MOHAVE COOPERATIVE

GovConnection, Inc. dba Connection Public Sector Solutions

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

20F-CPSS2-1003

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.
(928) 753-6945 KINGMAN
WWW.MESC.ORG
REV 8/14/20 MSC

vendor version

General Information

- Member may obtain Mohave contract prices by creating an online account with Connection Inc at **www.govconnection.com/mohave** or contact: **Gary Anderson** *gary.l.anderson@connection.com* 800-800-0019 x75050 for assistance.
- Include MESC Contract 20F-CPSS2-1003 on the purchase order.
- Orders may be purchased on Connection website (user guide below)
- Purchases are made directly with GovConnection, Inc. dba Connection Public Sector Solutions using the ordering methodologies outlined in this user guide. *Orders are not sent to Mohave for review.*
- GovConnection, Inc. dba Connection Public Sector Solutions submits contract activity monthly to Mohave.
- Mohave reviews selected member orders on GovConnection, Inc. dba Connection Public Sector Solutions' submitted Reconciliation Report

Ordering Overview (Direct On-Line Order)

- Member logs on to GovConnection, Inc. dba Connection Public Sector Solutions' website using their 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-CPSS2-1003 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 dedicated Account Manager; **Gary Anderson** gary.l.anderson@connection.com **800-800-0019 x75050**
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- GovConnection, Inc. dba Connection Public Sector Solutions will remit admin fees to Mohave.

Blanket Purchase Orders (if applicable)

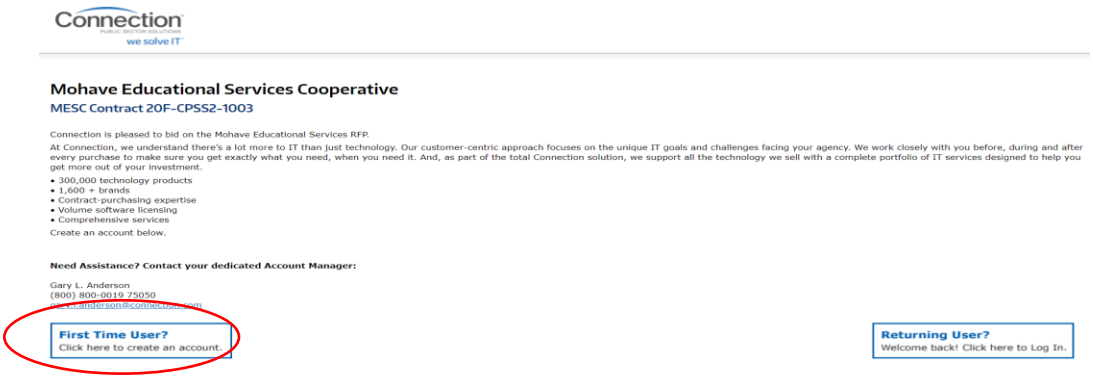
- Members may use blanket purchase orders under the contract.
- Each blanket purchase order should specify...
  - The period it can be used
  - The product or products to be purchased
  - Any excluded products or services
  - The maximum amount available to be spent
  - The authorized user or users
- Members must monitor blanket purchase order expenditures to avoid exceeding the maximum purchase amount.

Create your Connection account:

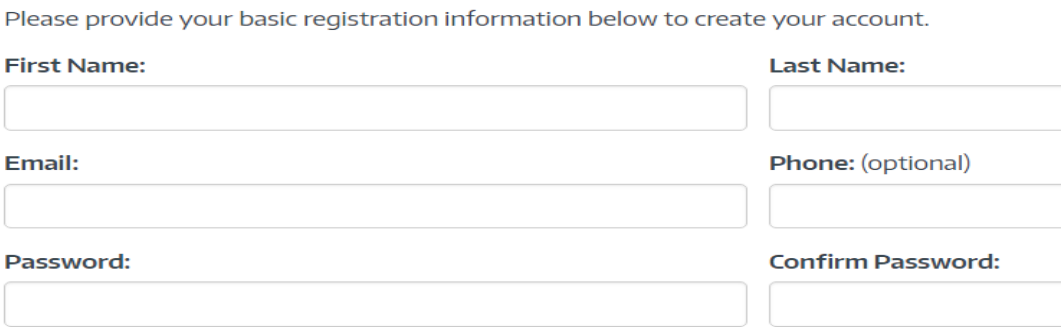
To create an account or for returning users

