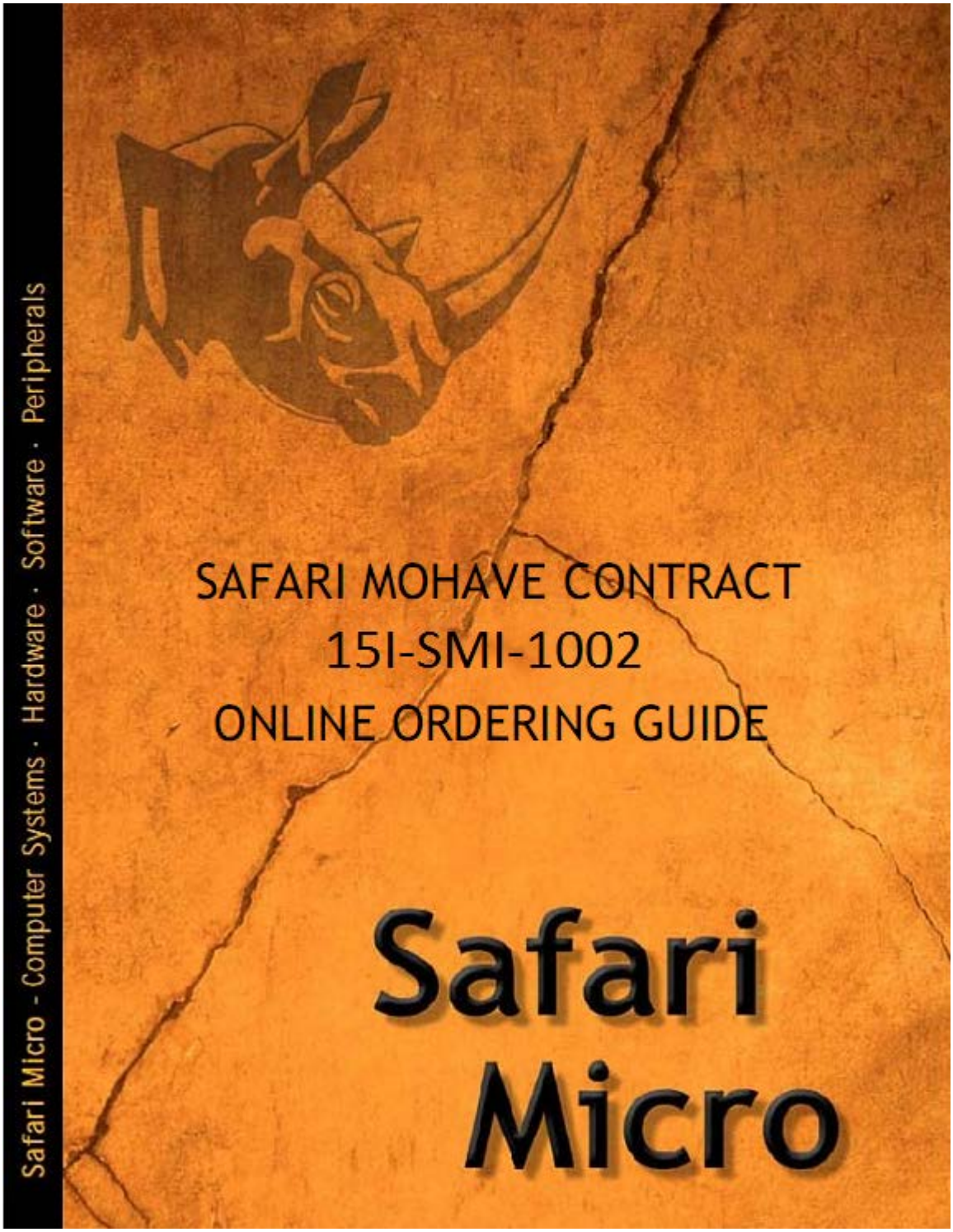


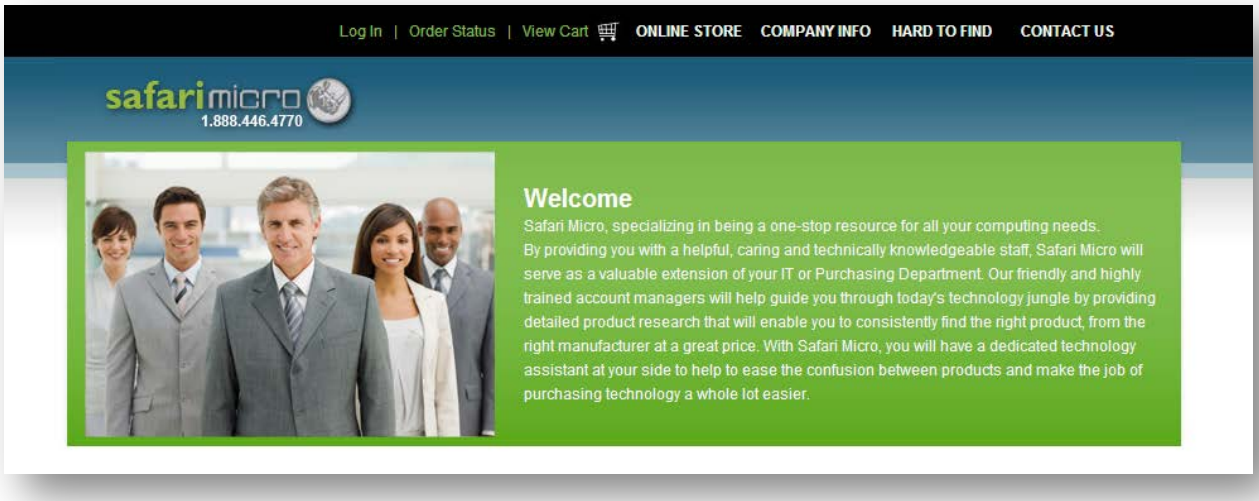
Mohave Member User Guide for Online Ordering

