



SAFARI MOHAVE CONTRACT
15I-SMI-1002
ONLINE ORDERING GUIDE

Safari Micro

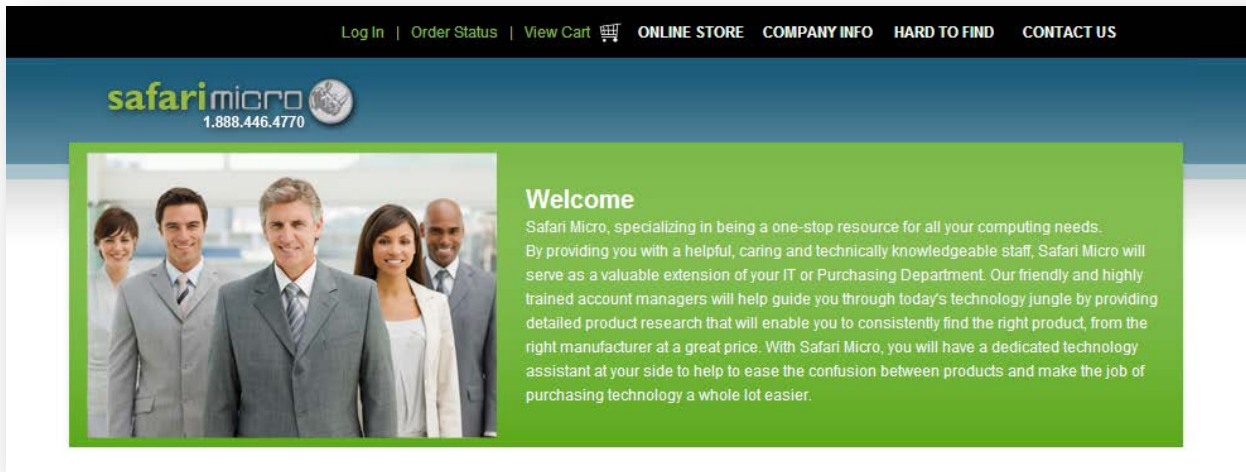
Mohave Member User Guide for Online Ordering

About Safari Micro

Safari Micro is an Arizona based company headquartered in Chandler Arizona. We are proud of our 19 year history of solving problems and providing essential IT products and services to Education, Government and Commercial organizations.

Safari Micro Store Site

Safari Micro's Mohave contract gives Mohave members the opportunity to purchase over 900,000 products including: PC's, Laptops, Servers and Workstations, Hardware, Software, AV equipment, Peripherals, Options, warranties and more.



Who is your Account Representative?

Each Mohave Member has a dedicated, knowledgeable account manager who will assist the Mohave member with excellent personal service before, during and after a purchase.

If you are unsure of who your representative is, please feel free to contact any of the below or lead representative Bert McKeehen.

Central AZ, Northwest & North Central Arizona: [Bert McKeehen](#) bert@safarimicro.com
Toll Free: (877) 446-5552 or Local (480) 269-8261

Central, Southeast, Southwest & Tucson Metro Arizona: [Eric Schlaht](#) eric@safarimicro.com
Toll Free: (888) 556-5166 or Local (480) 739-2354

Make Safari Micro your one-stop source for IT purchases. Because of our many warehouses, your purchases arrive amazingly fast. If shopping our site and you have difficulty finding products let us know— we specialize in sourcing “hard-to-find” items.

