



ABDO Publishing Company

**Library Books and Related Materials, eReaders, Periodicals, and
Database Subscriptions - Direct Order**

20B-ABDO-0519

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

(928) 753-6945 KINGMAN

WWW.MESC.ORG

REV 4/27/20 MSC

General Information

- Member may obtain Mohave contract prices by using our catalogs, visiting abdobooks.com, or by contacting your local sales representative.
- Include MESC Contract 20B-ABDO-0519 on the purchase order.
- Orders may be submitted via email, mail, fax, or through your local sales representative.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your local sales representative or contacting ABDO Customer Service.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- ABDO Publishing Company will remit admin fees to Mohave.

Ordering Overview (Direct On-Line Order)

- Member logs on to ABDO Publishing Company's website using the username and password they created. If using a purchase order:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 20B-ABDO-0519 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.) directly with your local sales representative or contacting ABDO Customer Service.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- ABDO Publishing Company will remit admin fees to Mohave.

Blanket Purchase Orders

- 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 ABDO questions, you can contact your local sales representative or ABDO Customer Service.
 - Local Sales Representative
 - Tawnya Combe: 602-909-7127; mrscombe@msn.com
 - ABDO Customer Service
 - 800-800-1312; customerservice@abdobooks.com

Additional Information

- Currently, all ABDO products are available under this RFP. Should any new products not be included, ABDO can create an order form specifically for the Mohave contract for users to identify what is included.
- Premium options for Mohave users are limited to what has been approved by Mohave Coop. Please see premium options available on Mohave Contract, or contact your local sales representative.
- The main contact for Mohave users during this contract is your local sales representative.
 - Tawnya Combe: 602-909-7127; mrscombe@msn.com