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

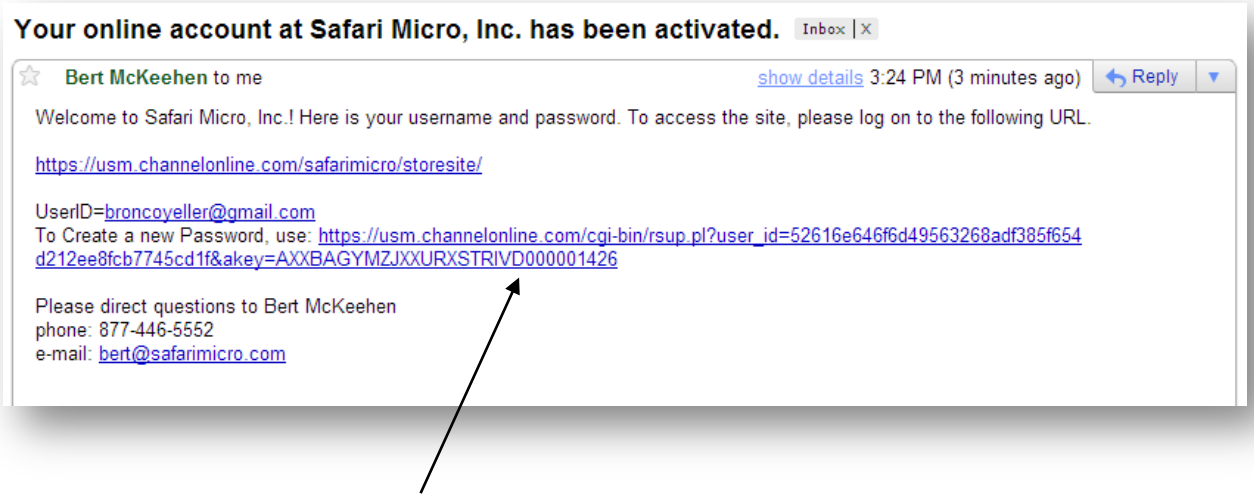
Safari Micro's product line includes: Desktops, Servers, Laptops, Printers, Displays, Handheld Devices, Software, Storage Devices, Memory Upgrades, Network Equipment, Peripherals, Supplies & Accessories from hundreds of manufacturers like, HP, Lenovo, Acer, Cisco, IBM, Microsoft, Adobe, Symantec, McAfee, 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.

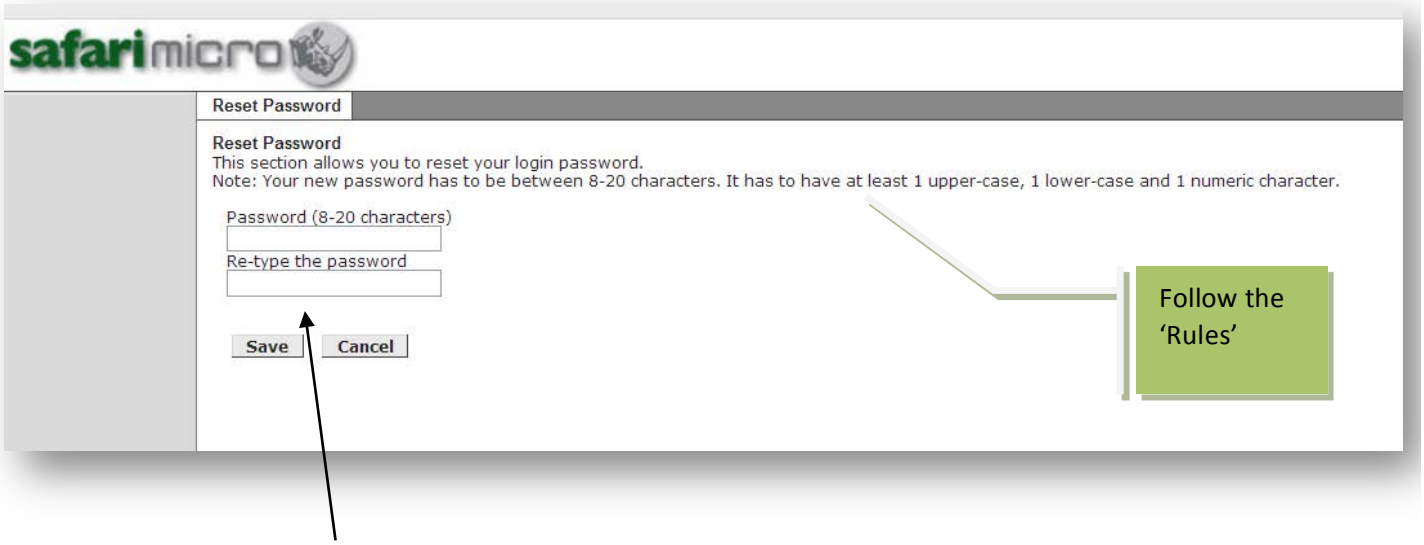
If you need to add additional online users to your account, please contact your Safari Micro representative for assistance. Also contact your representative if you need to add, change or delete users or other account information.