Our Mohave Contract# 15I-SMI-1002 Product Line

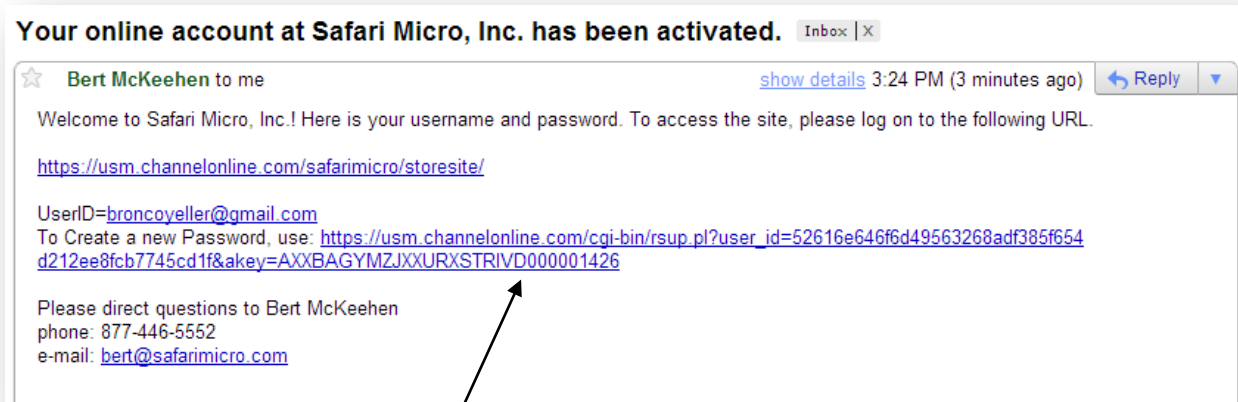
Safari Micro's product line includes: Desktops, Servers, Laptops, Printers, Displays, Handheld Devices, Software, Storage Devices, Memory Upgrades, Network Equipment, Peripherals, Supplies & Accessories from hundreds of manufacturers like, HP, Lenovo, Acer, Cisco, IBM, Microsoft, Adobe, Symantec, McAfee, Sony, Xerox, Ricoh, Lexmark, APC & Kodak. We carry just about anything you're looking for.

Using Safari Micro's Website to Quote and Order:

Safari Micro has pre-loaded your Basic account information into our store site. We have also contacted your organization to secure the information necessary to set up at least one online buyer who will be able to securely login and do business on our store site.

If you need to add additional online users to your account, please contact your Safari Micro representative for assistance. Also contact your representative if you need to add, change or delete users or other account information.

Your Safari Micro representative will send you an email that looks like this:



1. Click on the link "To Create a new Password, use..."

This is what you will see:

safari micro

Reset Password

Reset Password

This section allows you to reset your login password.

Note: Your new password has to be between 8-20 characters. It has to have at least 1 upper-case, 1 lower-case and 1 numeric character.

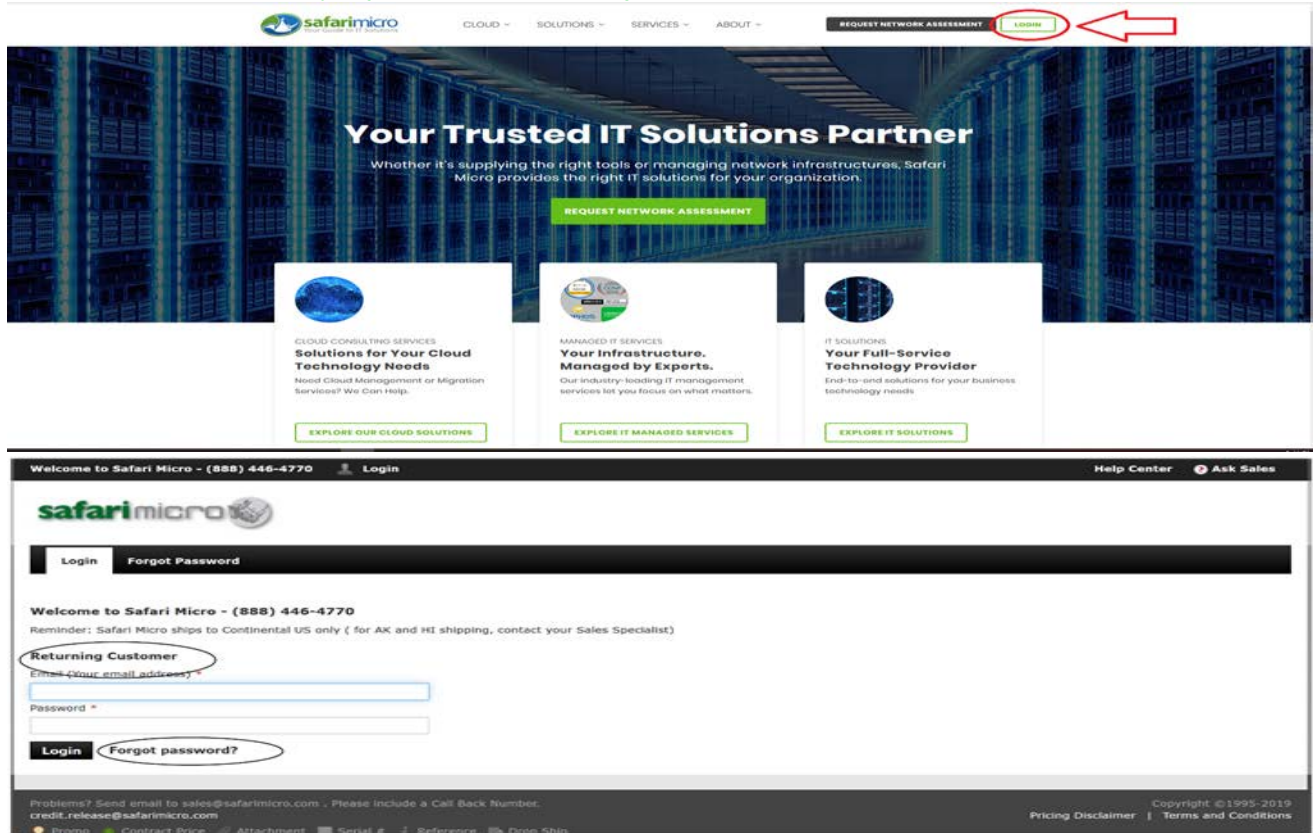
Password (8-20 characters)

