

Fox Janitorial and Paper Supply

Solicitation Title

24A-FOX-0602

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC. 211 N 7TH STREET, KINGMAN, AZ 86401 (928) 753-6945

> WWW.MESC.ORG REV 11/3/2023 MRN

General Information

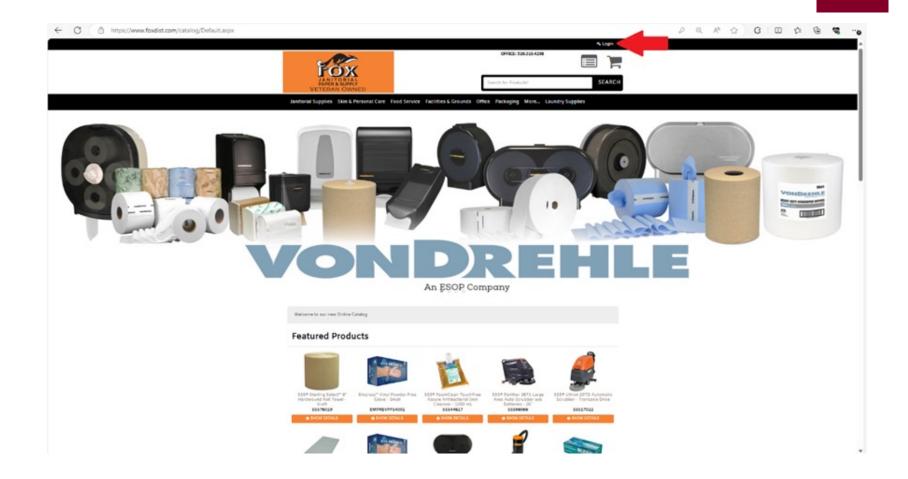
- Member may obtain Mohave contract prices by logging into their on-line account
- Include MESC Contract 24A-FOX-0602 on the purchase order.
- All orders are shipped Prepaid by the contract vendor (PP&A) to the customer's location.
- Orders will be shipped to the specified location. If special shipping instructions are required, please contact Fox Janitorial and Paper Supply directly to determine shipping options.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your Fox Janitorial and Paper Supply representative.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Fox Janitorial and Paper Supply will remit admin fees to Mohave.

Ordering Overview (Direct On-Line Order)

- (1) Member logs on to Fox Janitorial and Paper Supply's direct order website (https://www.foxdist.com/catalog/) using the username and password for the Mohave contract.
- (2) Member sends purchase order and copy of the detailed quote to Fox Janitorial and Paper Supply:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 24A-FOX-0602 on the purchase order.
 - Member submits purchase order via email (melowson@foxdist.com).
- Member creates order or on-line quote for products.
- Orders will be shipped to the specified location. If special shipping instructions (alternate address, expedited shipping, etc) are required contact Fox Janitorial and Paper Supply directly to determine shipping options.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with your Fox Janitorial and Paper Supply representative upon receipt of order.
- Member may use Pcard/credit card.

