



Sterling Computers Corporation

Online Source for Computer Hardware, (including recertified and refurbished), Peripherals, Software, A/V Equipment, Accessories and Service

20F-STER-1003

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

(928) 753-6945 KINGMAN

WWW.MESC.ORG

REV 8/14/20 MSC

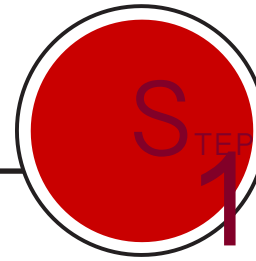
General Information

- Member may obtain Mohave contract prices by requesting a log in to our catalog site.
- Include MESC Contract 20F-STER-1003 on the purchase order.
- Orders may be placed online through the online Catalog or directly through our sales team at Sterling (see the Sterling Ordering guide)
- Purchases are made directly with Sterling Computers Corporation using the ordering methodologies outlined in this user guide. *Orders are not sent to Mohave for review.*
- Sterling Computers Corporation submits contract activity monthly to Mohave.
- Mohave reviews selected member orders on Sterling Computers Corporation's submitted Reconciliation Report.

Ordering Overview (Direct On-Line Order)

- Member logs on to Sterling Computers Corporation's website using the username and password for the Mohave contract. If using a purchase order:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 20F-STER-1003 on the purchase order.
- Member creates order or on-line quote for products.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) with Erin Dalcourt/ erin.dalcourt@sterling.com
605-242-4049
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Sterling Computers Corporation will remit admin fees to Mohave.

Getting Started



LOG-IN USING YOUR CREDENTIALS SENT TO YOU BY

ecommerce.support@sterlingcomputers.com.

DON'T HAVE THESE OR CAN'T FIND THE EMAIL?

FILL OUT THE FORM AT shop.sterlingcomputers.com/loginrequest

A screenshot of the Sterling Computers website's login page. At the top left is the Sterling logo with the tagline 'EXPERIENCE EASIER IT'. The main content area is divided into two columns. The left column contains a 'Log In' section with input fields for 'USER NAME' and 'PASSWORD', a red 'LOGIN' button, and a 'FORGOT YOUR PASSWORD?' section with a 'SUBMIT' button. The right column contains a 'BECOME A MEMBER TO GET ACCESS TO:' section with a bulleted list of benefits and a link to request an account.

STERLING
EXPERIENCE EASIER IT

Log In

USER NAME

PASSWORD

LOGIN

FORGOT YOUR PASSWORD?
Enter your User ID or Email Address:
 SUBMIT

A password reset email will be sent to the email address provided in your account.

BECOME A MEMBER TO GET ACCESS TO:

- All of our products in one convenient place
- Exclusive online only specials
- Best pricing on discontinued products
- Browse all our best selling products

To request an account, please [click here](#).



Shopping Basics

1. NAVIGATE THROUGH THE SITE BY USING THE PRODUCT TREE, OR SEARCHING FOR A SPECIFIC TERM.
2. ADD ITEMS TO YOUR CART AS YOU SHOP.
3. WHEN YOU ARE READY TO CHECKOUT, CLICK THE ARROW NEXT TO THE CART SUMMARY, AND REVIEW YOUR ORDER.

(YOU'LL BE ABLE TO REVIEW ONE LAST TIME BEFORE THE ORDER IS PLACED)

The screenshot shows the Sterling website's product page. A search bar at the top right is circled with a red line and labeled '1'. A product category tree on the left is also circled with a red line and labeled '1'. A red arrow points from the 'Add' button of a product listing to a red circle labeled '2'. The 'Add' button is circled with a red line.

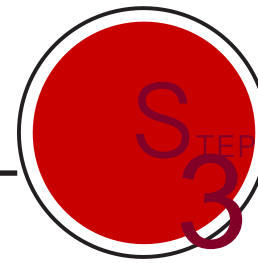
The screenshot shows the Sterling website's shopping cart page. A search bar at the top right is circled with a red line and labeled '3'. A red arrow points from the 'Continue Shopping' button to a red circle labeled '3'. The 'Continue Shopping' button is circled with a red line.

DESCRIPTION	QUANTITY	UNIT	EXTENDED
Dell Chromebook 11 11.6" LED Chromebook 2.08 GHz, 8GB RAM, 16 GB SSD - Intel HD Graphics - Chrome OS - 1365 x 768 16:9 Display - Bluetooth - Wireless LAN - Digital Ethernet - Front Camera/Windows - HDMI - 2 x Total USB Ports - 1 x USB 3.0 Ports - Headphones/Microphone - Single Port - 10 Year Battery Run Time SKU Part No. J2K09 Old Part No. 902019	1	Each	223.85

SUBTOTAL: USD \$ 223.85

[Continue Shopping](#) [Update Quantity](#) [Empty Cart](#)

Purchase



1. ADD SHIPPING INFORMATION .
2. ENTER IN PAYMENT INFORMATION AND CLICK 'PLACE ORDER'. YOU CAN PURCHASE BY CREDIT CARD OR PURCHASE ORDER. CREDIT CARDS WILL BE AN WITHIN 24 HOURS.

