Imperial Bag & Paper Co. LLC DBA Western Paper Distributors

Solicitation Title

24A-IBPC-0602

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.
211 N 7TH STREET, KINGMAN, AZ 86401
(928) 753-6945
WWW.MESC.ORG
REV 11/3/2023 MRN

vendor version

General Information

- Member may obtain Mohave contract prices by connecting with you Imperial Dade Sales contact.

- Include MESC Contract 24A-IBPC-0602 on the purchase order.

- Orders may be placed via our website, via email(wpd-orders@imperialdade.com), via phone call direct to Order Entry, or by contacting your local sales rep. Our delivery methods are most often serviced via our own Imperial Dade trucks, common carriers may be utilized in remote areas.

- Orders will be shipped to the specified location. If special shipping instructions are required, such as delivery instruction, receiving hours or specific delivery days please contact your local sales consultant to determine what, if anything, can be done.

- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with our Issue Resolution Department. Contact can be made via email wpd-ir@imperialdade.com or by calling 303-371-6000, option 2

- Member may use Pcards.

- Mohave's 1% admin fee is included in contract prices.

- Imperial Bag & Paper Co. LLC DBA Western Paper Distributors 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 Imperial Bag & Paper Co. LLC DBA Western Paper Distributors' direct order website using the username and password for the Mohave contract. (2) Member contracts Imperial Bag & Paper Co. LLC DBA Western Paper Distributors for detailed quote. Member sends purchase order and copy of the detailed quote to Imperial Bag & Paper Co. LLC DBA Western Paper Distributors:

  - Member creates purchase order for products and/or services.

  - Include MESC Contract # 24A-IBPC-0602 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.

- Imperial Bag & Paper Co. LLC DBA Western Paper Distributors receives order or makes ready member order.

- Imperial Bag & Paper Co. LLC DBA Western Paper Distributors 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, etc.) with our Issue Resolution Department. Contact can be made via email wpd-ir@imperialdade.com or by calling 303-371-6000, option 2. If you need help finding substitions please contact your local sales consultant.

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 Kristy Hamm, Contract Specialist at kristy@mesc.org or (928) 718-3221

- For Vendor questions related to Quotes and Orders, please contact your local main member contact or the salesperson. You can find your local sales rep by calling the Arizona Sales Manager Terry Nunn 623-986-2309

Western Paper Catalog
Ordering Instructions

Catalog Ordering Instructions
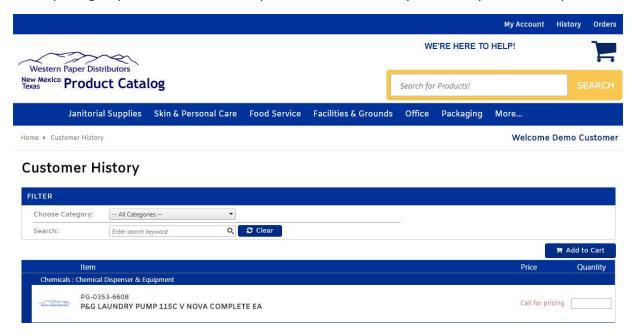
Table of Contents

LOG IN

Log onto Punchout or click the login option and enter your credentials.

HOME PAGE

When you log in, you will be taken directly to the Customer History list where you can build your order.

Navigation Drop Down Menu

The navigation options are listed as drop-down menus at the top-right portion of the screen. From here you can review the account settings, go to your Customer History or Custom Order lists, and review your order history. You can also click on the Shopping Cart to be directed to it.

