

# School Outfitters, LLC.

Online Marketplace – Direct Online Order

24I-SOF2-0411

Mohave Educational Services Cooperative Inc. 211 n 7<sup>th</sup> Street, Kingman, AZ 86401 (928) 753-6945

www.mesc.org

# **Questions**

- For Mohave questions, contact Melissa Jimenez at melissa@mesc.org or (520)-888-9357
- For Vendor questions related to Quotes and Orders, please contact sales@schooloutfitters.com. Shop online at https://mohave.schooloutfitters.com/catalog/index

# **ATTENTION**

The following contract is a Direct Online Order Contract, all orders should be placed through the contract vendor's online store.

#### **ATTENTION**

The following contract was awarded to provide an online marketplace for the purchase of transactional items, materials, products, and equipment.

The solicitation and awarded contracts do not limit or restrict which transactional items, materials, products, and equipment can be offered. You will be responsible to ensure all purchases made under this awarded contract meet your district's, agencies', or organization's procurement policies.

The only restriction placed on the awarded contracts is the prohibition of in-store purchasing and/or in-store pick-up.

#### Direct Order Online Process:

To place an order using our online ordering system, a Mohave member would be provided the following URL, https://mohave.schooloutfitters.com/catalog/index. They would click on the Create an Account page where they will input their contact information, provide an email address which will be the username and create a unique password. They'll also provide their shipping address and relevant details. They will then be able to log in with the email address and password they provided and it will take them to the homepage where only contract eligible products will be available for ordering. They can click on any products within a variety of category pages and it will display their contracted price. They can also utilize the search function for keywords that will take them to the relevant product pages.

Once they select the item they want, they will be able to customize the product by selecting the quantity desired, the color, any leg base options, and more. They will then proceed to add the product to their shopping cart. Here, they will input the zip code location where the product will be going and calculate shipping. All contract pricing information will be displayed, including the product total, shipping and handling total, any applicable sales tax and the grand total. The Mohave member will be able to apply any applicable coupons at this stage as well.

The customer will then input additional shipping information for any freight shipments including Lift Gate services, which brings the items from the truck to ground level. As well as Inside Delivery where the driver brings the products from the truck 3 feet inside the first door, and White Glove service, where our driver and team takes already assembled items to the room of choice for unboxing, set up, and debris removal. Once those fees are calculated, the Mohave member can review the shipping page again with those fees applied to the overall order to get the final total.

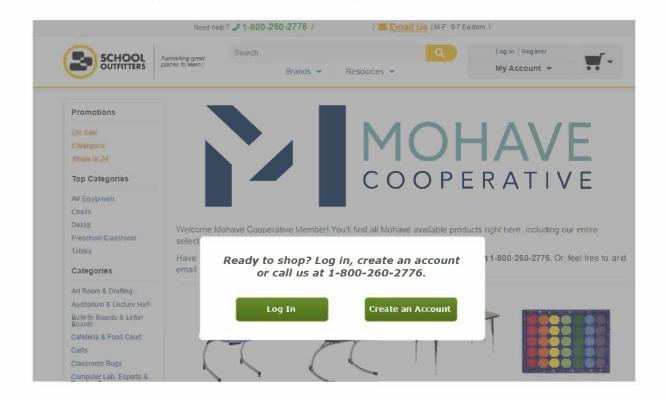
The customer is then taken to the Checkout page where they can pay by Purchase Order, Check, or Credit Card. They will input their information and be taken to a final page where they will review the overall order again and then finally Place the Order. They will receive an order number and information about contacting our sales department for next steps - if they pay with a purchase order, they will be directed to send the PO to sales@schooloutfitters.com. If they pay by check, they will be directed that the order will be processed upon receipt of the check. If they pay by credit card, they will be notified that they will receive a confirmation email momentarily and to email us at <u>customerservice@schooloutfitters.com</u> for assistance.



