



Trafera Holdings, LLC., dba Trafera, LLC

**Computer Hardware, Peripherals, Software, A/V Equipment,
Technology Accessories, and Services – Direct Online Order**

25E-T3T-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 to our contract website at connect.Trafera.com/mohave-pricelist or you may reach out to our primary sales contact Kristie Powell at Kristie.powell@trafera.com or 612-808-9143
- Include MESC Contract 25E-T3T-1004 on the purchase order.
- Orders may be delivered via common carrier such as FedEx & UPS, and LTL Carriers for larger shipments.
- Orders will be shipped to the specified location. If special shipping instructions are required, please let your Trafera representative know at the time of order so we can best accommodate your need.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your representative Kristie Powell Kristie.powell@trafera.com or 612-808-9143.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Trafera 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 Trafera's direct order website using the username and password for the Mohave contract. (2) Member contacts Trafera for detailed quote. Member sends purchase order and copy of the detailed quote to Trafera.
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 25E-T3T-1004 on the purchase order.
 - Member submits purchase order via email or fax.
- Member creates order or on-line quote for products.
- Orders will be shipped to the specified location. If special shipping instructions (in-store pick-up, etc) are required please partner with your local store to determine what, if anything, can be done.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with the main member contact or salesperson.
- 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 Pick-Up in store.
- Member selects store items will be picked-up at.
- Trafera receives order or makes ready member order.
- Trafera notifies member when order is ready for pick-up.
- Member picks-up order at store.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) with directly with your representative Kristie Powell Kristie.powell@trafera.com or 612-808-9143

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 your main member contact or Kristie Powell at Kristie.powell@trafera.com or 612-808-9143. You can find our nearest location by visiting our website: www.trafera.com