Go to: **www.govconnection.com/mohave**

Click on **First Time User?**

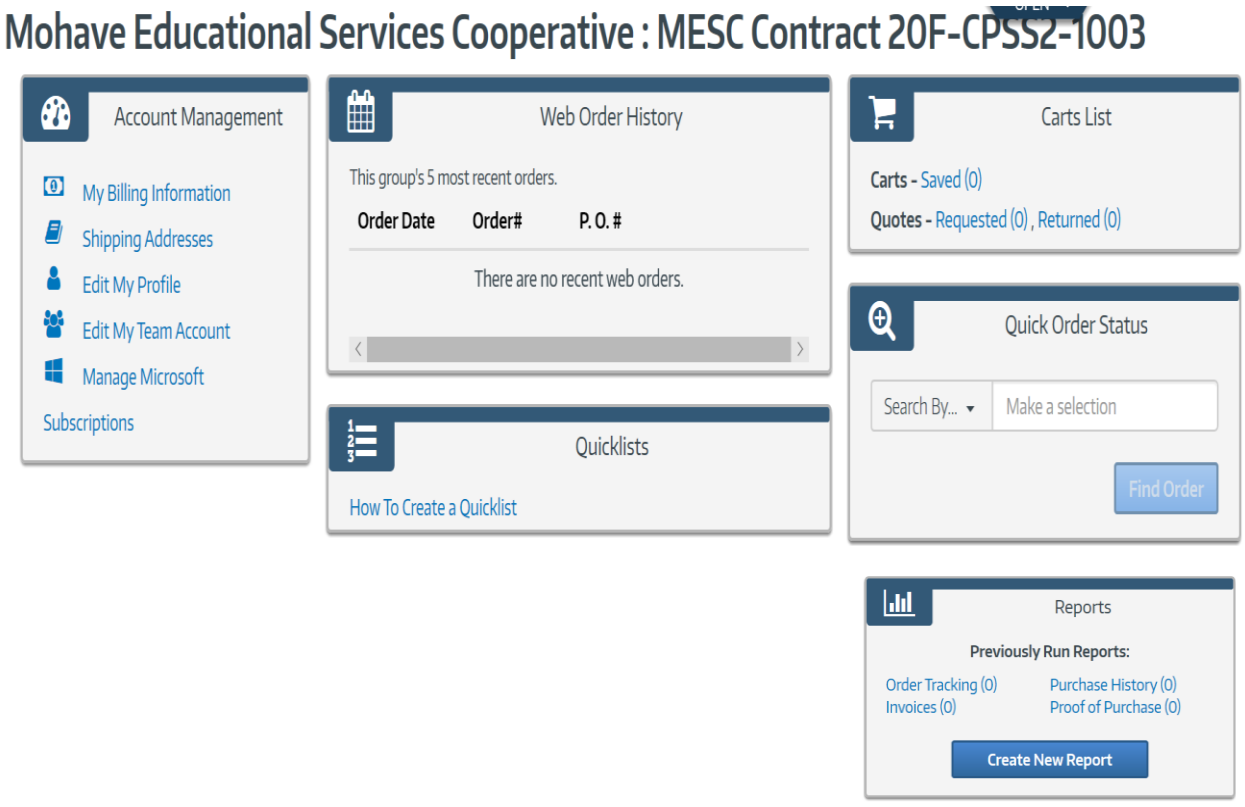


Complete name, email, phone and password to create your online account. Once completed you will have access to Mohave contract custom website.