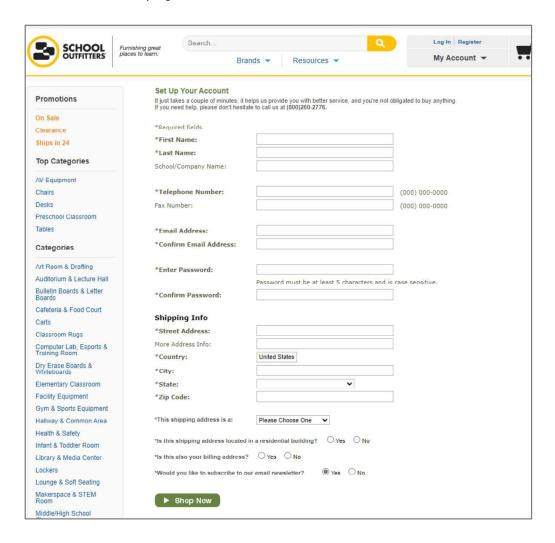
# Mohave Coop Contract Website

### Homepage with login

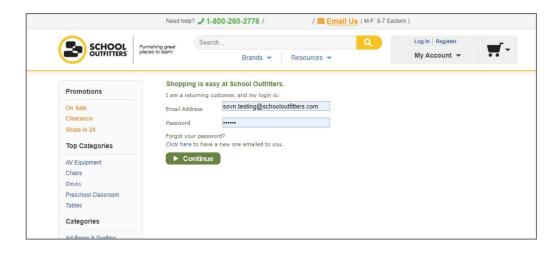
URL : https://mohave.schooloutfitters.com/catalog/index



#### Create an Account page: Create Account at School Outfitters

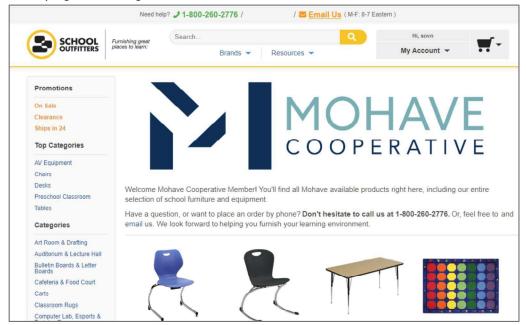


#### Login page: Login at School Outfitters

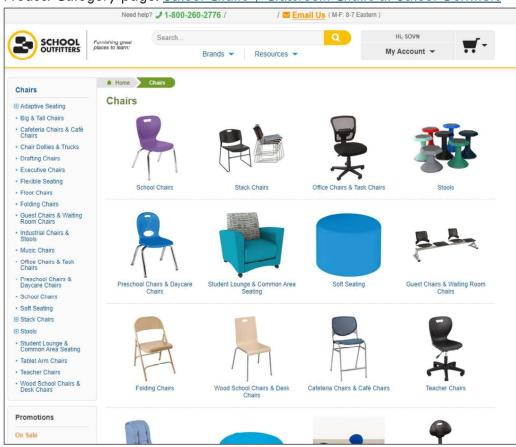




#### Homepage after Login



#### Product Category page: School Chairs | Classroom Chairs at School Outfitters

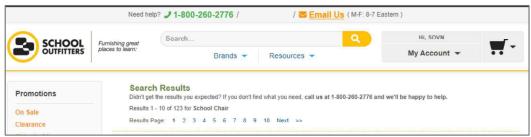




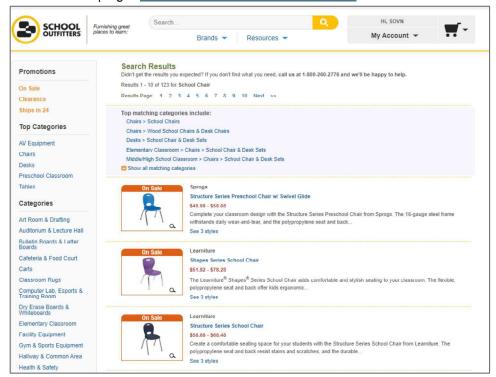
### Subcategory page: School Chairs | Classroom Chairs at School Outfitters



#### Mohave members can search the site in header



#### Search Result page: Search Results at School Outfitters



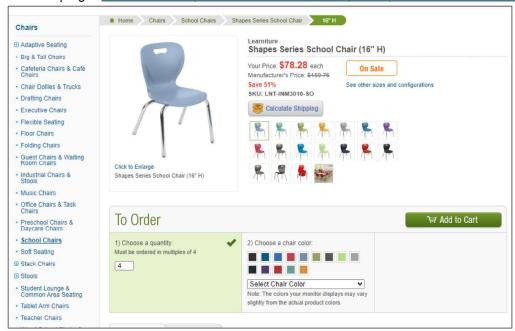
#### The specific product page will come up that you click on:

#### Learniture Shapes Series School Chair at School Outfitters





# Product page: Learniture Shapes Series School Chair (16" H) at School Outfitters

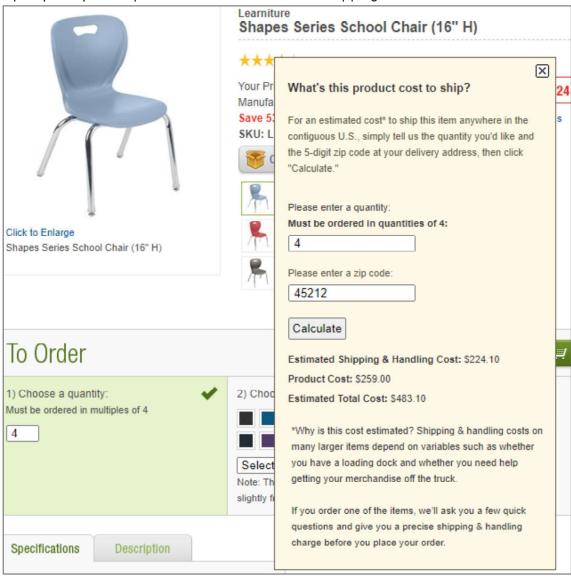


#### Calculate Estimated Shipping Cost



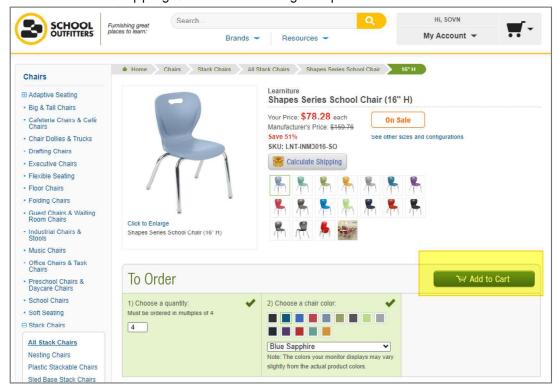


#### Input quantity and zip code to calculate estimated shipping cost

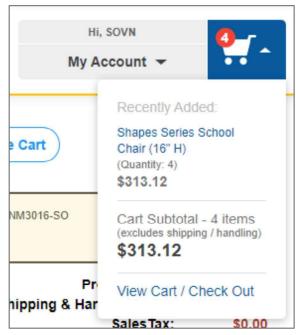




#### Add Product to Shopping Cart after selecting all options

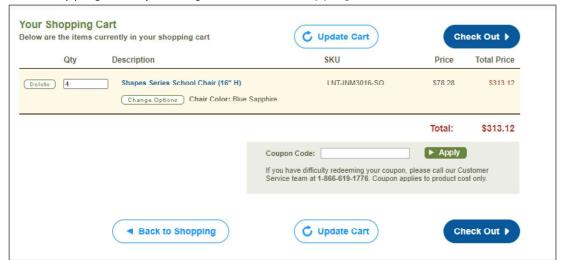


#### View mini cart

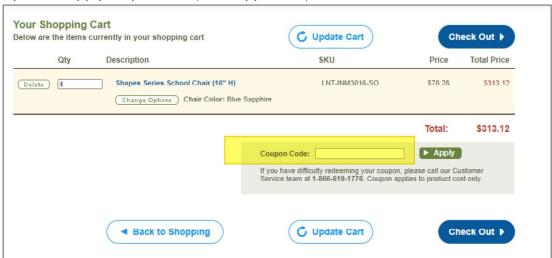




# View shopping cart by clicking on icon Cart: Shopping Cart at School Outfitters

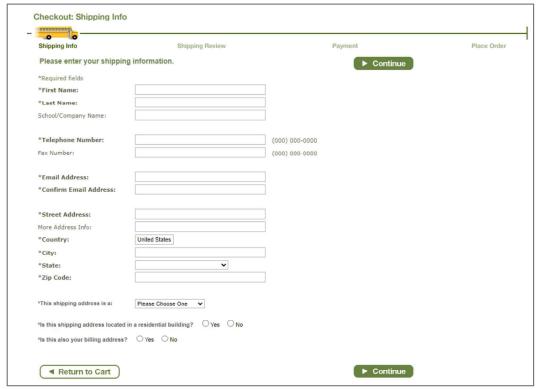


