

B2B Supplies USA LLC dba Printing Supplies USA LLC



Toner – Direct Online Order 18H-B2B-0615

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC. (928) 753-6945 KINGMAN

WWW.MESC.ORG

General Information

- Printing Supplies USA's contract was awarded Toner products.
- Member may obtain Mohave contract prices by visiting <u>https://www.printingsuppliesusa.com</u> and register an account with group code MOHAVE.
- Include MESC Contract 18H-B2B-0615 on the purchase order.
- Orders will be shipped to member specified location. Local store pick up is not available.
- Member will call email order concerns (missing items, damaged items, returns, substitutions, etc.) to customercare@printingsuppliesusa.com
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Printing Supplies USA will remit admin fees to Mohave.

Ordering Overview (Direct On-Line Order)

- Go to https://www.printingsuppliesusa.com
- If you do not have an account with us yet, click Register Now.
 Your email address will be used as the User ID and for future contact. Enter MOHAVE as the group code.
- If you already have an account with us, sign in from the home page.
- Once you sign in, you will be on the MOHAVE storefront.
- Use search function (cartridges # or printer model) to locate the item and add to cart.
- If you have questions or your items are not listed, please click Add Cartridges Not Listed, or email customercare@printingsuppliesusa.com for assistance. Typically, you will get response in an hour and your items will be set up on the same day for ordering.
- Review shopping cart and checkout.
- Place Credit Card Order or Place Net 30 Order. (Our system does not store credit card information)

Ordering Overview (Direct On-Line Order)

- An order confirmation will be e-mailed to you immediately after you place the order.
- Order will ship within 24 hours, typically same day, from our warehouse. You will receive invoice with tracking # in email after shipping. We do not mail invoices.

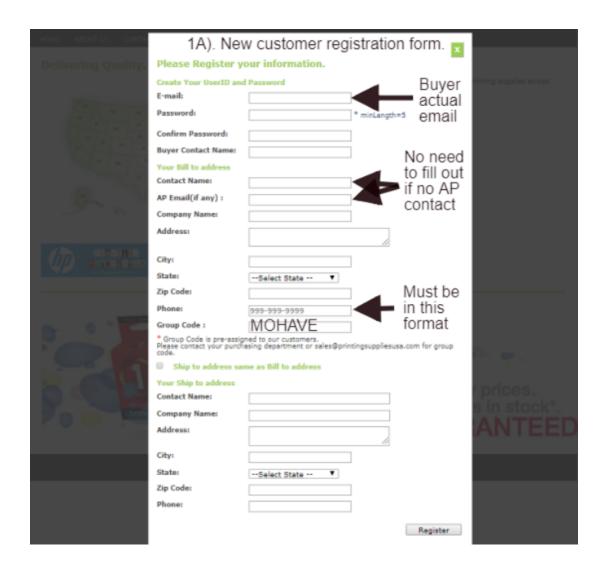
• If using a purchase order:

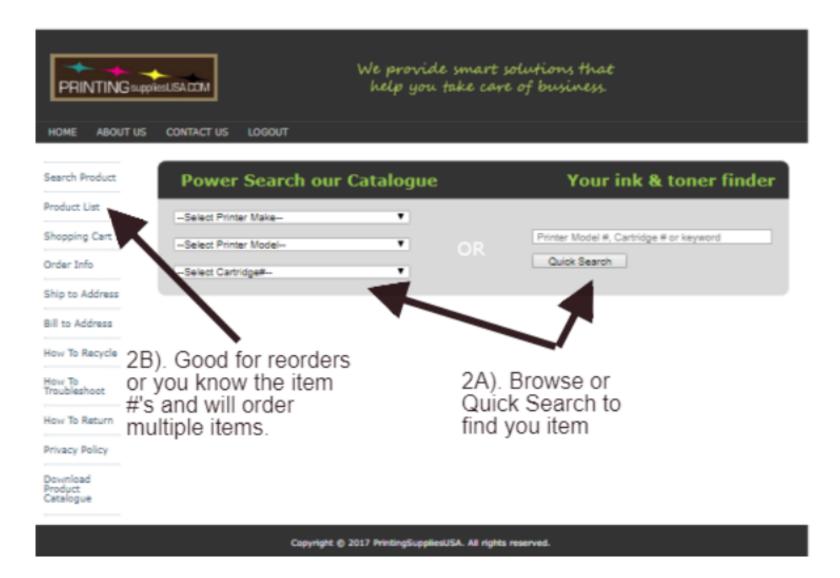
- Member creates purchase order for products.
- o Include MESC Contract # 18H-B2B-0615 on the purchase order.
- o Email PO to <u>customercare@printingsuppliesusa.com</u>
- Orders will be shipped to the specified location. If special shipping instructions (expedited shipping, multiple ship-to locations) are required, please contact us.
- Member will email order concerns (missing items, damaged items, returns, substitutions, etc.) to <u>customercare@printingsuppliesusa.com</u>.