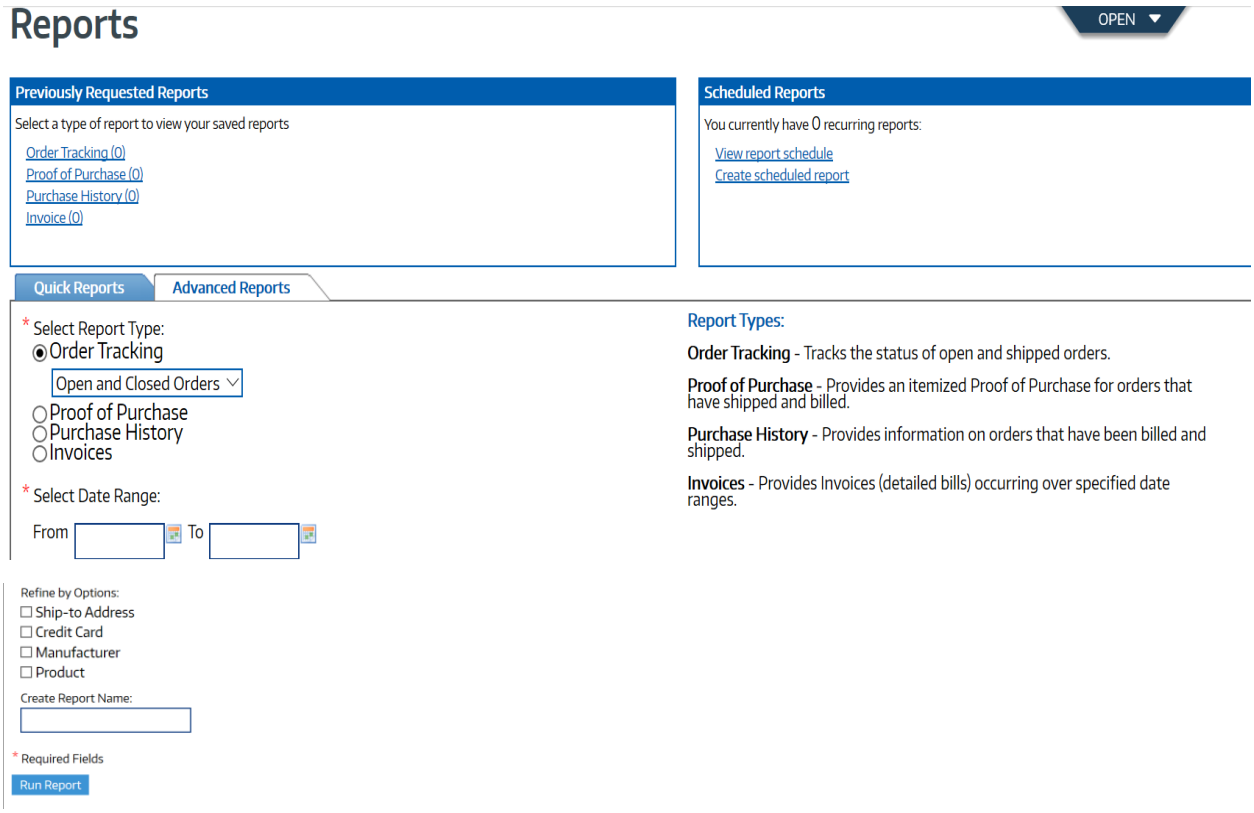


ACCOUNT HOME:

The account home dashboard has many feature benefits to help manage your online account. Manage credit card billing, shipping addresses, create frequently purchased items list, track orders, generate reports, and save & request quotes.



REPORTING:
Technology purchase reporting is available on the portal. Order tracking, Proof of Purchase, Purchase History and Invoice reporting options. Choose from date range or schedule weekly, monthly or quarterly. Reports can be downloaded into Excel.

