



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 <u>WWW.MESC.ORG</u> REV 8/14/20 MSC

vendor version

General Information

- Member may obtain Mohave contract prices by creating an online account with Connection Inc at <u>www.govconnection.com/mohave</u> or contact: Gary Anderson <u>gary.l.anderson@connection.com</u> 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: <u>www.govconnection.com/mohave</u> Click on First Time User?

Mohave Ed	ucational Services Coop	erative		
MESC Contract	20F-CPSS2-1003			
Connection is please	d to bid on the Mohave Educational Service	es RFP.		
At Connection, we u every purchase to m get more out of you	aderstand there's a lot more to IT than just ake sure you get exactly what you need, w r investment.	t technology. Our customer-centric approach focuse then you need it. And, as part of the total Connecti	es on the unique IT goals and challenges facing y on solution, we support all the technology we se	your agency. We work closely with you before, during a Il with a complete portfolio of IT services designed to I
 300,000 technolog 1,600 + brands Contract-purchasir Volume software li Comprehensive set 	y products ig expertise censing current			
Create an account b	elow.			
Need Assistance?	Contact your dedicated Account Manaç	er:		
Gary L. Anderson (800) 800-0019 750 parts anderson@co	50 Intercontent			
First Time U: Click here to cre	er? ate an account.			Returning User? Welcome back! Click here to Log

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

Please provide your basic registration information below to create your account.

e:		First Name:
ptional)		Email:
Password:		Password:

ACCOUNT HOME:

Connection

we solve IT

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.

Mohave Educational Services Cooperative : MESC Contract 20F-CPSS2-1003

Account Management My Billing Information Shipping Addresses	Web Order History This group's 5 most recent orders. Order Date Order# P. O. # There are no recent web orders	Carts List Carts - Saved (0) Quotes - Requested (0), Returned (0)
Edit My Profile Edit My Team Account Manage Microsoft Subscriptions		Quick Order Status Search By • Make a selection
	2 Quicklists How To Create a Quicklist	Find Order
		Reports Previously Run Reports Order Tracking (0) Purchase History (0) Invoices (0) Proof of Purchase (0) Create New Report



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.

Reports	OPEN V
Previously Requested Reports Select a type of report to view your saved reports Order Tracking (0) Proof of Purchase (0) Purchase History (0) Invoice (0)	Scheduled Reports You currently have 0 recurring reports: <u>View report schedule</u> <u>Create scheduled report</u>
Quick Reports Advanced Reports * Select Report Type: Order Tracking Open and Closed Orders Proof of Purchase Purchase History Invoices * Select Date Range: From To Image: To Image: To Image: To Image: Image: Open and Closed Orders Open and Closed Order Open and Closed Order 	Report Types: Order Tracking - Tracks the status of open and shipped orders. Proof of Purchase - Provides an itemized Proof of Purchase for orders that have shipped and billed. Purchase History - Provides information on orders that have been billed and shipped. Invoices - Provides Invoices (detailed bills) occurring over specified date ranges.
Refine by Options: Ship-to Address Credit Card Manufacturer Product Create Report Name: Required Fields Run Report	

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.



Connection PUBLIC SECTOR SOLUTIONS we solve IT

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

Connection PUBLIC SECTOR SOLUTIONS We solve IT		Search
PRODUCTS	SOLUTIONS	SERVICES
Accessories	>	Cables & Adapters
Cables & Adapters	>	Cable Accessories
Computer Parts	>	Cables
Computers	>	Power Cords
Electronics	>	
Media & Supplies	>	
Monitors & Projectors	>	
Networking	>	
Office Equipment	>	
Power	>	
Printers & Supplies	>	
Servers & Accessories	>	
Services	>	
Software	>	
Storage	>	

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

Refine Your Results
Search Within
Clearance items only
In Stock items only
Manufacturer
List Price
Battery Run Time (max)
Battery Technology
CD/DVD Type
Chassis Form Factor
O Color
Compliant Standards
Display Size



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

	MPARISON			-
	•	// • 11 •		Compare Delete All
1 - 12 of 54669	Results	Sort By: Availability -	_	Results per page: 12 <u>24 48</u>
	v 1 2 Product	3 4 5 Availability > ×	» Availability 🚯	List 📰 Grid 🎹
Compare	C2G CatSe Snagless Unshielded (UTP) C2G (Cables To Go) • Item #: 13097219 • Mfr Part#: 22012 • Patch / RJ-45 (M) connector(s) • show More FEATURES Cate All Cables) Network Pate List Price Low to High Most Popular Product Name	In Stock	\$2:42 Contract Qty: 1 Add To Cart
Compare	C2G High Speed HDMI M M 4K Cable: C2G (Cables To Go) · Item #: 16989941 · Mfr Part#: 56783	with Ethernet, Black, 6ft	In Stock	Add to Quicklist \$4.87 Contract Qty: 1