Re-type the password

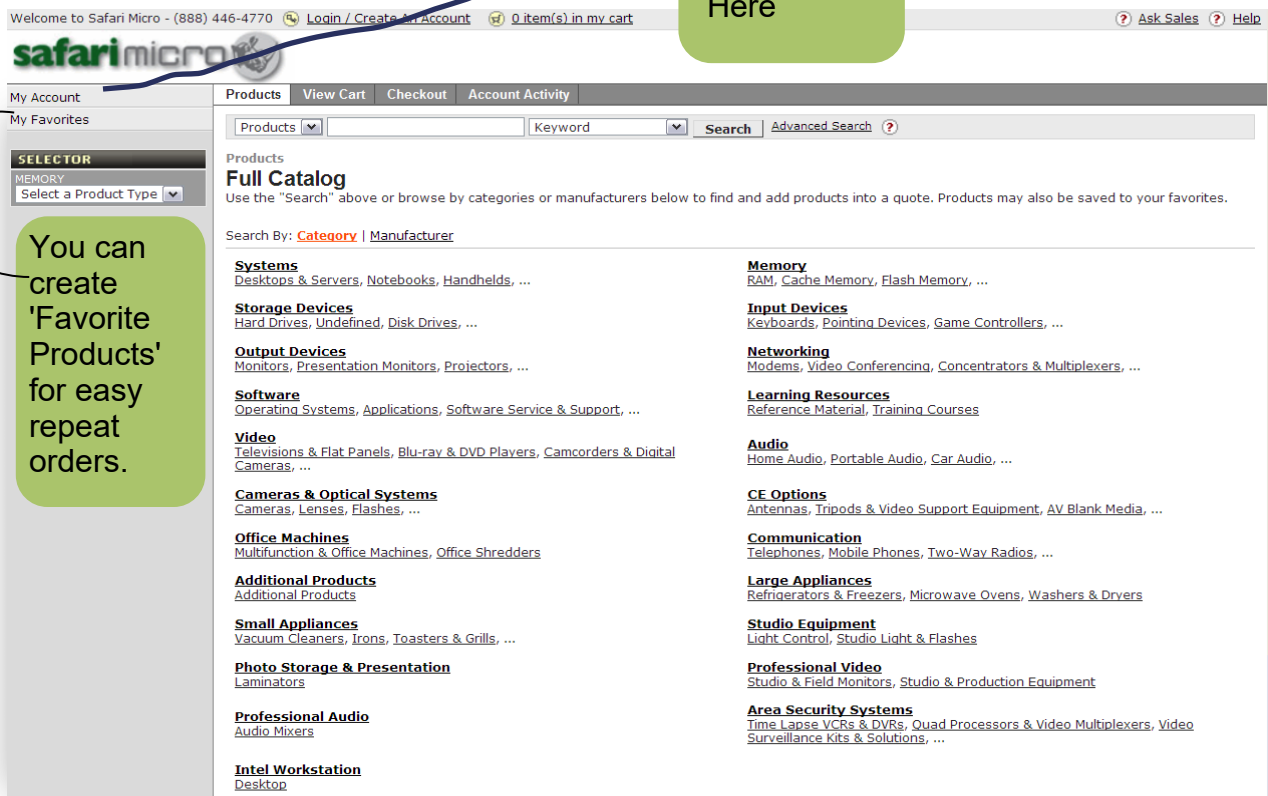
Follow the 'Rules'

