



## 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: ProLift

### Introduction

We are a reseller company resides in Southern California.

Our name EHP stands for "Education Helps People."

We strongly believe true education can transform the lives of individuals, families, and communities altogether to have a better and promising future.

We have 8+ years of experience in education technology focusing on helping public and private schools gain the greatest benefits from technology investments.

Our focus is not only providing great products at cost-effective prices but also supporting our clients to maximize their use of the products they purchase from us.

Our goal is to ensure all educators we serve to feel 100% confident and comfortable using new technologies, therefore creating a much more effective learning environment for their students. And that is why we offer free on-going support until we meet our customers' total satisfaction.

Our sales manager for All regions is Tim Kim.

Tim's contact information as follows.

Phone: 213-663-8886

Email: [timkim@ehpsolutions.com](mailto:timkim@ehpsolutions.com)

Fax: 213-896-7236

Our Company mailing address as follows.

11845 W. Olympic Blvd. Ste. 1100W, Los Angeles, CA 90064

### 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. If you plan on purchasing more than 10 units in a single PO, please send us an email or fax with Product Name, SKU# and Quantity you are interested in purchasing. We will be more than happy to assist you with a volume discount.
3. Address the orders to:  
EHP Solutions  
11845 W. Olympic Blvd. Ste. 1100W  
Los Angeles, CA 90064
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 EHP 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.