



CDW LLC., dba CDW Government LLC

**Computer Hardware, Peripherals, Software, A/V Equipment,
Technology Accessories, and Services – Direct Online Order**

25E-CDWG-1004

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

211 N 7TH STREET, KINGMAN, AZ 86401

(928) 753-6945

WWW.MESC.ORG

REV 10/22/2024 MRN

General Information

- Member may obtain Mohave contract prices by logging in online to their CDW Account Center, or by working directly with their CDW Account Manager.
- Include MESC Contract 25E-CDWG-1004 on the purchase order, and ask your account manager to provide MESC contract pricing.
- Orders may be processed through your dedicated account manager or through CDW's online Account Center
- Orders will be shipped to the specified location, as noted by the quote and as directed on the purchase order. If special shipping instructions are needed or if expedited shipping is required, please work with your CDW Account Manager to ensure this is completed accurately.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your CDW Account Manager.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- CDW Government, LLC will remit admin fees to Mohave.

Ordering Overview (Direct On-Line Order)

- Revise to match ordering methodology of awarded contract: (1) Member logs on to CDW Government, LLC's direct order website using the username and password for the Mohave contract. (2) Member contracts CDW Government, LLC for detailed quote. Member sends purchase order and copy of the detailed quote to CDW Government, LLC:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 25E-CDWG-1004 on the purchase order.
 - Member submits purchase order via email or fax.
- Member creates order or on-line quote for products.
- Orders will be shipped to the specified location. If special shipping instructions (expedited shipping, etc) are required please work with your CDW Account Manager to determine what, if anything, can be done.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with the main member contact or salesperson.
- Member may use Pcard/credit card.

On-Line Quote, Pick-Up in Store (if applicable)

- In store pick-up is not offered at this time from CDW.

Questions

- For Mohave questions, contact Michael Nentwig at mike@mesc.org or (928) 718-3204
- For Vendor questions related to Quotes and Orders, please contact Scott Swanson, scott.swanson@cdw.com or Melissa Deets at melidee@cdwg.com
- Mohave members can contact CDW Government, LLC online through the links provided at [Contact Us | CDW](#), or via email or phone, for the following issues:
 - Orders, Quotes and Availability:
 - Virtual assistant: 24/7
 - Live experts: Monday through Friday (8am–7pm CT)
 - Phone: 800.800.4239