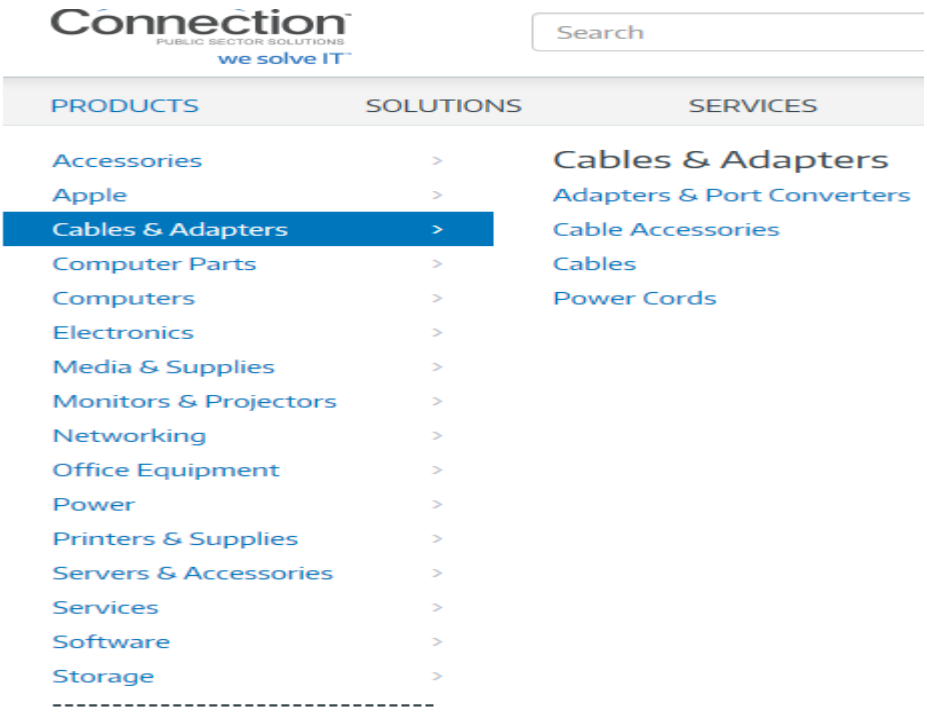


SHOPPING the Connection website:

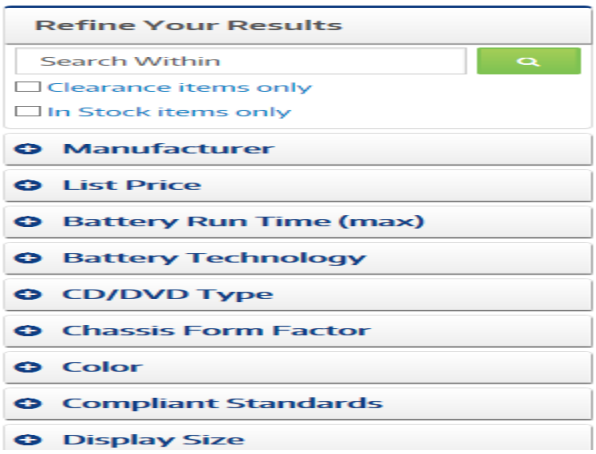
An online custom catalog with Mohave contract pricing has been created.

- **Search**: Connection Part Number, Manufacturer Part Number or Keywords using the Search Box option at the top of the Account Home page.

- **Products**: Shop by product categories using the drop down search option.

