School Specialty, LLC

Classroom Supplies and Equipment – Direct Online Order

25O-SCHO-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 logging into the Mohave website.
- Include MESC Contract 25O-1113 on the purchase order.
- Orders may be sent to Mohave.
- Orders will be shipped to the specified location. If special shipping instructions are required, please contact your local Arizona Representative, Kimberly McAlevy (Kimberly.McAlevy@schoolspecialty.com or 480-243-5616), to work out the details.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with School Specialty Customer Care.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- School Specialty 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 School Specialty's direct order website using the username and password for the Mohave contract. (2) Member contracts School Specialty for detailed quote. Member sends purchase order and copy of the detailed quote to School Specialty:
  - Member creates purchase order for products and/or services.
  - Include MESC Contract # 25O-1113 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.

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 Mike Nentwig at Mike@mesc.org or (928) 718-3222
- For Vendor questions related to Quotes and Orders, please contact your local salesperson Kimberly McAlevy at Kimberly.McAlevy@schoolspecialty.com or 480-243-5616