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



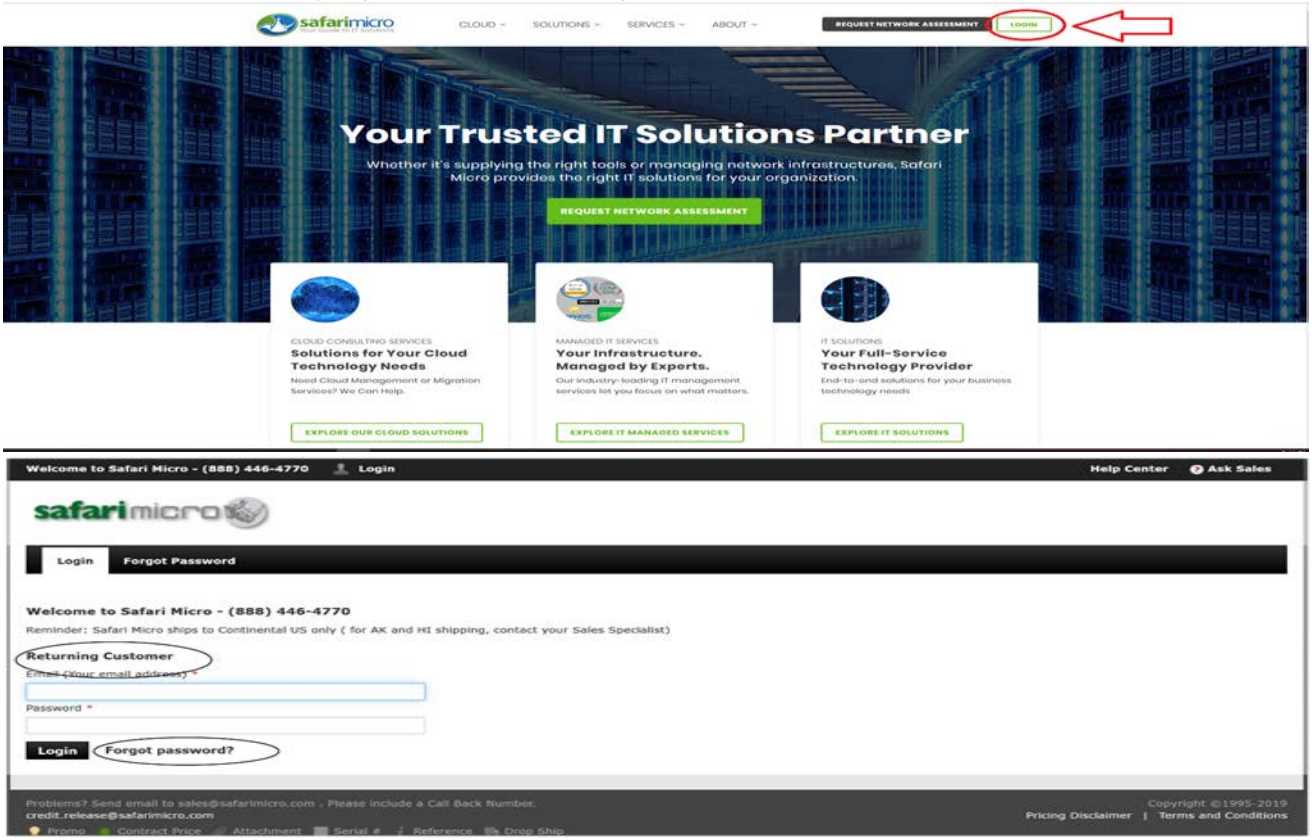
1. ***Click on the link "To Create a new Password, use…"***

This is what you will see:

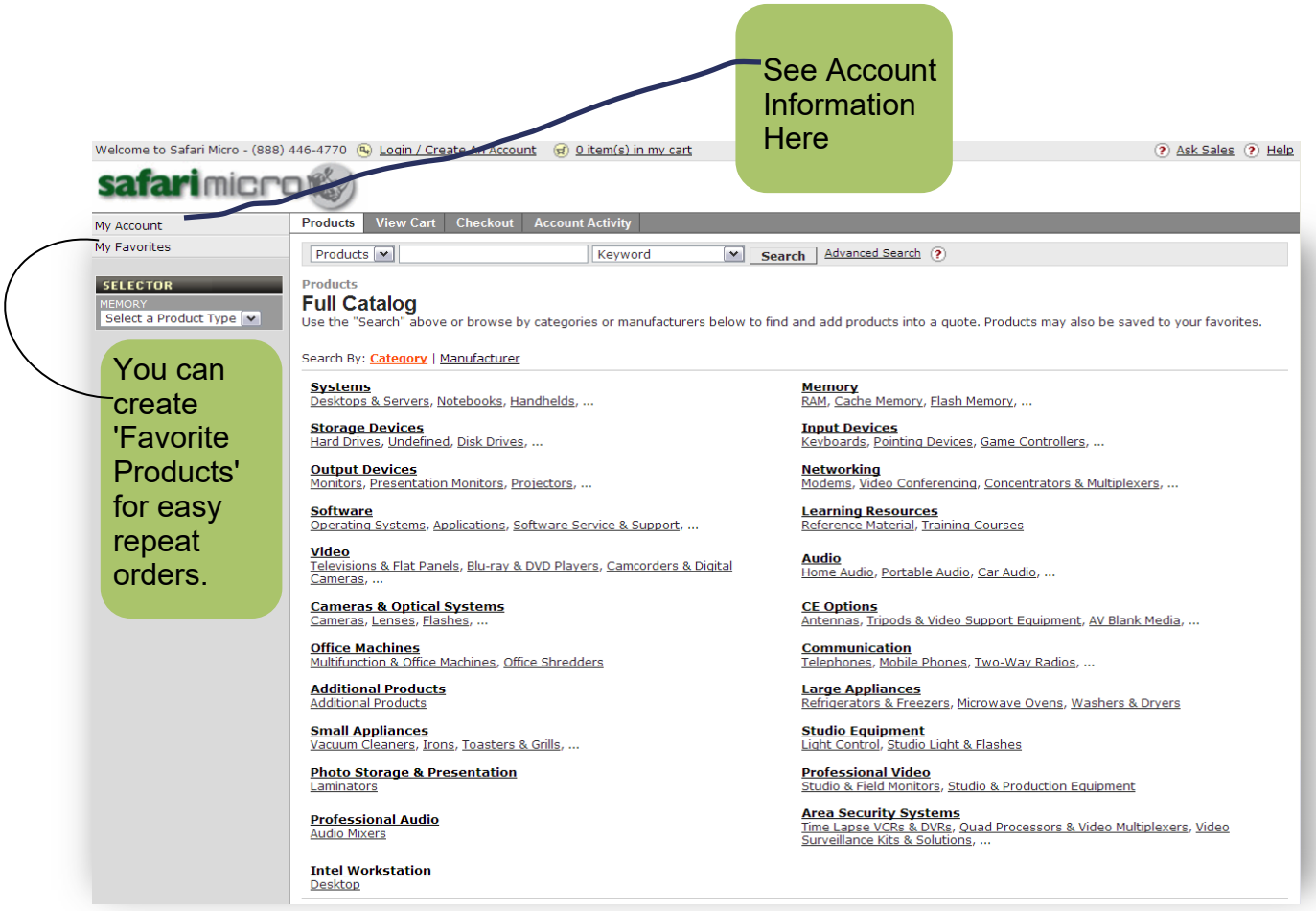


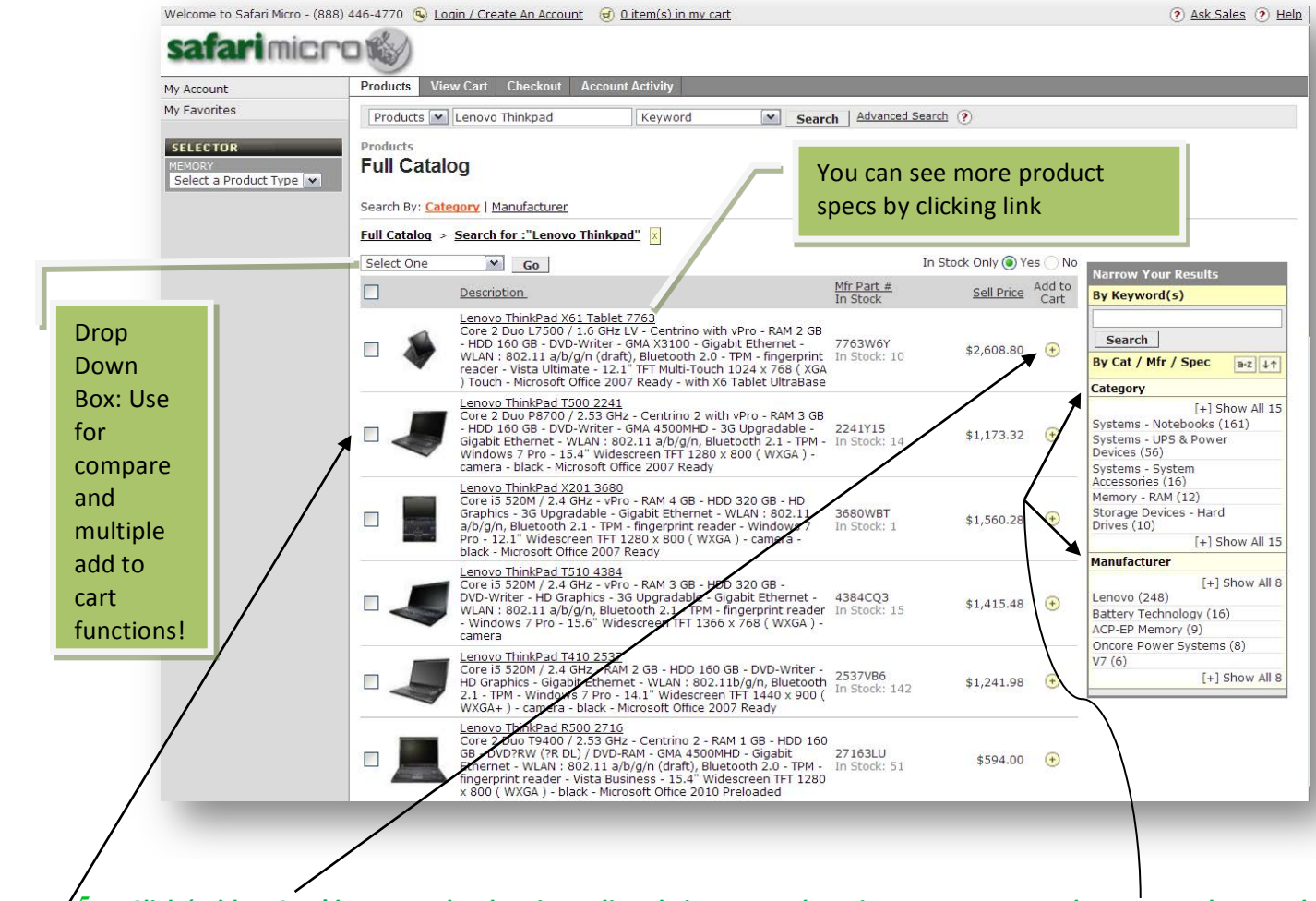
2. ***Enter in your desired password twice following the password construction rules. Then click 'save'. This is what you will see (below):***