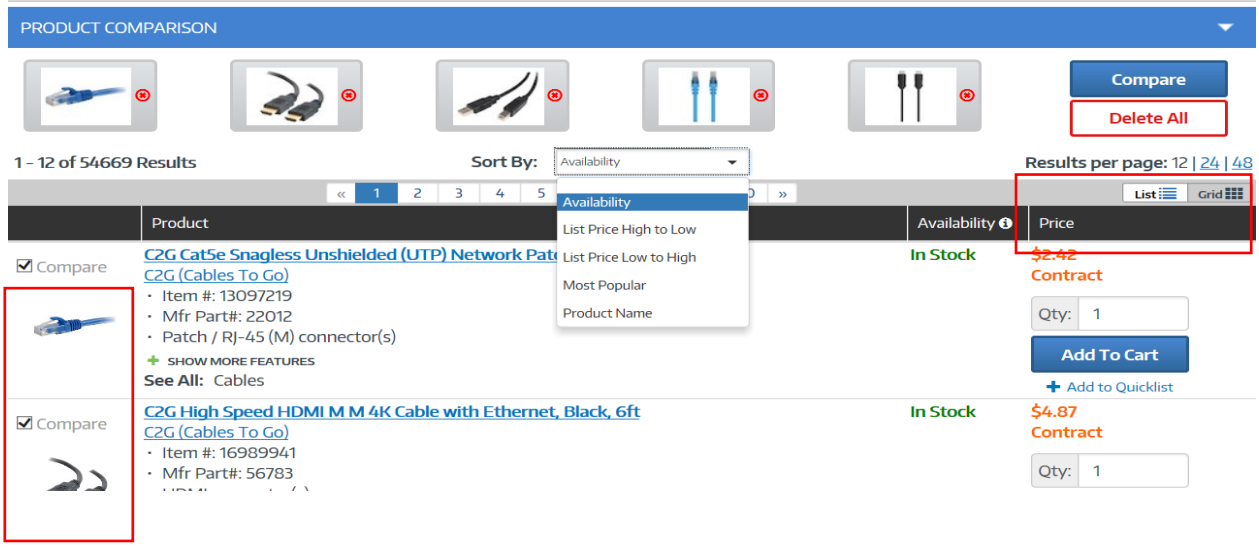


- **Refine Your Results:** Search allows you to further refine your results by technical specifications, manufacturer, compliant standards and more.

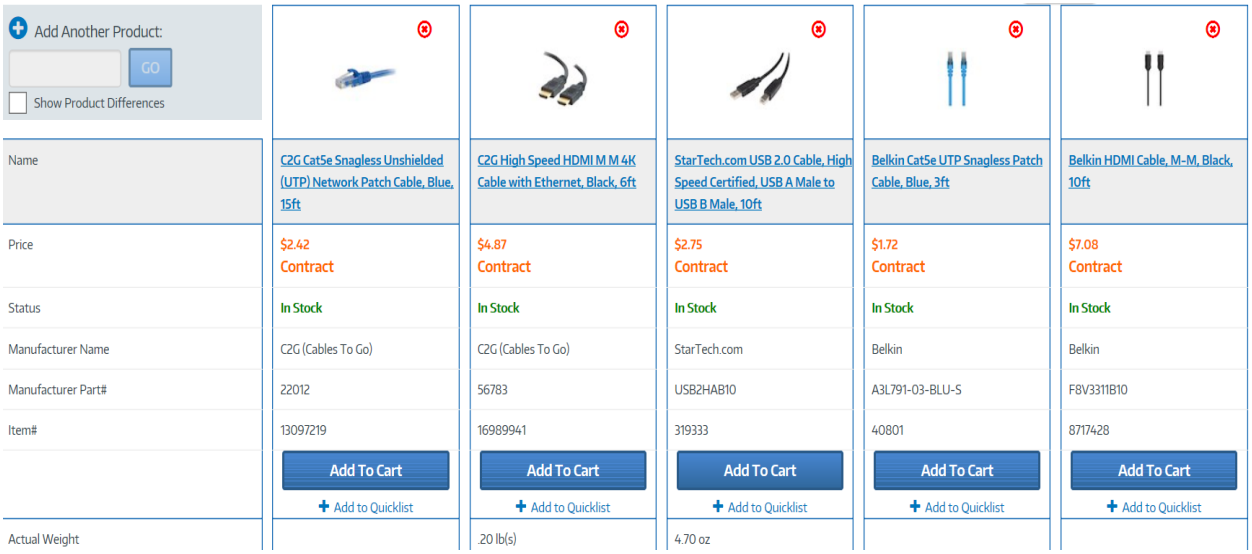


Search Results:

The Search results page offers:
Sort By, (*Availability, Best Matches, List Price, Most Popular, Product Name)*
Custom page view with Results per page and List or Grid View.
Compare up to five products

