



Follett School Solutions, Inc.

New, Used and/or Supplemental Textbooks and Test
Preparation Materials – Direct Order

20L-FOLL4-0206

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

(928) 753-6945 KINGMAN, AZ

WWW.MESC.ORG

REV 10/28/20 MSC

General Information

- Member may obtain Mohave contract prices by
 - Contacting your Inside Sales Consultant directly – Marcus Glass at 877-899-8550 ex 46186
 - On-line ordering via Mohave member customized web site: www.fes.follett.com
 - Faxing orders to 800-638-4424
- Include MESOC Contract 20L-FOLL4-0206 on the purchase order.
- Orders may be shipped to the individual school sites or the location stated on the PO. School orders can be split and packaged by department, grade level, by teacher or other special accommodations needed by Mohave member. All prices are F.O.B. Destination. Shipping and handling will be: No Charge to Mohave members. No additional cost will be charged to MOHAVE for shipping orders. Additional charges do apply to overnight for expedited orders via UPS.

General Information

- Orders will be shipped to the specified location. If special shipping instructions are required, please partner with your local store to determine what, if anything, can be done. Contacting your Inside Sales Consultant directly – Marcus Glass at 877-899-8550 ex 46186.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your questions to your Inside Sales Consultant directly – Marcus Glass at 877-899-8550 ex 46186.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Follett School Solutions, Inc. 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 Follett School Solutions, Inc.'s direct order website using the username and password for the Mohave contract. (2) Member contracts Follett School Solutions, Inc. for detailed quote. Member sends purchase order and copy of the detailed quote Follett School Solutions, Inc.:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 20L-FOLL4-0206 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.
- Follett School Solutions, Inc. receives order or makes ready member order.
- Follett School Solutions, Inc. 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 your Inside Sales Consultant directly – Marcus Glass at 877-899-8550 ex 46186.

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 Mohave Contracts at contracts@mesc.org or (928) 753-6945.
- For Vendor questions related to Quotes and Orders, please contact Your inside Sales Consultant directly – Marcus Glass at 877-899-8550 ex 46186