#### Input and Apply coupon code (when applicable):

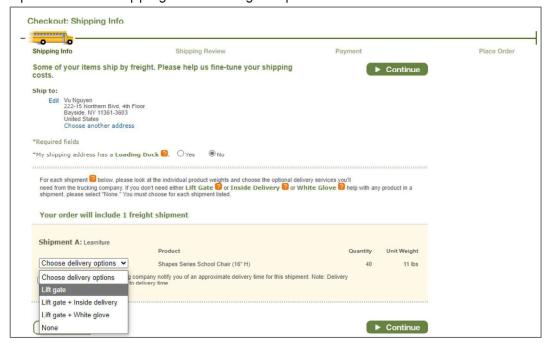




#### Checkout shopping cart by click on button "Check Out", input the shipping address

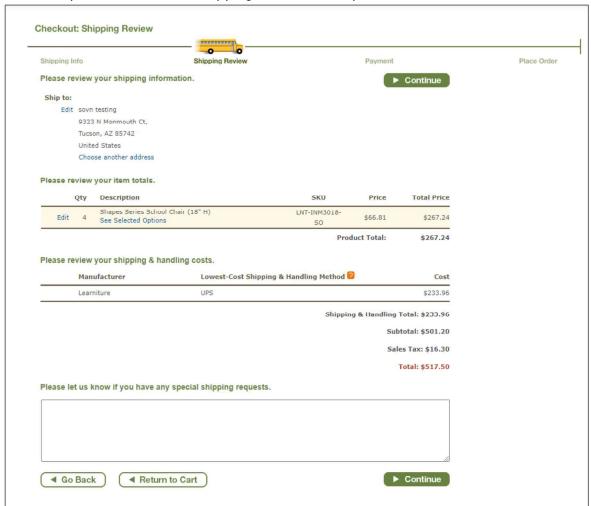


#### Input additional shipping info for freight shipments



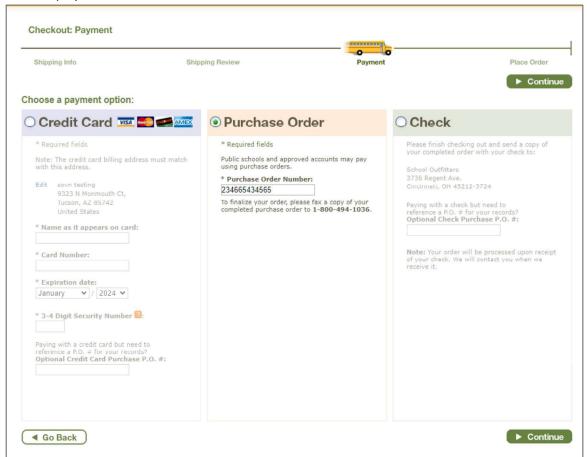


#### Review shipments and edit the shipping address and input additional note if needed



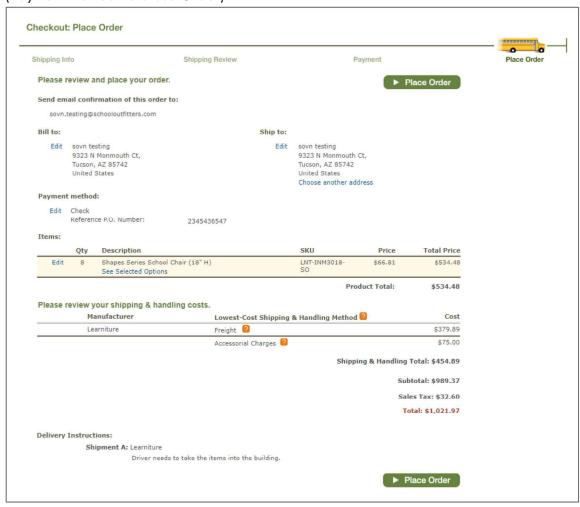


#### Choose payment method



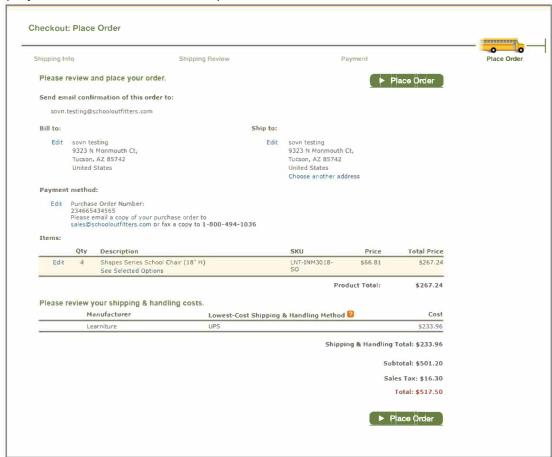


Review the entire order, click on button place order to submit an order (Payment method Purchase Order)





#### (Payment method-Purchase order)



#### Thank you' page after creating order successfully



