



Sehi Computer Products, Inc.
Computer Hardware, Peripherals, Software, A/V Equipment,
Technology Accessories, and Services – Direct Online Order
25E-SCP-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 at www.buysehi.com, email sehica@sehi.com or calling 800-346-6315.
- Include MESC Contract 25E-SCP-1004 on the purchase order.
- Orders may be shipped standard ground delivery.
- Orders will be shipped to the specified location. If special shipping instructions are required, please contact Sehi who will provide options.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your Inside Account Representative cbryan@sehi.com, sehica@sehi.com or 800-346-6315
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Sehi Computer Products, Inc. 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 www.buysehi.com direct order website using the username and password for the Mohave contract. (2) Member contacts Sehi Computer Products, Inc, for detailed quote. Member sends purchase order and copy of the detailed quote to Sehi Computer Products, Inc.
- Member creates purchase order for products and/or services.
 - Include MESC Contract # 25E-SCP-1004 on the purchase order.
 - Member submits purchase order via email or www.buysehi.com
- Member creates order or on-line quote for products.
- Orders will be shipped to the specified location. If special shipping instructions are required, please contact Sehi who will provide options.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with the main member contact or salesperson at sehica@sehi.com or 800-346-6315.
- 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 standard ground delivery, unless special delivery requirements are pre-arranged.

Questions

- For Mohave questions, contact Christina Ulman at christina@mesc.org or (928) 718-3220
- For Vendor questions related to Quotes and Orders, please contact sehica@sehi.com, erica@sehi.com, 800-346-6315. You can all contact information by visiting our website: www.buysehi.com