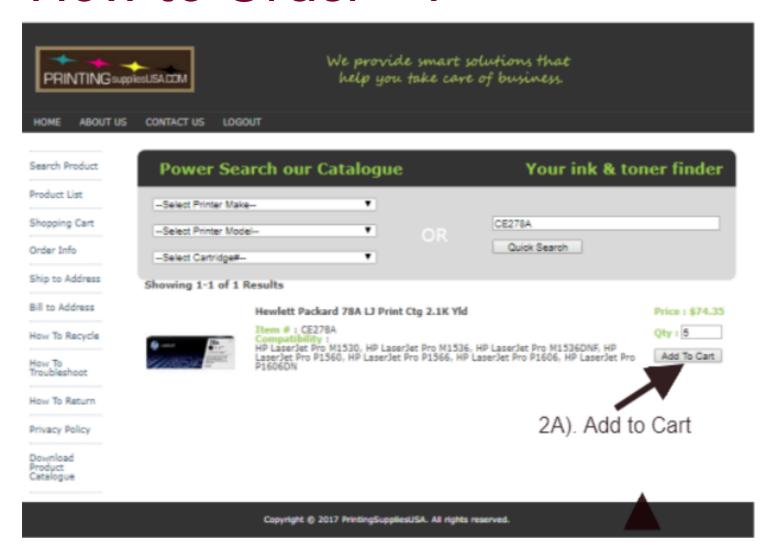
Blanket Purchase Orders (if applicable)

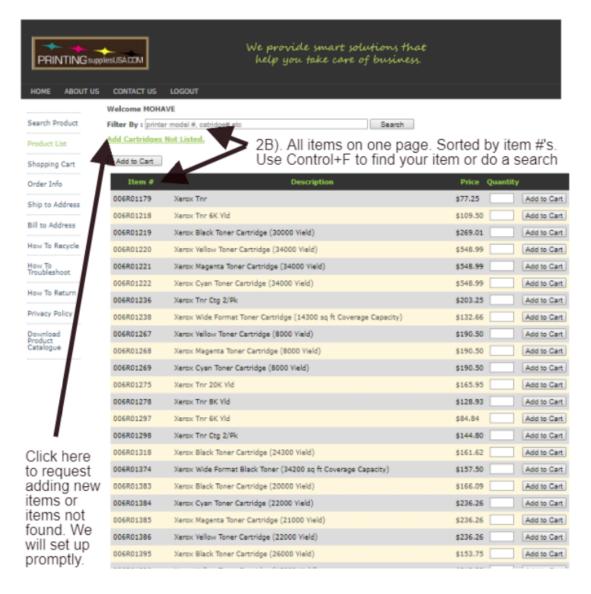
- Members may use blanket purchase orders under the contract.
- Each blanket purchase order should specify...
 - The period it can be used
 - The product or products to be purchased
 - Any excluded products
 - The maximum amount available to be spent
 - The authorized user or users
- Members must monitor blanket purchase order expenditures to avoid exceeding the maximum purchase amount.

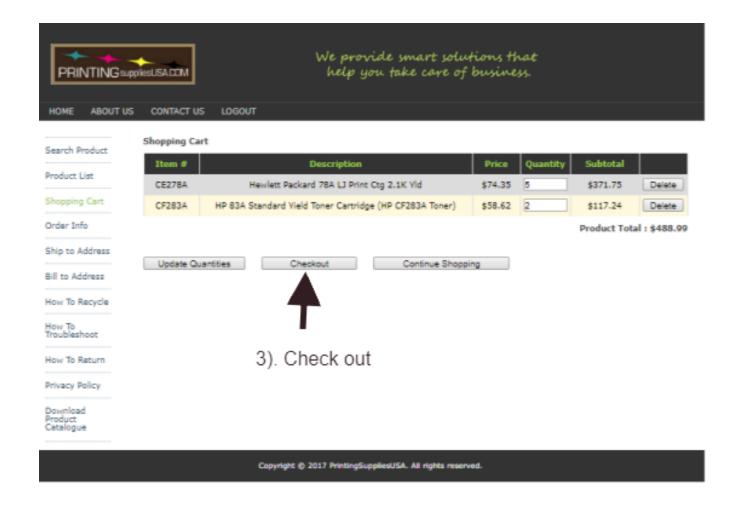


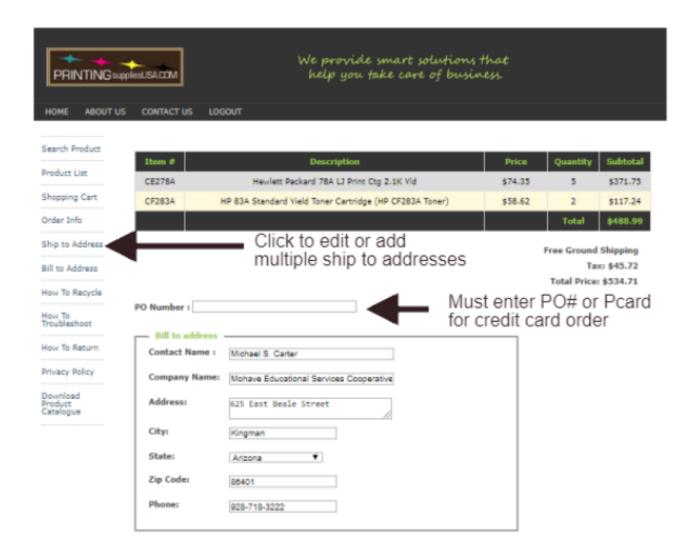














Contract Vendor Name User Guide Version (date)

Questions

- For Mohave questions, contact Michael Carter, CPPB at michael@mesc.org or (928) 718-3222
- For B2B Supplies USA LLC dba Printing Supplies USA LLC questions related to Quotes, Orders, Inquiries, Issues, please contact our CSR.

Customer Service Rep: Jolanta Sajewska Email: customercare@printingsuppliesusa.com

Tel: 609-799-3800 Fax: 609-228-7579

Account Manager: Luke Xu

Email: <u>luke@printingsuppliesusa.com</u>

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