



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: Education Management Solutions

Introduction

Education Management Solutions (EMS) was founded in 1994. Headquartered in Exton, PA we employ over 100 professionals within this location. From this facility we support our customers worldwide in Sales, Service, TotalCAREiQ™, R & D, Project Management, Finance and Manufacturing. EMS was recognized by Inc. Magazine as one of the fastest growing companies in the U.S.

Our competitive advantages stem from collaboration with our customer to develop a unique system which achieves their own goals and objectives. Through this we have developed software to support both synchronous and asynchronous learning environments. Additionally, we have developed mobile applications which allow learners to engage in their curriculum for any location. Focusing on the development of the learner; EMS has developed engagement analytics to track progress as they move through the curriculum. This is achieved through learner assignments, quizzes, surveys and gradings. All of which can be integrated into the primary learning management systems.

Up until recently EMS was originally a Minority and Woman-owned Business Enterprise (M/WBE), but has been acquired by Collegis Education, LLC. The acquisition brings together innovative education technology services with leading-edge learning technology products and provides best-in-class technology solutions that help higher education and health care institutions thrive in today's rapidly changing marketplace.

436 Creamery Way

Suite 300

Exton, PA 19341

Sales Contact

Kevin Webb, Channel Sales Manager

Phone: 877.367.5050 x238

Fax: 484.653.1070

Kevin.webb@simulationiq.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.
Quoting inquiries can be made to:
Kevin Webb, Channel Sales Manager
Phone: 877.367.5050 x238
Fax: 484.653.1070
Kevin.webb@simulationiq.com
3. Address the orders to:
Education Management Solutions
436 Creamery Way
Suite 300
Exton, PA 19341
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 **Education Management 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 or call 888-211-7438.