



Junior Library Guild®

Junior Library Guild
Library Books and Related Materials, eReaders,
Periodicals, and Database Subscriptions – Direct Order
15B-JLG-0518

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

REV 08/28/17 MSC

General Information

- Member may obtain Mohave contract prices by...
 - Reviewing Catalog
 - Visiting www.mohave.juniorlibraryguild.com
 - Calling 800-491-0174
- Include MESC Contract # 15B-JLG-0518 on the purchase order.
- Orders may be mailed, faxed, emailed, or placed online.
- Orders will be shipped to the specified location
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Customer Service at 800-743-4070
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Junior Library Guild will remit admin fees to Mohave.

Ordering Overview (On-Line Direct Order)

- Member sets up an account with Junior Library Guild.
 - Account numbers can be accessed by calling 800-491-0174 or by entering Zip Code during account registration.
- Member logs in to www.mohave.juniorlibraryguild.com.
- Member determines the required products and services
- Member obtains contract prices for quote, or places items in cart.
 - Multiple quotes may be saved to your web account.
- Member uses a Pcard, or enters a purchase order number at checkout.
- Junior Library Guild processes the member order.
- Member receives and verifies the order.
- Junior Library Guild invoices the member.
- Member pays Junior Library Guild.
- Junior Library Guild will remit admin fees to Mohave.

Ordering Overview (Direct Order)

- Member creates purchase order for products and/or services
- Member includes MESC Contract # 15B-JLG-0518 on the purchase order.
- Purchase orders may be mailed, faxed, or emailed directly to vendor.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Customer Service at 800-743-4070.
- Member may use Pcards for final payment.
- Mohave's 1% admin fee is included in contract prices.
- Junior Library Guild will remit admin fees to Mohave.

Blanket Purchase Orders

- 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 or services
 - 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.

Questions

- For Mohave questions, contact Michael Carter, CPPB at michael@mesc.org or (928) 718-3222
- For Junior Library Guild questions, contact Angela Christianson at jlgbids@juniorlibraryguild.com or 800-325-9558 ext. 7276.

www.mohave.juniorlibraryguild.com

- The Mohave-specific Junior Library Guild website features account management tools including:
 - Order creation and customization
 - Ability to enter and change processing options
 - Access to delivery and invoice information
 - Ability to download MARC records
 - Ability to create and save multiple quotes
 - Access to reviews from Library Journal, School Library Journal and The Horn Book
- For complete information on registering and using your online account, please see our New Member Guide at <http://juniorlibraryguild.com/www/dcms/files/resources/downloads/new-member-guide-2014-07.pdf> or call us at 800-491-0174