PRODUCT LISTS

Product Lists: Customer History

The Customer History product list contains all of the items in each location's order guide. The site will use your Customer History list as the home page. To get to the Customer History list, if you have navigated away from it, hover over the 'History' menu option and select Customer History. Your order can be built from this list or this list can be refined using a custom Product List. There is also a built in 'Filter' that will allow you to do a keyword search within the main 'Customer History' list

Product Lists: Custom (Creating a New Product List using the items in Customer History)

To reduce this main list or split it out by department, you can create your own product list using the items that are in the Customer History product list. To do so:

1. Click on the Manage Custom Lists link in the History drop down menu

2. Type in the name of your Product List and click on the 'Save' button (the icon that looks like an old floppy disk that is on the left side of the highlighted line). Once saved, the new list will show up at the top of the line, and will be populated in the Product Lists box when the page is refreshed.

Product Lists

	List Name	Date Created
✏️ 🗑	Test Product List (Edit Items)	4/13/2018 5:40:48 PM
💾		

Once you have created a Product List, it will be displayed in the drop down menu
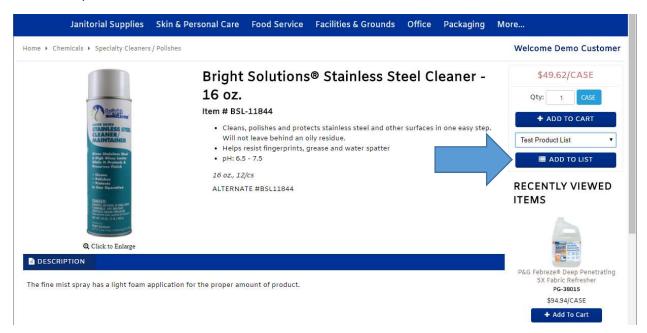

3. To add an item to your Custom Product List, open the Customer History product list and find the item you want to add. Click on the item's image to go directly to the Details page for the item.

Chemicals : Specialty Cleaners / Polishes		
	BSL-11844 Bright Solutions® Stainless Steel Cleaner - 16 oz.	$49.62/CASE

Product Lists: Custom (Adding Items to a Custom Product List from Customer History)

4. Above the 'Add to List' button, select the Product List you would like to add the item to from the dropdown and click on 'Add to List'

When you re-open your Product List, the item will appear

ORDER FORMS

Another way to create a custom list of items to order is through the use of Order Forms. Order forms allow you to create your own sorting categories to help you manage how you see the items. These forms can also create a printed version. To create a new 'Order Form', click on the 'Manage Order Forms' link in the Order Forms box.
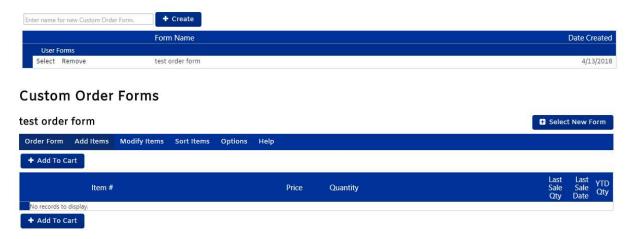

To create a new Order Form, simply type in the name of the form in the field provided and click on the 'Create' button

Once created, the Order Form will be listed in the drop down menu

Once the Order Form is created, it can be edited. To add items to your Order Form, first Select the form from the list. Once selected, click on the 'Add Items' link.

This will bring up your Customer History product list and you can select the items that you want to add by checking the 'Add' checkbox on each item and then clidking on the 'Add Items' button.

When you return to your Order Form (you can click on the 'Order Form' link at the top of the page or select your order form from the drop down in the 'Order Forms' section of the navigation pane), you will see that the items you have been selected will be listed as 'Uncategorized'.

To add a custom categorization to these items, click on the 'Sort Items' link. This will provide a drop down containing all of the categories that have been setup to choose from. Additionally, in the 'Display Order' column, you can change the number to create a custom sort for your items within a category.
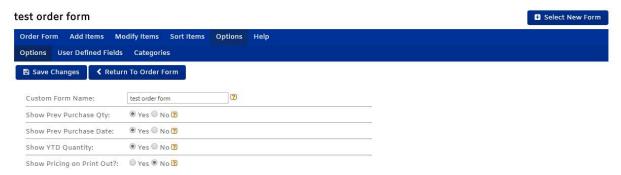
Order Forms – Continued

To create Custom Categories, review the options available for the Order Form, or to create 'User Defined Fields', click on the 'Options' link. This will default you to the 'Options' tab that allows to you change the Order Form name and set some additional options for how the rows are displayed.