3. *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.*



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

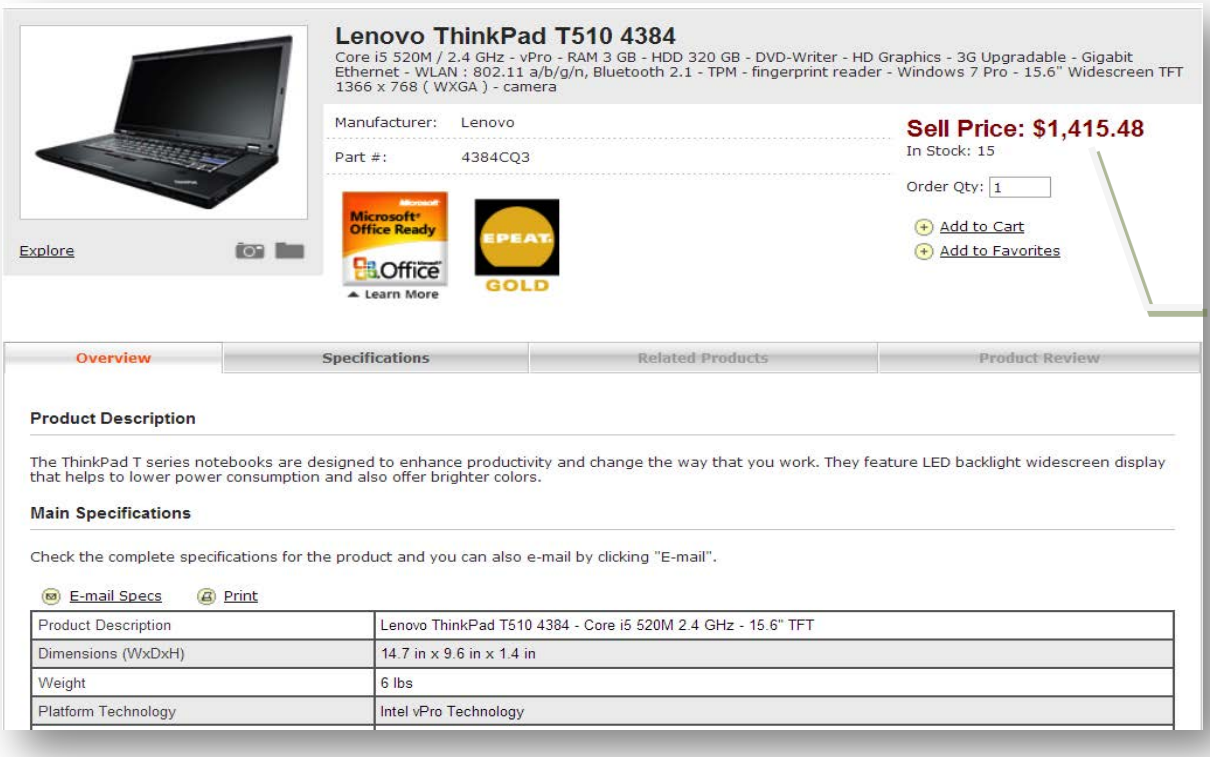




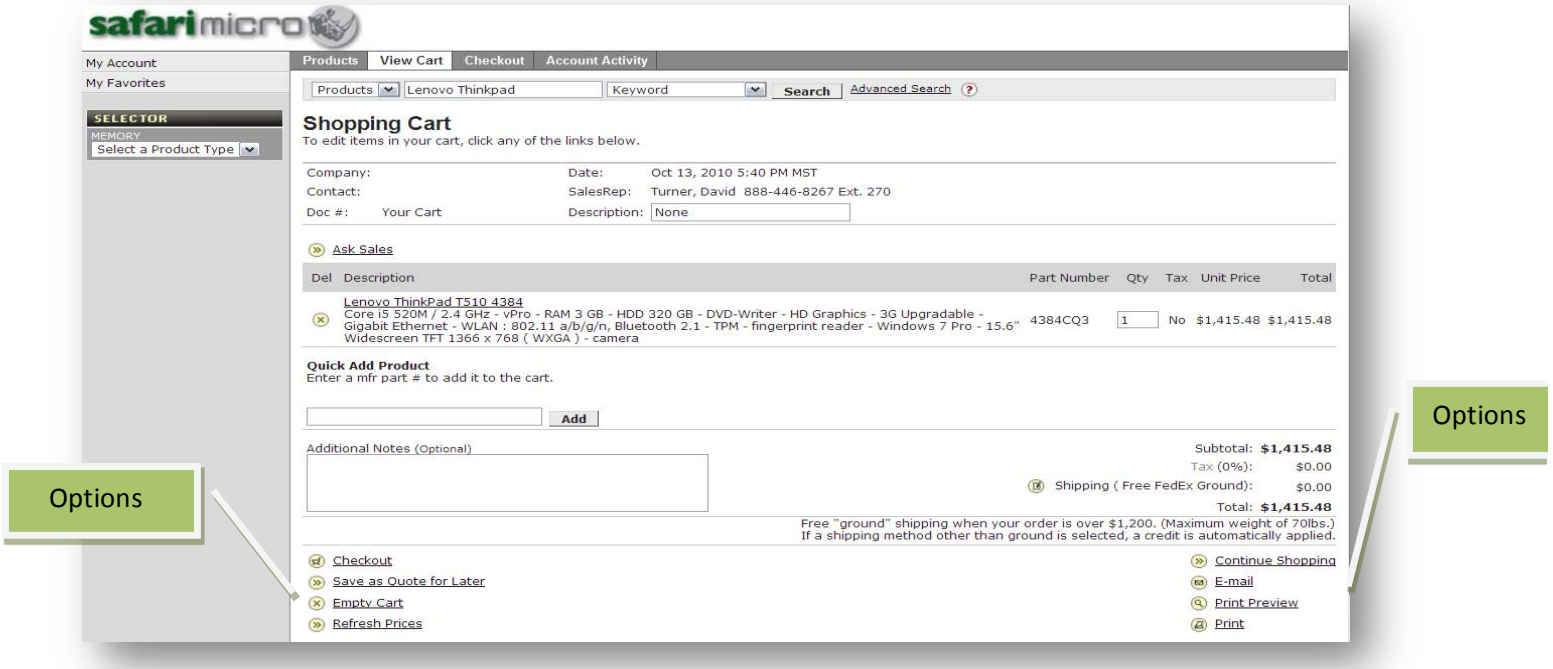
5. ***Click 'Add to Cart' button to load an item directly into your shopping cart. You can also narrow the search by selecting categories or manufacturer or both.***

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.