2. Enter in your desired password twice following the password construction rules. Then click 'save'.
This is what you will see (below):

- Once your user name and password has been set, you can always return the the store site by going to www.safarimicro.com and click the login in button as showed below. You will then be redirected to the store site login where you will enter your user name and password you just created in Step 2 of this document.



- Click on a category or enter a search term and begin shopping. A search result for 'Lenovo ThinkPad' displays like this:



Welcome to Safari Micro - (888) 446-4770 [Login / Create An Account](#) [0 item\(s\) in my cart](#) [Ask Sales](#) [Help](#)

safarimicro

My Account
My Favorites

SELECTOR
MEMORY
Select a Product Type

Products View Cart Checkout Account Activity







Products
Full Catalog

Search By: [Category](#) | [Manufacturer](#)

[Full Catalog](#) > [Search for "Lenovo Thinkpad"](#)

Select One

In Stock Only ☒ Yes ☐ No

Description	Mfr Part #	In Stock	Sell Price	Add to Cart
<input type="checkbox"/>  Lenovo ThinkPad X61 Tablet 7763 Core 2 Duo L7500 / 1.6 GHz LV - Centrino with vPro - RAM 2 GB - HDD 160 GB - DVD-Writer - GMA X3100 - Gigabit Ethernet - WLAN : 802.11 a/b/g/n (draft), Bluetooth 2.0 - TPM - fingerprint reader - Vista Ultimate - 12.1" TFT Multi-Touch 1024 x 768 (WXGA) Touch - Microsoft Office 2007 Ready - with X6 Tablet UltraBase	7763W6Y	In Stock: 10	\$2,608.80	<input type="button" value="Add"/>
<input type="checkbox"/>  Lenovo ThinkPad T500 2241 Core 2 Duo P8700 / 2.53 GHz - Centrino 2 with vPro - RAM 3 GB - HDD 160 GB - DVD-Writer - GMA 4500MHD - 3G Upgradable - Gigabit Ethernet - WLAN : 802.11 a/b/g/n, Bluetooth 2.1 - TPM - fingerprint reader - Windows 7 Pro - 15.4" Widescreen TFT 1280 x 800 (WXGA) - camera - black - Microsoft Office 2007 Ready	2241Y1S	In Stock: 14	\$1,173.32	<input type="button" value="Add"/>
<input type="checkbox"/>  Lenovo ThinkPad X201 3680 Core i5 520M / 2.4 GHz - vPro - RAM 4 GB - HDD 320 GB - HD Graphics - 3G Upgradable - Gigabit Ethernet - WLAN : 802.11 a/b/g/n, Bluetooth 2.1 - TPM - fingerprint reader - Windows 7 Pro - 12.1" Widescreen TFT 1280 x 800 (WXGA) - camera - black - Microsoft Office 2007 Ready	3680WBT	In Stock: 1	\$1,560.28	<input type="button" value="Add"/>
<input type="checkbox"/>  Lenovo ThinkPad T510 4384 Core i5 520M / 2.4 GHz - vPro - RAM 3 GB - HDD 320 GB - DVD-Writer - HD Graphics - 3G Upgradable - Gigabit Ethernet - WLAN : 802.11 a/b/g/n, Bluetooth 2.1 - TPM - fingerprint reader - Windows 7 Pro - 15.6" Widescreen TFT 1366 x 768 (WXGA) - camera	4384CQ3	In Stock: 15	\$1,415.48	<input type="button" value="Add"/>
<input type="checkbox"/>  Lenovo ThinkPad T410 2537 Core i5 520M / 2.4 GHz - RAM 2 GB - HDD 160 GB - DVD-Writer - HD Graphics - Gigabit Ethernet - WLAN : 802.11b/g/n, Bluetooth 2.1 - TPM - Windows 7 Pro - 14.1" Widescreen TFT 1440 x 900 (WXGA+) - camera - black - Microsoft Office 2007 Ready	2537VB6	In Stock: 142	\$1,241.98	<input type="button" value="Add"/>
<input type="checkbox"/>  Lenovo ThinkPad R500 2716 Core 2 Duo T9400 / 2.53 GHz - Centrino 2 - RAM 1 GB - HDD 160 GB - DVD?RW (?R DL) / DVD-RAM - GMA 4500MHD - Gigabit Ethernet - WLAN : 802.11 a/b/g/n (draft), Bluetooth 2.0 - TPM - fingerprint reader - Vista Business - 15.4" Widescreen TFT 1280 x 800 (WXGA) - black - Microsoft Office 2010 Preloaded	27163LU	In Stock: 51	\$594.00	<input type="button" value="Add"/>