The first screenshot shows the 'Checkout' page with the 'Shipping Address' form. The form includes fields for Name, Company, Address, Address 2, City, Postal Code, State/Province, Country (set to United States of America), Email Address, Telephone, and Fax. There is a 'Cancel' button and a 'Shipping:' section with 'Ground' selected. Navigation buttons '<< Previous' and 'Next >>' are at the bottom. A red circle with the number '1' is overlaid on the right side of the screenshot.

The second screenshot shows the 'Checkout' page with the 'Payment Method' section. It offers 'Credit Card' and 'Purchase Order' options. Below this, there are fields for Amount (233.71), Credit Card Number, Verification Number, and Expiry Date. There are 'Previous' and 'Place Order' buttons. Below the payment section, there is a 'Please review your Order' section with a table of order details.

Please review your Order	
Order No: 98821-333-00	Date: 8/25/16
Billing Address	Shipping Address
Customer Name	Customer Name
Company	Company
123 Street	123 Street
234 Ave	234 Ave
City, State	City, State
USA, United States of America	USA, United States of America
Email: order@sterlingcompany.com	Email: order@sterlingcompany.com
Tel: 133-123-1234	Tel: 133-123-1234
Selected Shipping Method: Ground	
Order Details:	

3. WHEN COMPLETE, AN AUTO GENERATED EMAIL WILL BE SENT TO CONFIRM YOUR PURCHASE. YOU WILL ALSO RECEIVE NOTIFICATIONS WHEN ITEMS SHIP AND BE ABLE TO VIEW TRACKING INFORMATION.

STEP 4

View Account History

THE 'MY ACCOUNT FUNCTIONALITY' LETS YOU:

1. SAVE YOUR PAST PURCHASES, SO YOU CAN EASILY MAKE REPEAT PURCHASES.
2. SEARCH AND REVIEW YOUR PAST ORDER HISTORY.
 - a. **ACTIVITY TAB:** SEE THE STATUS OF CURRENT ORDERS AND SORT BY KEY ORDER INFORMATION.
 - b. **ITEMS ORDERED TAB:** REVIEW COMPLETED ORDERS AND
 - VIEW TRENDS IN MOST POPULAR ITEMS PURCHASED BY YOUR ORGANIZATION.
 - c. **REPORTS TAB:** ANALYZE INFORMATION IN A GIVEN DATE RANGE OR BY ORDER TYPE.

ON ALL TABS, USERS CAN EXPORT THE RESULTS OF YOUR SEARCH TO A TXT, CSV OR PDF FILE, FOR ADDITIONAL VISIBILITY AND TO SHARE WITH OTHERS.

a b c

My Account (Logout)

Customer Name - Account opened: Thursday, August 11, 2016 (1 Visits)

Transactions | Wish List | Address Info | Setup

Activity | Items Ordered | Reports

Transaction List

Select: All Orders & Quotes | Search For: Previous 90 days | Select Date Range: 8/20/2016 - 9/20/2016 | Submit

Display: Bill To Ship To Project PO Number Comments Order Completed Purchaser Destination

To search for serial numbers, select "Serial Numbers" from the drop down list box and then enter a value in the "Search For" text box.

99 Item(s) found, Page 1 of 4 [Export as TXT] [Export as CSV] [Export as PDF] [1] 2 3 4 Next Last

Status	Order #	Order Date	Bill To	Ship To	Total	Items
Shipped	00000-000-00	8/14/2016 10:04:05 AM (PDT)	Customer Name, Company, Dakota Dunes, SD	Customer Name, Company, Dakota Dunes, SD	865.12	4
Shipped	00000-000-00	8/27/2016 6:32:39 PM (PDT)	Customer Name, Company, Dakota Dunes, SD	Customer Name, Company, Dakota Dunes, SD	147.85	2
Shipped	00000-000-00	9/04/2016 3:22:32 AM (PDT)	Customer Name, Company, Dakota Dunes, SD	Customer Name, Company, Dakota Dunes, SD	3,245.85	7
In Processing	00000-000-00	9/12/2016 11:41:40 AM (PDT)	Customer Name, Company, Dakota Dunes, SD	Customer Name, Company, Dakota Dunes, SD	1,740.96	1

99 Item(s) found, Page 1 of 4 [1] 2 3 4 Next Last

INFO
Contact Us

COMPANY INFO
Sterling Computers
600 Stevens Port Drive Suite 200
Dakota Dunes, SD
57049
United States of America
Ecommerce.Support@sterlingcomputers.com

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 Michael Nentwig, CPPB at mike@mec.org or (928) 718-3203
- For Sterling Computers Corporation questions related to Quotes and Orders, please contact
 - Jodi Danke /Account Manger Jodi.danke@sterling.com / 605-242-4023
- Contract Administration
 - Lisa Svec/Program Manager lisa.svec@sterling.com /605-242-4021