



## 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: Dobot**

### Introduction

iDESIGN Solutions (iDESIGN) delivers technology education products to schools to help teachers prepare students for future high-demand careers. Together with industry leading partners, we supply products that combine computer and physical systems, such as the internet of things (IOT) and robotics, plus new technologies in artificial intelligence (AI), gaming, design and fabrication. These technologies are commonly delivered in STEAM (Science, Technology, Engineering, Arts, and Math) education programs in school, after school, camps or in a remote learning setting.

iDESIGN is a value added reseller for these industry leading technology companies to meet the STEAM demand: Afinia 3D Printers, Adobe, Arduino, Avid, BirdBrain Technologies, BOFA Filtration Units, Corel, Cubelets, Dremel Digilab Laser Cutter/Engraver and 3D Printers, EasyC, Envisioneer, Emblaser Laser Cutter & Engraver, Horizon Renewable Energy Education Kits, Kitronik electronic kits, littleBits, Lulzbot 3D Printers, micro:bit, Makey Makey, MakerBot 3D Printers, Maxon Cinema 4D, NewTek Lightwave 3D & TriCaster, NetSupport, Ozobot, Pixologic ZBrush, Quark, Rhino 3D, RobotC, Sphero, Wacom, VEX Robotics, VEX IQ, Curriculum, Guides, teacher training, and much more.

Established in 2000, iDESIGN is a privately owned company dedicated exclusively to serving the education community in North America. iDESIGN is built on the strong belief that service is the key to customer loyalty and long term success. We offer education pricing and the highest level of customer support and teacher training services in the industry.

Our Strategy (Vision, Mission, and Values) provides us with the foundation needed in the overall balance and effectiveness of our company. It goes without saying that "If you don't know where you are going, any road will take you there".

- Vision - Enhance our value proposition and influence growth and development.
- Mission – Fulfill the technology sales and technical support needs of our customers and, in doing so, exceed their expectations for service, quality and value.
- Core Values – People, empowerment, teamwork, responsibility, professionalism, integrity, continuous improvement & innovation, and fun.

Scott Read- Sales Support Manager- East Coast- 255 Great Arrow Ave., Ste 216, Buffalo, NY 14207, 877-730-4770 x 222, [scott@idesignsol.com](mailto:scott@idesignsol.com) Fax 855-713-5811

Steven Gutterman- Account Manager West Coast- 205 SE Spokane St. Ste 300, Portland, OR 97202, 877-730-4770 x 222, [steven@idesignsol.com](mailto:steven@idesignsol.com), Fax- 855-713-5811

## 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 Scott Read-  
[scott@idesignsol.com](mailto:scott@idesignsol.com) for quotes and volume discounts.
3. Address the orders to:  
iDESIGN Solutions  
255 Great Arrow Ave., Ste 216  
Buffalo, NY 14207
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 **iDESIGN Solutions** 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.