Narrow Your Results

By Keyword(s)

By Cat / Mfr / Spec

Category

Systems - Notebooks (161)

Systems - UPS & Power Devices (56)

Systems - System Accessories (16)

Memory - RAM (12)

Storage Devices - Hard Drives (10)

Manufacturer

Lenovo (248)

Battery Technology (16)

ACP-EP Memory (9)

Oncore Power Systems (8)

V7 (6)


You can see more product specs by clicking link

Drop Down Box: Use for compare and multiple add to cart functions!

5. Click 'Add to Cart' button to load an item directly into your shopping cart. You can also narrow the search by selecting categories or manufacturer or both.

On the left side, you can select multiple boxes and with the drop down box above can compare product specs or add multiple items to your cart.

6. When you select an individual SKU, it will look like this:







Lenovo ThinkPad T510 4384
Core i5 520M / 2.4 GHz - vPro - RAM 3 GB - HDD 320 GB - DVD-Writer - HD Graphics - 3G Upgradable - Gigabit Ethernet - WLAN : 802.11 a/b/g/n, Bluetooth 2.1 - TPM - fingerprint reader - Windows 7 Pro - 15.6" Widescreen TFT 1366 x 768 (WXGA) - camera

Manufacturer: Lenovo
Part #: 4384CQ3

Sell Price: \$1,415.48
In Stock: 15
Order Qty:

[Add to Cart](#)
[Add to Favorites](#)

[Explore](#)  

[Learn More](#)

Overview Specifications Related Products Product Review

Product Description

The ThinkPad T series notebooks are designed to enhance productivity and change the way that you work. They feature LED backlight widescreen display that helps to lower power consumption and also offer brighter colors.

Main Specifications

Check the complete specifications for the product and you can also e-mail by clicking "E-mail".

[E-mail Specs](#) [Print](#)

Product Description	Lenovo ThinkPad T510 4384 - Core i5 520M 2.4 GHz - 15.6" TFT
Dimensions (WxDxH)	14.7 in x 9.6 in x 1.4 in
Weight	6 lbs
Platform Technology	Intel vPro Technology

Mohave
Contract
Price
Displayed

Adding items to your cart will open your cart where you can Check out, edit quantities, search for more products or 'Continue Shopping'. Here's what the screen looks like:

safari micro

My Account My Favorites

SELECTOR
MEMORY
Select a Product Type


Products View Cart Checkout Account Activity

Products Lenovo Thinkpad Keyword Search Advanced Search

Shopping Cart
To edit items in your cart, click any of the links below.

Company: Date: Oct 13, 2010 5:40 PM MST
Contact: SalesRep: Turner, David 888-446-8267 Ext. 270
Doc #: Your Cart Description: None

[Ask Sales](#)

Del	Description	Part Number	Qty	Tax	Unit Price	Total
	Lenovo ThinkPad T510 4384 Core i5 520M / 2.4 GHz - vPro - RAM 3 GB - HDD 320 GB - DVD-Writer - HD Graphics - 3G Upgradable - Gigabit Ethernet - WLAN : 802.11 a/b/g/n, Bluetooth 2.1 - TPM - fingerprint reader - Windows 7 Pro - 15.6" Widescreen TFT 1366 x 768 (WXGA) - camera	4384CQ3	<input type="text" value="1"/>	No	\$1,415.48	\$1,415.48

Quick Add Product
Enter a mfr part # to add it to the cart.