Custom Order Forms

test order form

Order Form   Add Items   Modify Items   Sort Items   Options   Help
Options   User Defined Fields   Categories

Save Changes   Return To Order Form

Custom Form Name: test order form
Show Prev Purchase Qty: Yes No
Show Prev Purchase Date: Yes No
Show YTD Quantity: Yes No
Show Pricing on Print Out?: Yes No

You also have the ability, on the 2nd tab to create 'User Defined Fields'. These can be fields you can use to enter any information you would like about the item and have it displayed on the Order Form page.

Custom Order Forms

test order form

Order Form   Add Items   Modify Items   Sort Items   Options   Help
Options   User Defined Fields   Categories

Save Changes   Return To Order Form

User Defined Column #1:   Enter column name
Show Column #1:   Yes No
User Defined Column #2:   Enter column name
Show Column #2:   Yes No

To create custom Categories for your Order Form, go to the 3rd tab in 'Options'. To create a new category, click on the 'New Category' button.

Custom Order Forms

test order form

Order Form   Add Items   Modify Items   Sort Items   Options   Help
Options   User Defined Fields   Categories

Save Changes   Return To Order Form

Add Custom Categories For Use in Form

+ New Category

Category	Order
No categories exist.	

Order Forms – Continued

This will pull up a 'Category Editor' box that will allow you to set a category name and a sort order. The sort order can be used to override alphabetical sorting on the categories. When finished creating your custom category, click on the 'Update' button.
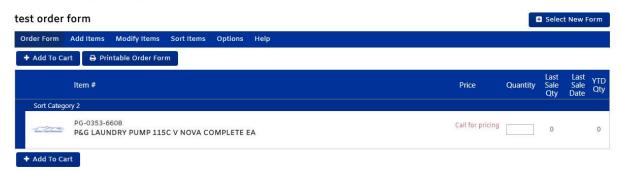

After your categories have been created, they will be available in the drop down boxes on the 'Sort Items' page.

After you have set your categories and sort orders, they will be displayed on the 'Order Form' page.

SEARCHING THE FULL CATALOG

If the items that you are looking for are not setup in your 'Customer History' list, you can search for them in the 'Full Catalog'. On the right hand side of the screen are options to 'Search' and there are also drop down menus allowing you to search by item category. Both methods will search through every item that Western Paper maintains.
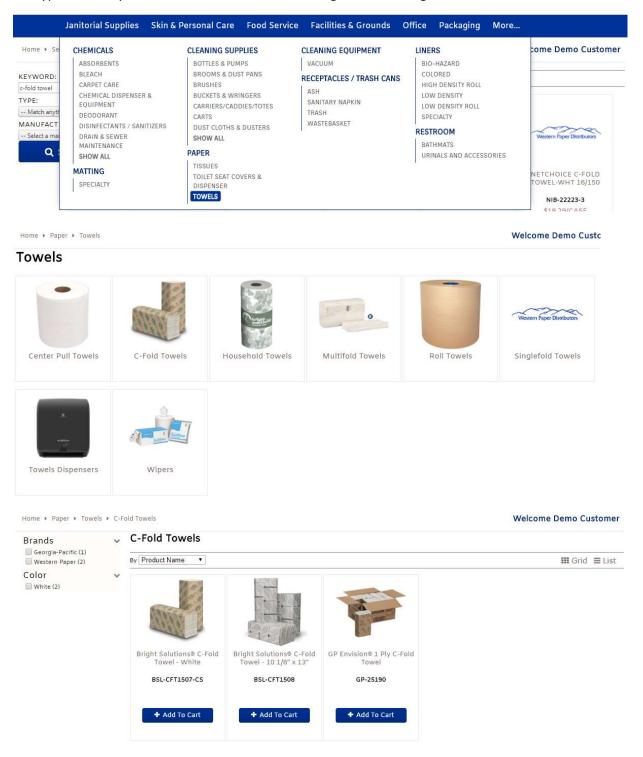

