-279-7680

Mike Cronkhite-Southeast and Central [States-mikec@cefinc.com](mailto:States-mikec@cefinc.com) or 407-906-7765

#### 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. If you have a large opportunity, please contact sales reps above for more information
3. 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](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 **CEF** from the Vendor (Awardee) list.
  - c. Click "Search."
3. Add selected line items to a List.
4. 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](mailto: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](mailto:orders@peppm.org)) or Epylon eCommerce ([www.epylon.com](http://www.epylon.com)) to assure PEPPM bid protection.

Select one of the authorized resellers/dealers listed below and address the orders to: CEF works with many authorized resellers across the nation. Please contact CEF directly for additional authorized reseller in your area.

OnPoint  
4100 Jurupa St. Ste 102  
Ontario, CA 91761  
P: 909.937.3355 | F: 909.937.3320

Encore Technology Group  
2000 Wade Hampton Blvd. Suite 210  
Greenville, SC 29615  
888-983-6267

Allegheny Educational Systems, Inc  
320 East 3<sup>rd</sup> Avenue  
Tarentum, PA 15084  
Contact: Christian McElheny  
Email: [cmcelheny@alleghenyedusys.com](mailto:cmcelheny@alleghenyedusys.com)  
Phone: 724-230-2400

Frank Cooney Company, Inc.  
DBA Educational Environments  
700 Touhy Avenue  
Elk Grove, IL 60007  
Contact: Kevin Cooney  
Email: [kevin@frankcooney.com](mailto:kevin@frankcooney.com)  
Phone: 630-694-8800 x 123

Arbee Associates  
1531 South Washington Ave  
Piscataway, NJ 08854  
Contact: Jennifer Finney  
Email: [jfinney@arbee.net](mailto:jfinney@arbee.net)  
Phone: 301-313-8712

TOP TO BOTTOM INTERIORS INC  
5500 SIXTH AVENUE  
ALTOONA, PA 16602  
Contact: STEVE HAMILTON  
Email: [shamilton@t2binteriors.com](mailto:shamilton@t2binteriors.com)  
Phone: 814-942-3250

One Workplace L. Ferrari., LLC.  
2500 De La Cruz Blvd  
Santa Clara, CA 95050  
Contact: Irene Berania  
Email: [iberania@oneworkplace.com](mailto:iberania@oneworkplace.com)  
Phone: 415-912-9701

Tanner Furniture  
7813 Derry Street  
Harrisburg, PA 17111  
Contact: Josh Witman  
Email: [josh@gotanner.com](mailto:josh@gotanner.com)  
Phone: 717-985-9700

Learning Environments LLC  
16918 Cottonwood Way  
Houston, TX 77059  
Contact: Jarrod Wiggins  
Email: [jarrod@learningenvironments.com](mailto:jarrod@learningenvironments.com)  
Phone: 281-898-5205