[Add](#)

Additional Notes (Optional)

Subtotal: **\$1,415.48**
Tax (0%): \$0.00
[Shipping](#) (Free FedEx Ground): \$0.00
Total: **\$1,415.48**

Free "ground" shipping when your order is over \$1,200. (Maximum weight of 70lbs.)
If a shipping method other than ground is selected, a credit is automatically applied.

[Check out](#)
[Save as Quote for Later](#)
[Empty Cart](#)
[Refresh Prices](#)

[Continue Shopping](#)
[E-mail](#)
[Print Preview](#)
[Print](#)

Options

Options

7. If you selected 'Save Quote for Later' This is what you will see:

The screenshot shows the 'Account Activity' section of the Safari Micro website. The left sidebar contains links for 'My Account', 'My Favorites', 'Reports', and a 'SELECTOR' section with a 'MEMORY' dropdown and a 'Select a Product Type' dropdown. The main content area has tabs for 'Products', 'View Cart', 'Checkout', and 'Account Activity'. Below the tabs is a search bar with a dropdown for 'Quotes & Orders', a text input for 'Lenovo Thinkpad', and radio buttons for 'starts with' and 'contains'. A 'Search' button and a help icon are also present. The 'Account Activity' section lists saved carts, quotes, and orders. A table displays the following data:

Doc #	Type	Status	Description	Total	P.O.	Last Modified	Created By	Del
179594	Quote	Open	None	\$1,561.68		Oct 13, 2010 10:43 PM MDT	McKeehen, Bert (StoreSite)	(X)
179592	Quote	Open	None	\$1,550.04		Oct 13, 2010 7:12 PM MDT	McKeehen, Bert (StoreSite)	(X)

Below the table, it says 'Found: 2' and 'Displaying: 1 - 2'. There are also filters for 'Last Modified Date' (Last 90 Days), 'Status' (Status (All)), and 'Created By' (Created By (All)).

8. Click any quote or to enter it and make changes and save again, or to submit as an order.

9. Click 'Checkout' and you will see below:

The screenshot shows the 'Checkout' page of the Safari Micro website. The left sidebar is the same as in the previous screenshot. The main content area has tabs for 'Products', 'View Cart', 'Checkout', and 'Account Activity'. The 'Checkout' tab is selected, and the page title is '[Checkout] Order Options'. Below the title, it says 'Please confirm your payment and delivery methods below.' There are four steps: 1. Payment & Delivery Methods >>>, 2. Billing & Shipping Addresses >>>, 3. Review Order >>>, and 4. Terms & Conditions. The 'Payment Method' section has a note: 'You are authorized to make payment no later than 30 days from the date of invoice (invoicing takes place after the order has shipped).' It includes a 'Select a Payment Method *' dropdown, a 'P.O. Number' field, and radio buttons for 'Terms Net 30 Days', 'Credit Card Type' (with a dropdown showing 'Visa'), 'Credit Card #' field, 'Expiration Date' (MM/YY), and 'Card Holder's Name' field. There is also a radio button for 'Money Order or Company Check'. The 'Delivery Method' section has a 'Delivery Method *' dropdown showing '\$9.00 / FedEx Ground' and a 'Carrier Account #' field. A green box with an arrow points to the 'Delivery Method' dropdown with the text 'Select Shipping'. Another green box with an arrow points to the 'Special Instructions' field with the text 'Put Special Instructions like, "Don't Deliver on Friday after Thanksgiving. We Will Be"'. At the bottom, there is a note: 'A red asterisk (*) indicates required information.' and buttons for 'Next' and 'Cancel'.

10. Enter PO number or Credit Card information and Click 'Next'. Fill in any Special Instructions and select desired delivery method. If order qualifies for free shipping, this will reflect in the ship cost.

safari micro

My Account | My Favorites | Reports

SELECTOR
MEMORY
Select a Product Type

Products | View Cart | **Checkout** | Account Activity

Products: Lenovo Thinkpad | Keyword: | Search | Advanced Search ?

[Billing & Shipping Addresses]
Checkout
Please confirm the billing and shipping information below.

1 Payment & Delivery Methods >>> 2 **Billing & Shipping Addresses >>>** 3 Review Order >>> 4 Terms & Conditions

Enter new billing and shipping information here, or edit existing. You may also use the "Copy" buttons located between the columns to avoid re-typing similar addresses.