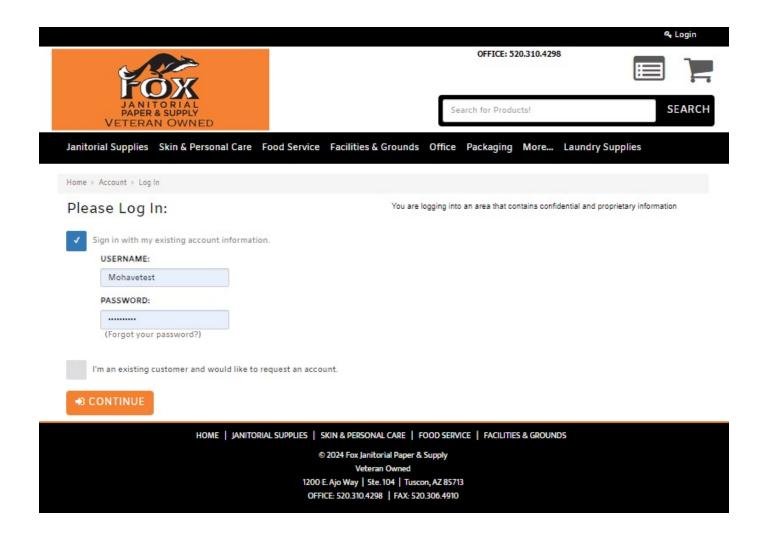


Login to account from home screen at https://www.foxdist.com/catalog/



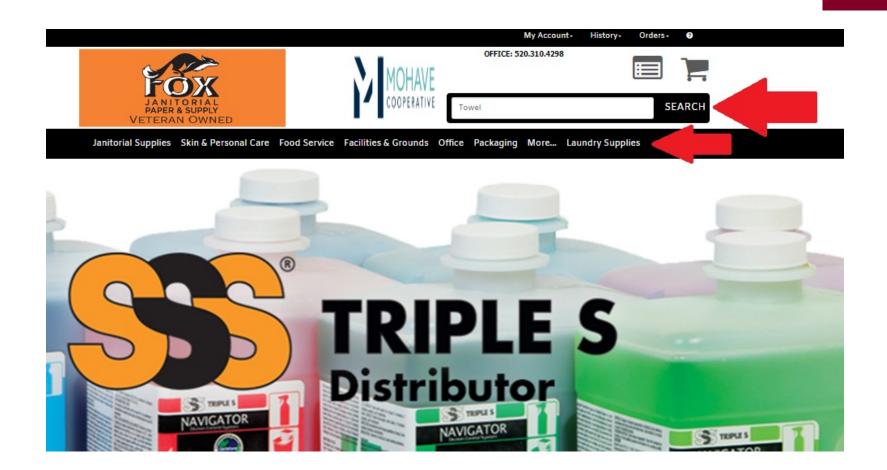


Login Screen



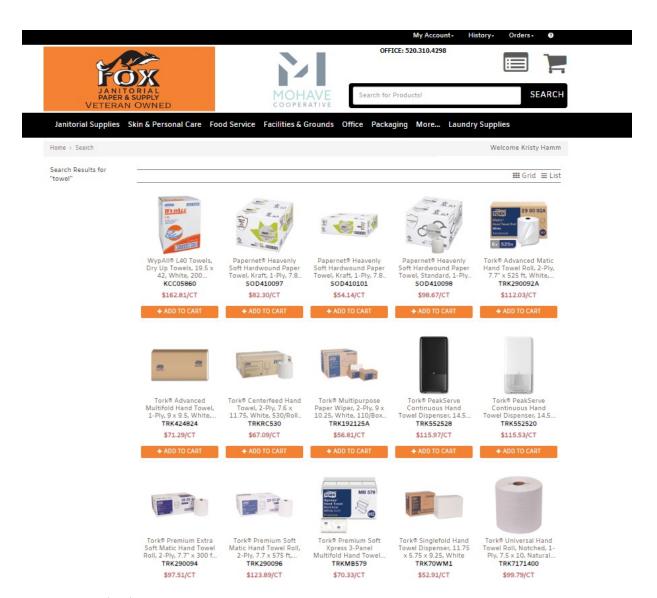


Search (text entry & product categories):



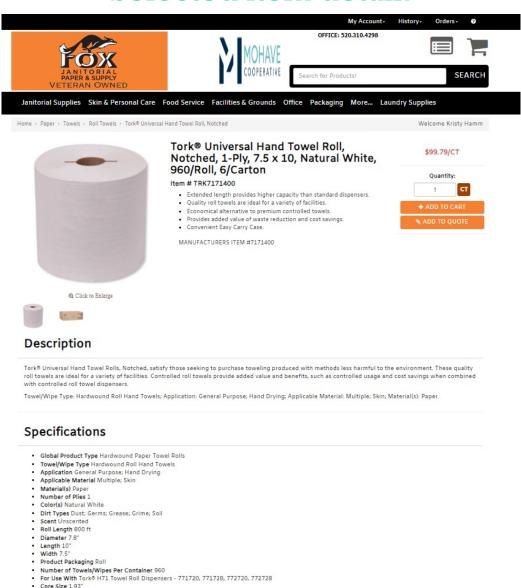


Search results:





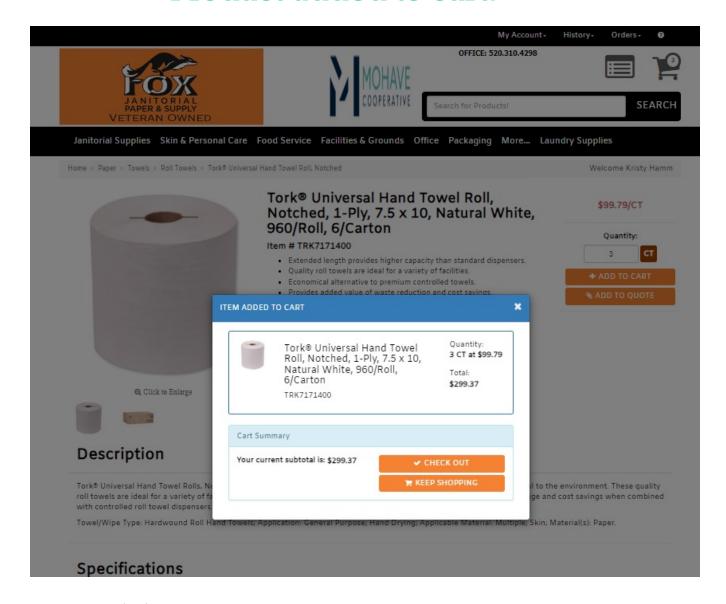
Selected item detail:



Product Biodegradability Indicator N

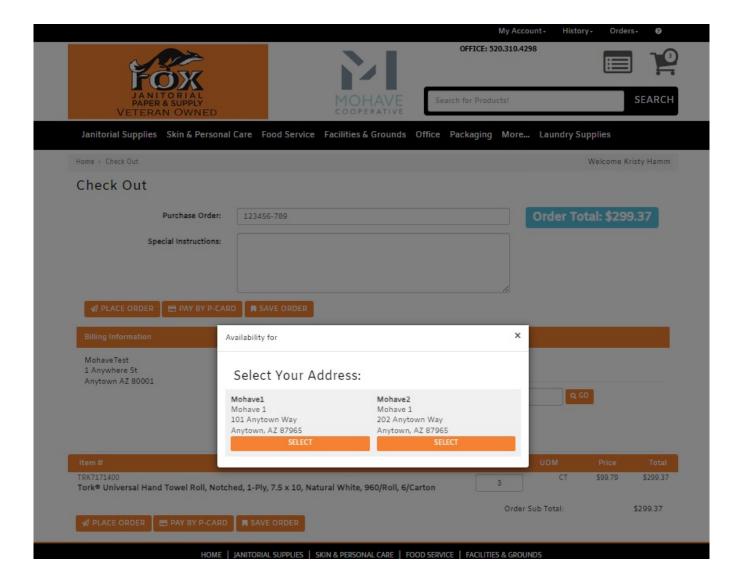


Product added to cart:



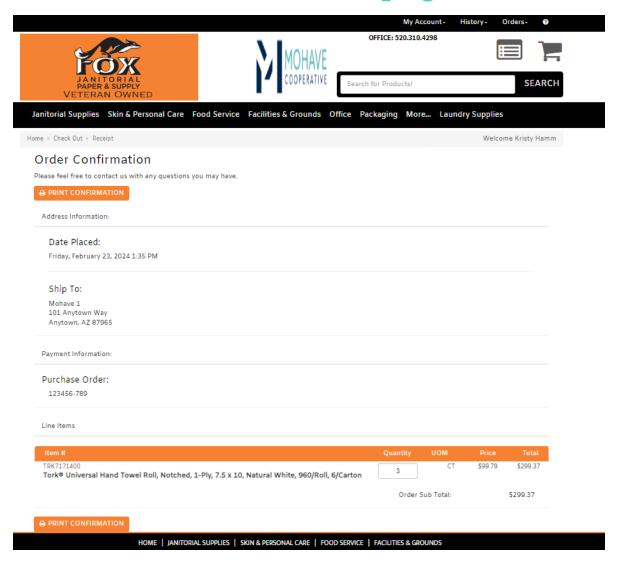


Checkout (PO entered & address select shown):





Order confirmation page:





Confirmation email:

Order Confirmation

Date Placed: Friday, February 23, 2024 1:35 PM

Bill To:

✓ From: Fox Distributing
⊕

Company: MohaveTest Address 1: 1 Anywhere St City/State/Zip: Anytown, AZ 80001

Ship To:

Ship To Code: Mohave1 Company: Mohave 1

Deliver To:

Address 1: 101 Anytown Way City/State/Zip: Anytown, AZ 87965

Payment Info:

PO Number: 123456-789

Customer #: 0123

Totals:

Subtotal: \$299.37

Order Items:

Item: TRK7171400 (Tork Universal Hand Towel Roll, Notched, 1-Ply, 7.5 x 10, Natural White, 960/Roll, 6/Carton)

Ordered: 3/CT @ \$99.79

Line Total: \$299.37

Please contact our customer service department if you have any questions regarding your order.

INT #6906

Type quick response here ...

Reply instantly

Fullscreen ☆

2/23/2024 at 11:35 AM

On-Line Quote

- Member creates order on-line.
- Member confirms shipping address prior to submitting order.
- Fox Janitorial and Paper Supply receives order or and makes ready prepares member order for shipment.
- Email is received from Fox Janitorial and Paper Supply confirming order.
- Order is shipped to member address.
- Member will inspect order upon receipt to address any order concerns (missing items, damaged items, returns, substitutions, etc.); if issues exist, immediately contact Fox Janitorial and Paper Supply via email at melowson@foxdist.com or by phone at (520) 310-4298.

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 Melissa Jimenez, Contract Specialist at <u>Melissa@mesc.org</u> or (520) 888-9357.
- For Vendor questions related to Quotes and Orders, please contact Fox Janitorial and Paper Supply main member contact or the salesperson. You can find your local store by visiting our website: https://www.foxdist.com/catalog/