

# **Vendor Contacts and Ordering Instructions**

To assure PEPPM bid protection, all PEPPM orders must be faxed to PEPPM at <u>800-636-3779</u>, emailed to <u>orders@peppm.org</u> or placed online through Epylon eCommerce. In the body of the purchase order, please include the following language: "As per PEPPM".

Product Line: TouchView Interactive

### Introduction

TouchView Interactive is a leading manufacture of interactive technology to foster engagement and collaboration. We provide interactive panels 4K panels in a variety of sizes and accessories to ensure adoption. We are based in Massachusetts with offices throughout the country.

For any inquiries, please contract Paul Hickey at <a href="mailto:phickey@touchview.com">phickey@touchview.com</a>.

### 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 quotations on volume orders please reach us at 833-868-2489
- 3. Address the orders to:

TouchView Interactive 830 West Chestnut Street Brockton, MA 02301 Paul Hickey phickey@touchview.com

#### Or if using resellers:

Select one of the authorized resellers listed below and address the orders to:

Selected Reseller Name Reseller Address

- 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 <u>www.epylon.com</u>.
- 2. Click on the Contracts tab.
  - a. Choose between a "line item" or "contracts" search.
  - b. Select **TouchView Interactive** from the Vendor (Awardee) list.
  - c. Click "Search."
- 3. Add selected line items to a List.
- 4. Assign a reseller to the item by checking the box next to the item and clicking the "Assign Distributor" button.
- 5. 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.)
- 6. Add selected items to a Purchase Order form.
- 7. 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.
- 8. Standard shipping is included on all orders over \$500.00.

For any assistance using Epylon, contact service@epylon.com or call 888-211-7438.

## **Reseller Listing**

Orders may not be sent directly to these resellers. All orders must be placed through the PEPPM fax number (800-636-3779), email address (<a href="mailto:orders@peppm.org">orders@peppm.org</a>) or Epylon eCommerce (<a href="mailto:www.epylon.com">www.epylon.com</a>) to assure PEPPM bid protection.

Select one of the authorized resellers/dealers listed below and address the orders to:

Ockers Company 830 West Chestnut Street, Brockton, MA 02301 Kaitlyn Hickey, 508-586-4642, khickey@ockers.com

Prime Interactive Solutions
822 The Hideout, Lake Ariel, PA 18436
Rob McGuire, 570-616-7001, robmcgurie@primeinteractivesolutions.com

PowerUP EDU 1590 N. Roberts Road, Suite 205 Kennesaw, GA 30144 (Headquarters) 51 Semmes Avenue, Mobile, AL 36604 3393 Furlong Way, Gotha, FL 34734 517 King Street, Unit 10 Charleston, SC 29401 Jerry Gaillard, 888-517-3824, ext 1, sales@powerupedu.com DETEL Computer 7845 Highway 1, Mansura, LA 71350 Megan Hymel, 866-338-3511, megan@detel.com

Haddock Education Technologies 3821 North Hillcrest Street, Bel Aire, KS 67220 Jeffrey Bridges, 618-401-2158, jeffbridges@gohaddock.com

Assured AV 2941 East Miraloma Aveune, #3, Anaheim, CA 92806 Susan Ellis, 714-535-1414, <u>susan@assuredav.com</u>

Sterling Computer
105 Sharon Court, Folsom, CA 95630
Chris Frost, 916-786-0191, <a href="mailto:chris.frost@sterlingcomputers.com">chris.frost@sterlingcomputers.com</a>