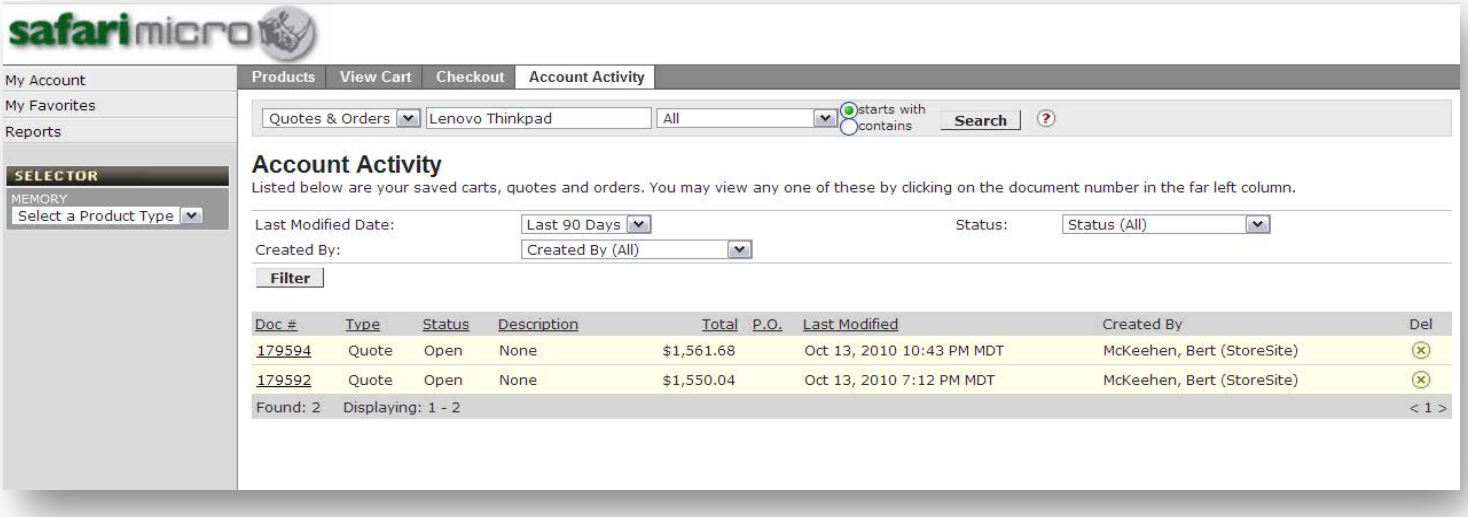
6. When you select an individual SKU, it will look like this:



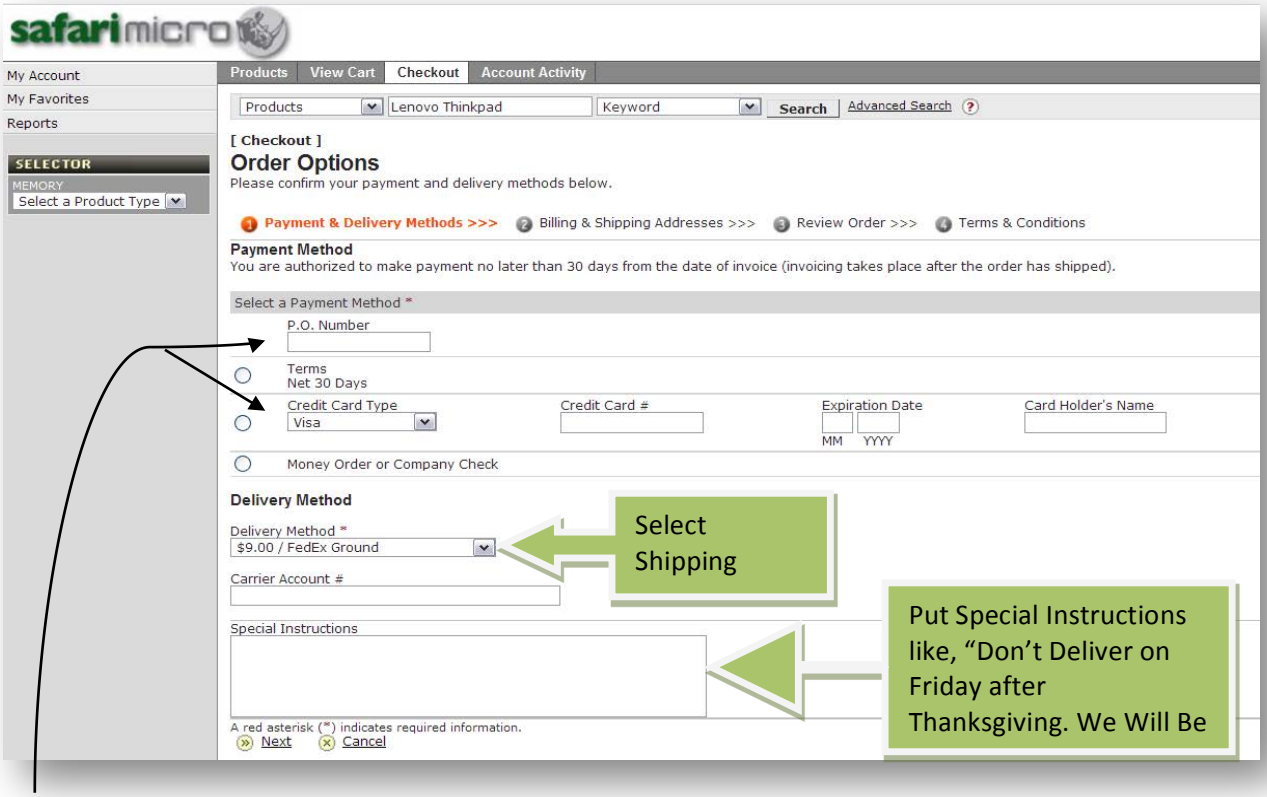
Adding items to your cart will open your cart where you can Check out, edit quantities, search for more products or 'Continue Shopping'. Here's what the screen looks like:



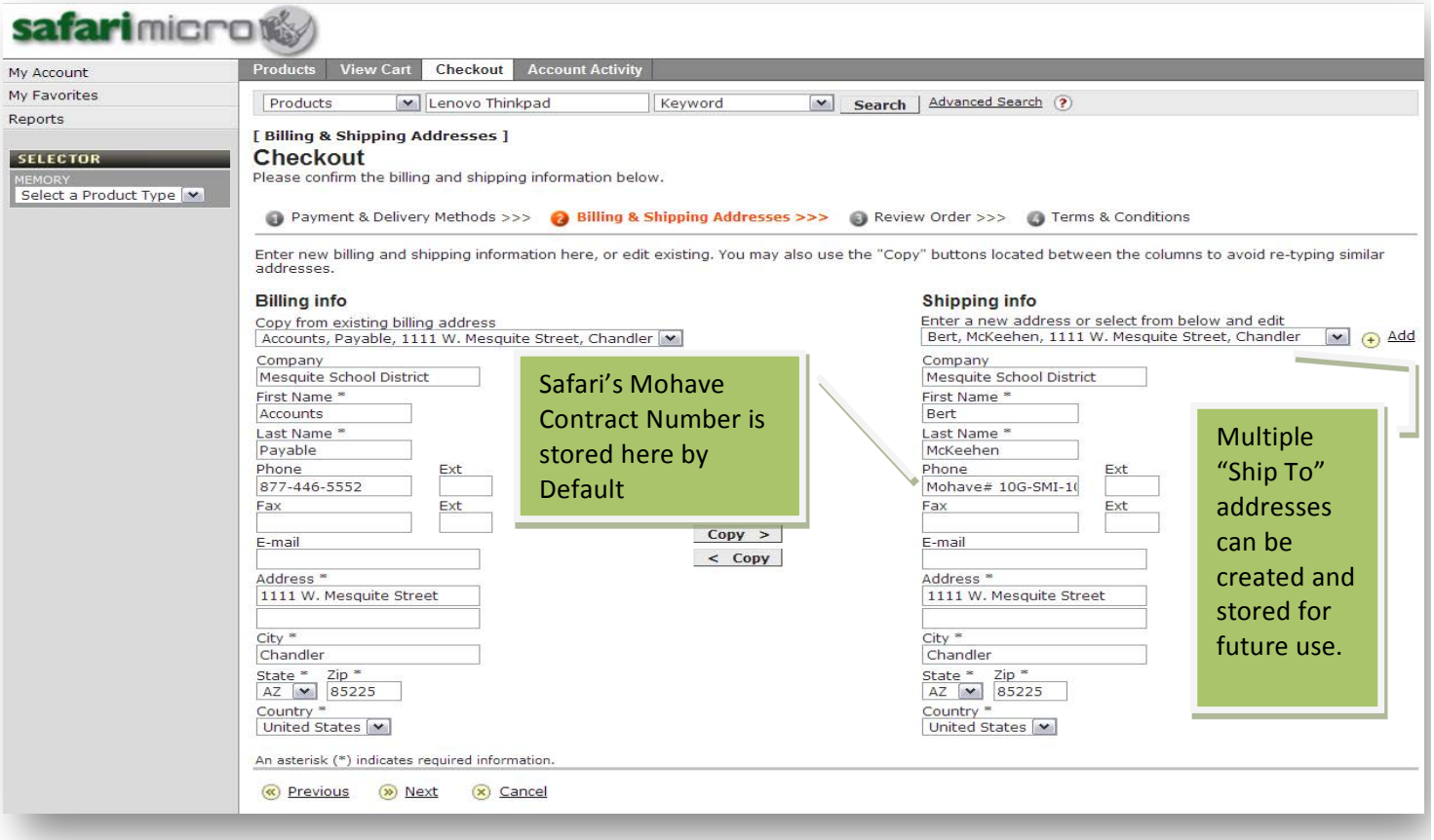
7. *If you selected 'Save Quote for Later' This is what you will see:*



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:*

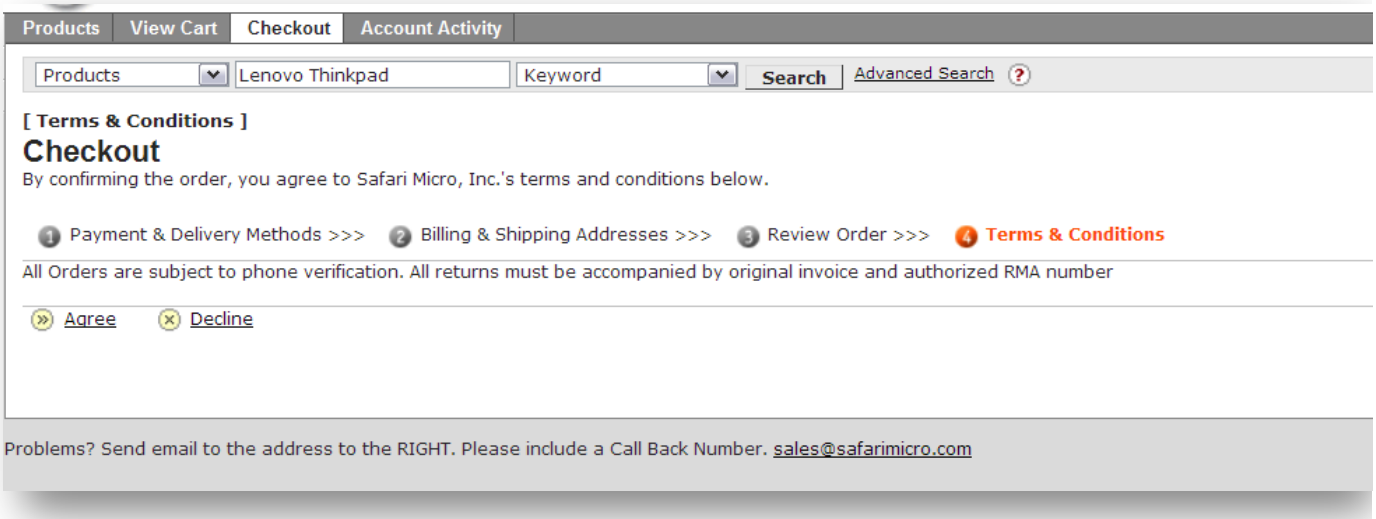


10. *Enter PO number or Credit Card information and Click 'Next'. Fill in any Special Instructions and select desired delivery method. If order qualifies for free shipping, this will reflect in the ship cost.*

