



## 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 Epsilon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

**Product Line: Corilam**

### Introduction

**Corilam Fabricating Co., Inc.** is a North Carolina Small Business Furniture Manufacturer. **Corilam** is a leader in the Educational and HealthCare markets with a history of excellence since 1975. Our 40+ years of experience ensures you receive quality products from our extensive standard lines, and those with personalized specifications tailored to your specific projects.

Our product line includes Fully Welded Metal Base Tables (Stationary and Mobile), Mobile Storage Units, Plastic Tray Storage Units, Science Tables, Instructor Stations, Music Storage Cabinets and a variety of Pedestal Base Tables. We also feature a complete line of Bookcases, including Mobile and Radius versions.

Our PEPPM Contract is made available to all of the 48 contiguous states in the U.S. Contact information remains the same for preparing quotes or placing orders.

For inquiries please contact James Baker at 336-993-3511 ext. 26 or email [jbaker@corilam.com](mailto:jbaker@corilam.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 1. For quantity discounts please email James Baker at [jbaker@corilam.com](mailto:jbaker@corilam.com) or call 1-877-CORILAM for personal assistance.
3. Address the orders to:  
Corilam Fabricating Co., Inc.  
201 Macy Grove Road  
P.O. Box 361  
Kernersville, NC 27285
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 **Corilam** 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](mailto:service@epylon.com) or call 888-211-7438.