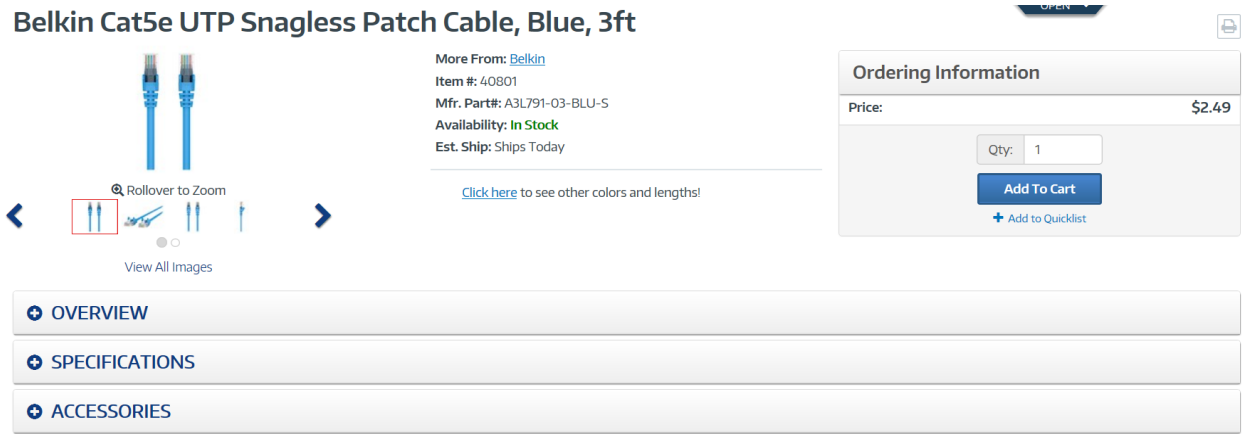


Compare Product View



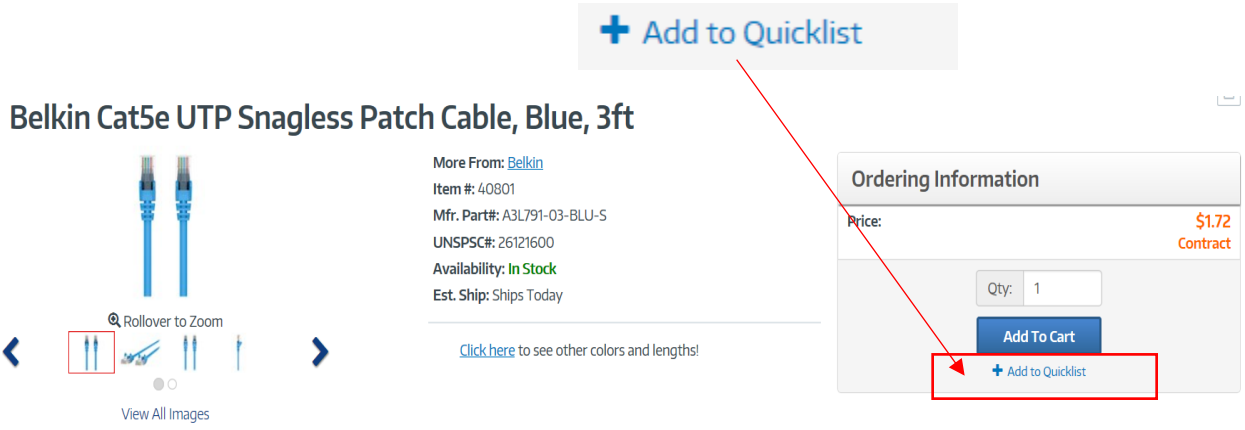
Product Detail:

Product Detail includes images, overview, specifications, accessories, warranties, and **ADD TO CART** to begin Checkout.

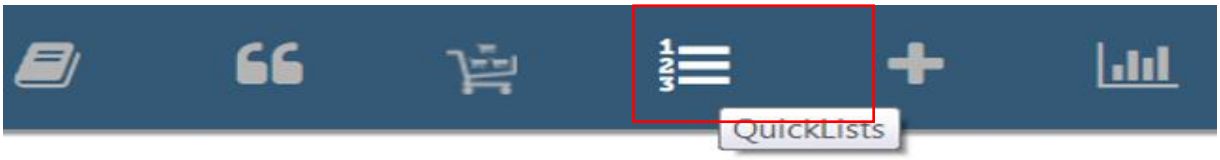


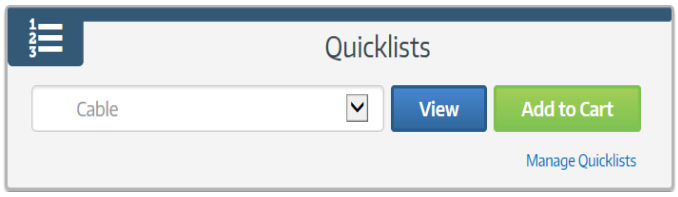
Personal Quicklist

For frequently purchased items, Users can create personal product list for quick purchasing. Quicklist can be created from product detail and product search page.