Compare Product View

Add Another Product: CO Show Product Differences	8	•	8	•	©
Name	C2G Cat5e Snagless Unshielded (UTP) Network Patch Cable, Blue, 15ft	C2G High Speed HDMI M M 4K Cable with Ethernet, Black, 6ft	StarTech.com USB 2.0 Cable, High Speed Certified, USB A Male to USB B Male, 10ft	Belkin Cat5e UTP Snagless Patch Cable, Blue, 3ft	Belkin HDMI Cable, M-M, Black, <u>10ft</u>
Price	\$2.42 Contract	\$4.87 Contract	\$2.75 Contract	\$1.72 Contract	\$7.08 Contract
Status	In Stock	In Stock	In Stock	In Stock	In Stock
Manufacturer Name	C2G (Cables To Go)	C2G (Cables To Go)	StarTech.com	Belkin	Belkin
Manufacturer Part#	22012	56783	USB2HAB10	A3L791-03-BLU-S	F8V3311B10
ltem#	13097219	16989941	319333	40801	8717428
Arti al Waight	Add To Cart Add to Quicklist	Add To Cart Add to Quicklist	Add To Cart Add to Quicklist	Add To Cart + Add to Quicklist	Add To Cart Add to Quicklist



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.







	PUBLIC SECTOR SOLUTIONS We solve IT							
/ly C	art Detail: Op	tions incl	ude:					
	Save & Close Save As PDF Begin Secure	e: Cart wil ⁻ : Cart is a e Checko	l save for fut available to s ut : <i>Ready to</i>	ure shoppir ave in PDF 9 <i>buy!</i>	ng format			
Mv C	art Detail Edit Name		,					2
	Product			Unit Price	Qty	Total	Create Quicklist fr	om Cart
	HP Color LaserJet Pro M452dn	Printer (\$399-\$130 ir	nstant rebate=\$269.	\$269.00	1	\$269.00	Order Summary	
	expires 8 31) In Stock Ships Today Item#: 30617061			Contract		<u>Remove</u>	Product Subtotal: Shipping & Handling: 💿 Tax: 💿	\$269.00 \$0.00
	Mfg. Part #: CF389A#BGJ Ø <u>Add Warranty</u>							30.00
Add More	Mfg. Part #: CF389A#BGJ CAdd Warranty Products						Order Total:	\$269.00
Add More	Mfg. Part #: CF389A#BGJ © <u>Add Warranty</u> Products	Qty	Mfr Part #		Qty	Add	Order Total: Begin Secure Ch	\$269.00
Add More Item # Batch add	Mfg. Part #: CF389A#BGJ © Add Warranty Products by Item #	Qty	Mfr Part #		Qty	Add	Order Total: Begin Secure Ch Other Option	\$269.00 eckout

Review and Submit Order:

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

Secure Checkout

Cart: 1647013419 Edit Name

SHIPPING INFO	CREATE SHIPPING ADDR	📀 Complete	•	Order Summary	
DELIVERY METHOD	Best Way - Ground	Complete	*	Product Subtotal: Shipping & Handling: @	\$269.00 \$0.00
BILLING & PAYMENT METHOD	MasterCard 5454	Complete	•	Tax: 😡	\$0.00
VOTIFICATIONS		Complete	~	Order Total:	\$269.00
				1	

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.

Shopping on SEWP V Contract				
Review and Place Orde	er			
Cart: 1647013419 Edit Name	Delivery Method: Edit	Payment Method: Edit	Order Summary	
	Best Way - Ground \$0.00	MasterCard Ending with: 5454	Product Subtotal:	\$269.00
LANHAM, MD 20706	Delivery Instructions:	Expires: 03/2020	Shipping & Handling: 💿	\$0.00
	None	Billing Address:	Tax: 🔞	\$0.00
		TEST USER 732 AMHERST ST	Order Total:	\$269.00
		RINDGE, NH 03461	Purchase Order # (optional) @	>
Notifications Edit				
All email communications will be sent to test123 @	pcc.ide			
Additional Order Confirmations:		I Shipment Confirmations:	Place Order	
none	none			
Cart Edit			Your payment will be securely processe placement.	d upon order

Mohave Educational Services Coop Dedicated Account Manager:

Gary Anderson gary.anderson@connection.com

800-800-0019 x75050