Billing info
Copy from existing billing address
Accounts, Payable, 1111 W. Mesquite Street, Chandler

Company: Mesquite School District

First Name *: Accounts

Last Name *: Payable

Phone: 877-446-5552 | Ext: | Mohave# 10G-SMJ-10

Fax: | Ext: |

E-mail: |

Address *: 1111 W. Mesquite Street

City *: Chandler

State *: AZ | Zip *: 85225

Country *: United States

Shipping info
Enter a new address or select from below and edit
Bert, McKeehen, 1111 W. Mesquite Street, Chandler

Company: Mesquite School District

First Name *: Bert

Last Name *: McKeehen

Phone: | Ext: |

Fax: | Ext: |

E-mail: |

Address *: 1111 W. Mesquite Street

City *: Chandler

State *: AZ | Zip *: 85225

Country *: United States

An asterisk (*) indicates required information.

Previous Next Cancel

Copy >
< Copy

Safari's Mohave Contract Number is stored here by Default

Multiple "Ship To" addresses can be created and stored for future use.

11. Change or select Billing and Shipping information. Note Mohave Contract number is located in the Phone Number field by default. Once completed, click 'Next' to Review and Checkout. If you need to make changes, click 'Previous'.
12. Click 'Next' and to Proceed with order, Click 'Agree'.

Products | View Cart | **Checkout** | Account Activity

Products: Lenovo Thinkpad | Keyword: | Search | Advanced Search ?

[Terms & Conditions]
Checkout
By confirming the order, you agree to Safari Micro, Inc.'s terms and conditions below.

1 Payment & Delivery Methods >>> 2 Billing & Shipping Addresses >>> 3 Review Order >>> 4 **Terms & Conditions**

All Orders are subject to phone verification. All returns must be accompanied by original invoice and authorized RMA number

Agree Decline

Problems? Send email to the address to the RIGHT. Please include a Call Back Number. sales@safarimicro.com

13. Once you click 'Agree' This is what you see:



Products View Cart Checkout Account Activity

Products ▾ Lenovo Thinkpad Keyword ▾ Search Advanced Search ?

Thank You

Your order #179594 has been processed successfully. Thank you for your business.

Your order has been forwarded to your salesperson.


 [Print Preview](#)  [Continue](#)

Click Print Preview to Print out a copy of the Order, or Continue.

Order (Submitted)

Company: Mesquite School District	Date: Oct 13, 2010 11:25 PM MDT
Contact: McKeehen, Bert	SalesRep: McKeehen, Bert 877-446-5552
Doc #: Order #179594 - rev 1 of 1	Description: None

Bill To: Mesquite School District Payable, Accounts 1111 W. Mesquite Street Chandler Arizona 85225 United States 877-446-5552	Ship To: Mesquite School District McKeehen, Bert 1111 W. Mesquite Street Chandler Arizona 85225 United States Mohave# 10G-SMI-1001	Order Options: Payment Terms: Net 30 Days Customer PO: 654321 Delivery Method: FedEx Ground Carrier Account #: None Special Instructions: None
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 [Ask Sales](#)

Description	Part Number	Qty	Tax	Unit Price	Total
Lenovo ThinkPad X200s 7469 Core 2 Duo SL9400 / 1.86 GHz LV - Centrino 2 with vPro - R-M 2 GB - HDD 160 GB - GMA 4500MHD - Gigabit Ethernet - WLAN : 802.11 a/b/g/n (draft), Bluetooth 2.0 - TPI - fingerprint reader - Vista Business - 12.1" Widescreen TFT 1440 x 900 (WXGA+) - black	74695GU	1	Yes	\$1,427.10	\$1,427.10


Status	Serial #	Shipped On	Delivery Method	Tracking #
Submitted (1)			FedEx Ground	


Subtotal: **\$1,427.10**


Tax (8.800%): \$125.58


Shipping (FedEx Ground): \$9.00


Total: **\$1,561.68**

 [Copy to Cart as New](#)

 [Back to Account Activity](#)

 [E-mail](#)

 [Print Preview](#)

 [Print](#)

Note The Mohave Contract Number Appears Here

Your Order is Placed! You will receive an email confirmation of your order right away!

Thank you very much for shopping with Safari Micro on our Mohave Contract Store Site!

