



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: Computer learning center solutions and other early childhood education products

Introduction

Since 1984 HATCH, Inc. has been providing quality educational materials and services to the early childhood market nationwide. Since the late 80's Hatch has been the leading provider of computer learning centers to the early childhood market nationwide. Hatch has been so successful with its computer learning centers that in the late 1990's we expanded our product offering to include a wide variety of quality educational materials, assessment solutions, and a suite of proprietary curriculum enhancement products.

Our mission is to use our knowledge in early childhood development to create and distribute the highest quality products and support to organizations across the country.

What makes HATCH, Inc. different from other vendors that sell early childhood products is the level of support our customers receive after products are delivered and installed.

HATCH, Inc. employees work in two offices located in Winston-Salem, North Carolina. We also employ a nationwide network of Classroom Integration Consultants who install HATCH products, provide staff development training, and conduct visits to our customer sites to ensure our products and services are meeting their needs

In addition, HATCH, Inc. offers a toll free Technical Support Help Desk to further support our customers. The Technical Support Help Desk is available Monday – Thursday, from 8:00am – 7:00pm, and Friday, from 8:00am – 6:00pm Eastern Standard Time. HATCH's expert technicians are the only service providers in the country trained to service and support the proprietary HATCH products.

Contact Information for Pennsylvania Sales Consultant is:

Sandra Bush

HATCH, Inc.

301 N. Main Street

Winston-Salem, NC 27101

Phone #: 800-624-7968, ext. 1125

Email: sbush@hatchearlychildhood.com

Extend Pennsylvania Bid Pricing to all other states.

Contact Information for California Sales Consultant is:

Jeremy Silkstone
HATCH, Inc.
301 N. Main Street
Winston-Salem, NC 27101
Phone #: 800-624-7968, ext. 1229
Email: jsilkstone@hatchearlychildhood.com

Contact Sandra or Jeremy for all other states.

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. Contact Sandra or Jeremy for obtaining quotes for volume discounts:

Sandra Bush (for all PA or any states other than CA)
HATCH, Inc.
301 N. Main Street
Winston-Salem, NC 27101
Phone #: 800-624-7968, ext. 1125
Email: sbush@hatchearlychildhood.com

Jeremy Silkstone (for all CA or any states other than PA)
HATCH, Inc.
301 N. Main Street
Winston-Salem, NC 27101
Phone #: 800-624-7968, ext. 1229
Email: jsilkstone@hatchearlychildhood.com

3. Address the orders to:
Hatch, Inc.
301 N. Main St.
Suite 101
Winston-Salem, NC 27101
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 **Hatch, Inc.** 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.