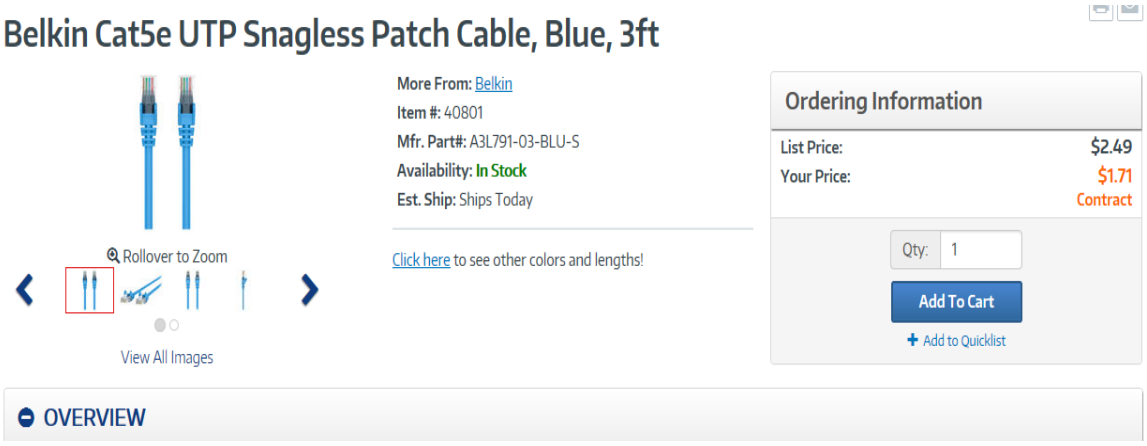
Once created, quicklists are available on the Account Home page.



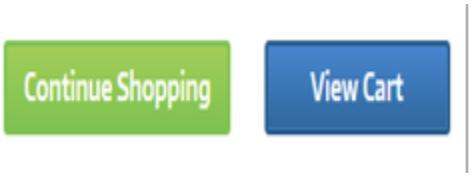


ORDERING:

Click **ADD TO CART** to build your cart.

