



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: Vivacity Tech

Introduction

Our company was incorporated on December 5th, 2017 in the state of Delaware as the first Public Benefit Corporation to provide technology to schools. Our company leadership is comprised of a team of industry vets, who came together under the central idea that business could and should do more to create a positive impact on the current generation of student leaders.

Megan Lokuta is the Territory Manager for Pennsylvania and areas included on the PEPPM Pennsylvania Contract.

Below is her contact information:

Megan Lokuta

Phone: (612) 504-7071

Fax: (877) 731-2069

Email: megan@vivacitytech.com

Vivacity Tech PBC

505 West Minnehaha Ave Suite #100

Saint Paul, Minnesota 55103

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 your territory manager, bulk discounts do apply.
3. Address the orders to:
Vivacity Tech PBC
505 W Minnehaha Ave Suite 100
Saint Paul, MN 55103
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 **Vivacity Tech** 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.

General Contract Contact Information:

Ana Endres

877-731-2069 ext 107

contracts@vivacitytech.com