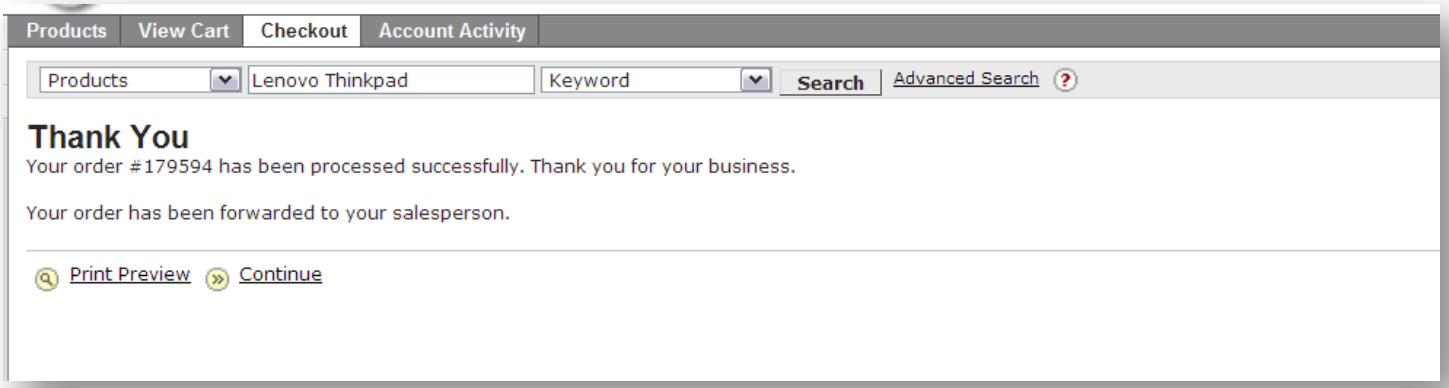


11. ***Change or select Billing and Shipping information. Note Mohave Contract number is located in the Phone Number field by default. Once completed, click 'Next' to Review and Checkout. If you need to make changes, click 'Previous'.***

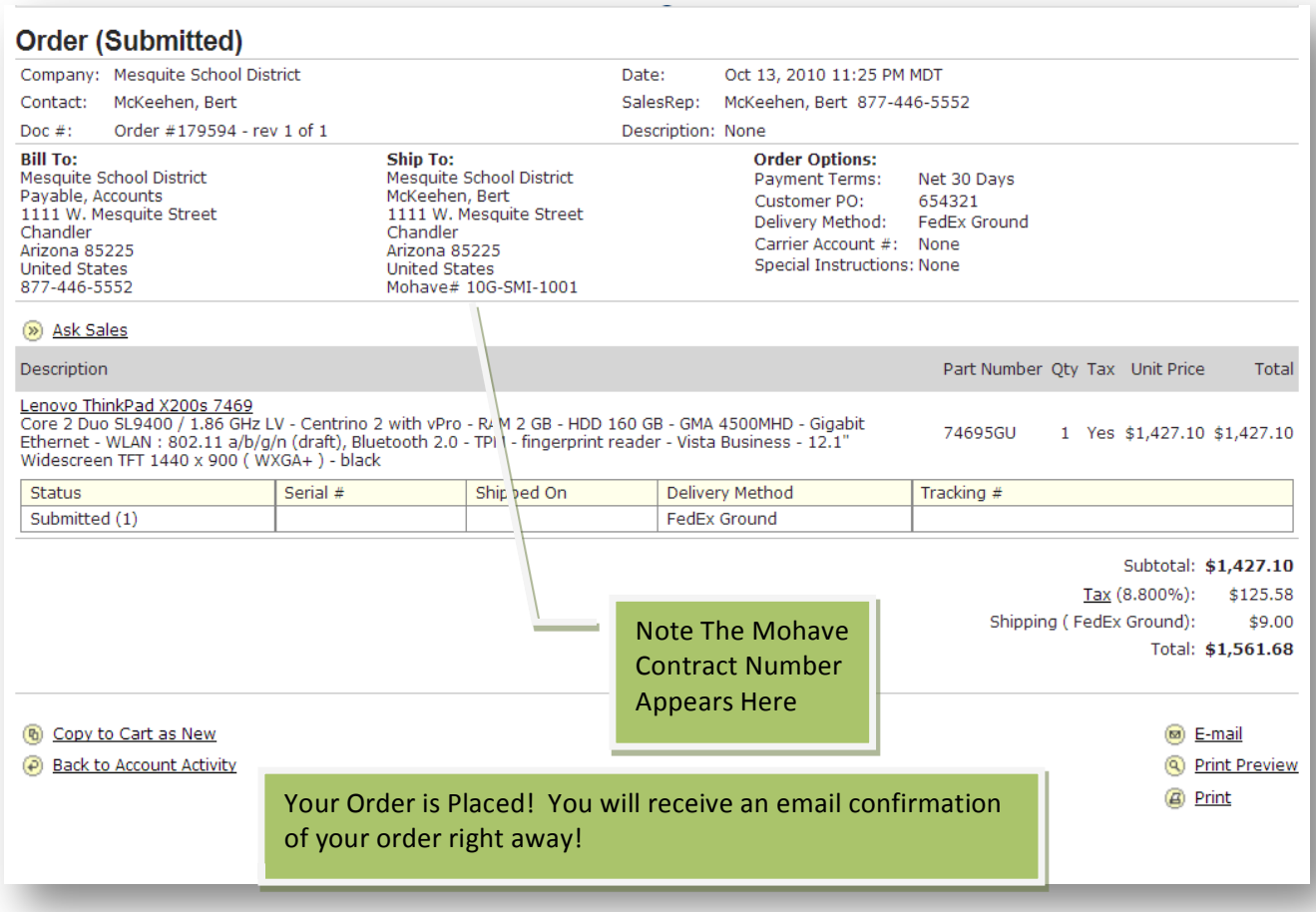
12. ***Click 'Next' and to Proceed with order, Click 'Agree'.***



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



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



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