



Lakeshore Learning Materials, LLC

Classroom Supplies and Equipment – Direct Online Order
25O-LAKE-0304

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 ordering online by visiting the dedicated Mohave ePro website at <https://eproservices.lakeshorelearning.com/mohaveesc>.
- Include MESD Contract 250-LAKE-0304 on the purchase order.
- Orders may be completed online, with options for delivery or in-store pickup, or purchased directly in store.
- Orders will be shipped to the specified location. If special shipping instructions are required, please partner with your local representatives, Regional Sales Managers, Andrea Dunlap and Alli Lindley to determine what, if anything, can be done.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your designated Regional Sales Managers, Andrea Dunlap and Alli Lindley).
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Lakeshore Learning Materials, 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 Lakeshore Learning Materials' direct order website using the username and password for the Mohave contract. (2) Member contracts Lakeshore Learning Materials for detailed quote. Member sends purchase order and copy of the detailed quote to Lakeshore Learning Materials:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 250-LAKE-0304 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 (in-store pick-up, etc) are required please partner with your local store 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)

- Member creates order on-line.
- Shipping method will be indicated as Pick-Up in store.
- Member selects store items will be picked-up at.
- Lakeshore Learning Materials receives order or makes ready member order.
- Lakeshore Learning Materials notifies member when order is ready for pick-up.
- Member picks-up order at store.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) with Andrea Dunlap, reachable by email at adunlap@lakeshorelearning.com or by phone at (602) 540-5445 or with Alli Lindley, reachable by email at alindley@lakeshorelearning.com or by phone at (520) 540-9973.

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 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 (Contract Specialist) at contracts@mesc.org or (928) 718-3222
- For Vendor questions related to Quotes and Orders, please contact your local store, or Regional Sales Representative Andrea Dunlap, reachable by email at adunlap@lakeshorelearning.com or by phone at (602) 540-5445 or Regional Sales Representative Alli Lindley, reachable by email at alindley@lakeshorelearning.com or by phone at (520) 540-9973. You can find your local store by visiting our website: www.LakeshoreLearning.com