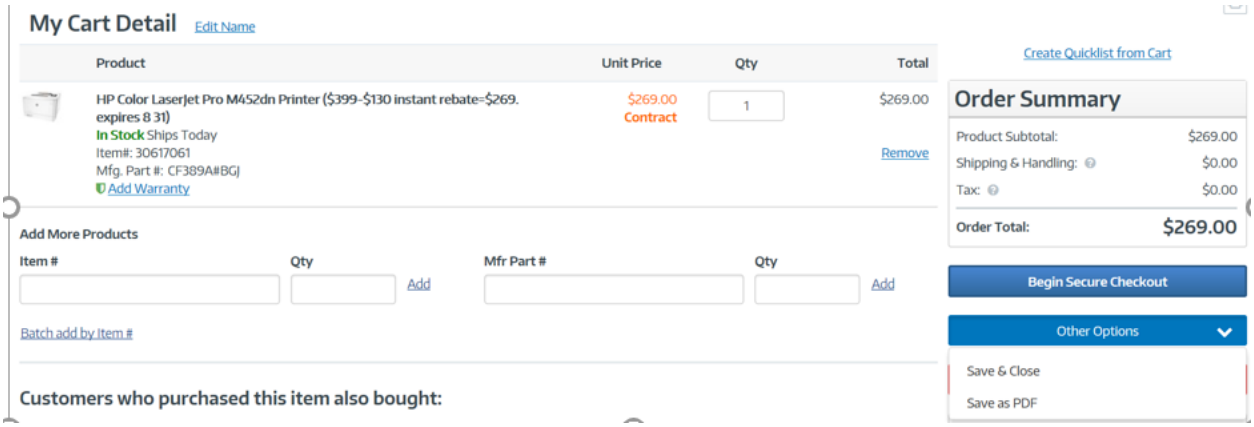


Once the cart is complete. Click **VIEW CART**



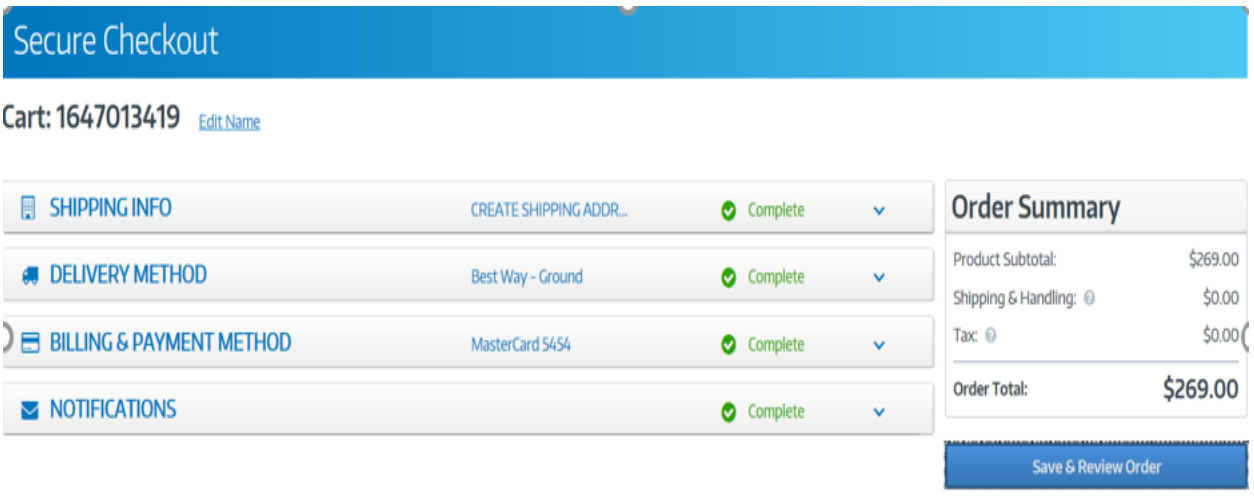
My Cart Detail: Options include:

Save & Close: Cart will save for future shopping
Save As PDF: Cart is available to save in PDF format
Begin Secure Checkout: *Ready to buy!*



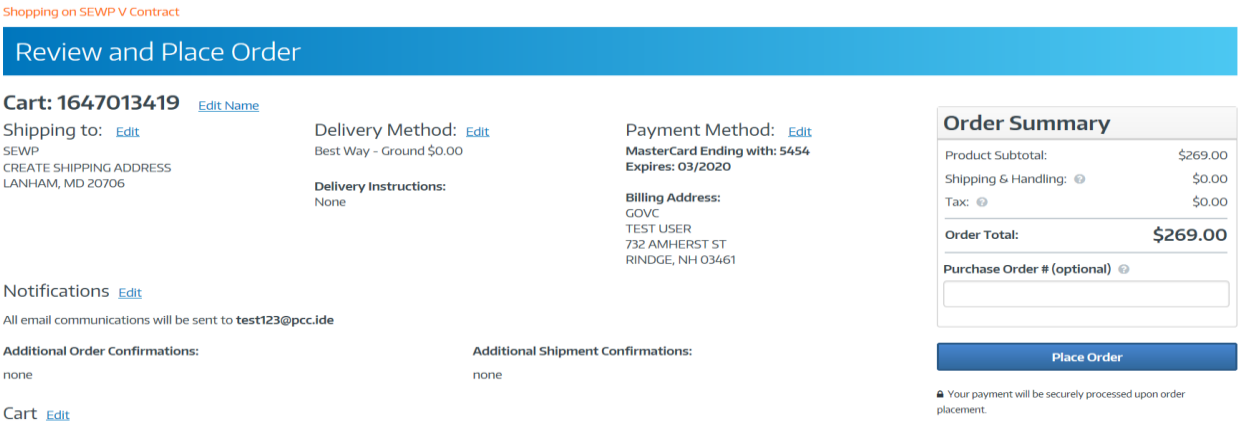
Review and Submit Order*:*

Complete Shipping, Delivery, Payment and Billing Method.
Click: *Save & Review Order*



Review and Place Order:

Verify all information is accurate
Click: ***Place Order***.
An order notification will be emailed at time of order. Shipping notification will be emailed as items ship.



Mohave Educational Services Coop
Dedicated Account Manager:

Gary Anderson
gary.anderson@connection.com
800-800-0019 x75050