To search using keywords, type in what you are looking for in the yellow search box and click on 'Search'. Once the search is completed, it will take you to a page with the results. This page will have its own search functionality to enable you to search through the returned results.

Searching the full catalog - continued

Alternatively, you could also search by product category through the 'Full Catalog'. To do so, just go to the type of items you want to see and follow the navigation tools to get to the items.
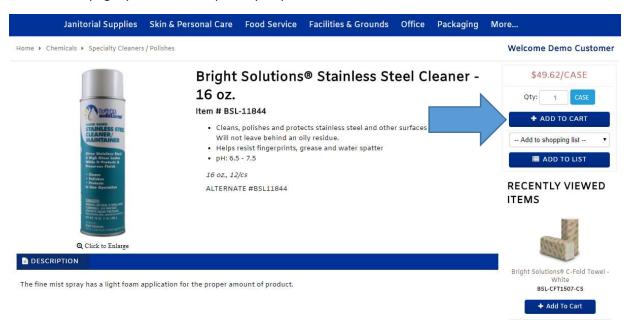
VIEWING ITEM DETAILS

Clicking on a product in the list will pull up an Item Detail pop up page with additional information on the item. To view the full page for the item, click on the 'Show Details' button.

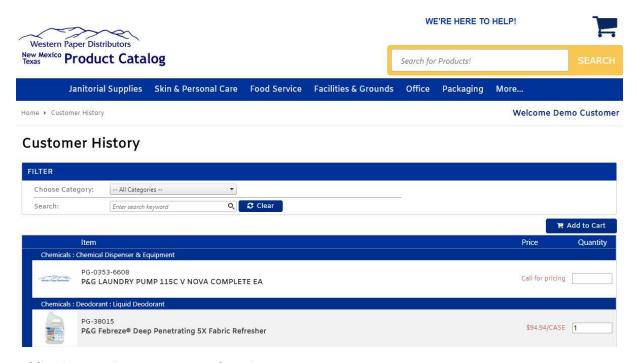From the full page, you can add a quantity to your cart or add the item to a custom Product List.

BUILDING YOUR ORDER

Adding items using the Customer History Product List

To build your file from the 'Customer History' Product list, navigate to your page and add the desired quantity into the 'Quantity' field. Once finished, click on the 'Add to Cart' Button. If the items you are ordering span across multiple pages, please 'Add to Cart' on each page.

Adding items using a custom Product List

To build your file from a custom Product List, navigate to your page and add the desired quantity into the 'Quantity' field. Once finished, click on the 'Add to Cart' Button. If the items you are ordering span across multiple pages, please 'Add to Cart' on each page.

Adding items using a custom Order Form

To build your file from a custom Order Form, select your Order Form from the Order Form dropdown box and add the desired quantity into the 'Quantity' field. Once finished, click on the 'Add Items to Cart' Button. If the items you are ordering span across multiple pages, please 'Add to Cart' on each page.
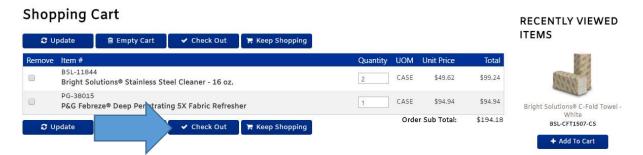

Viewing the Items in your Cart

When you add items to your order, you are automatically sent to the Shopping Cart. To view your cart from another screen, click on the Shopping Cart icon under the top menu.
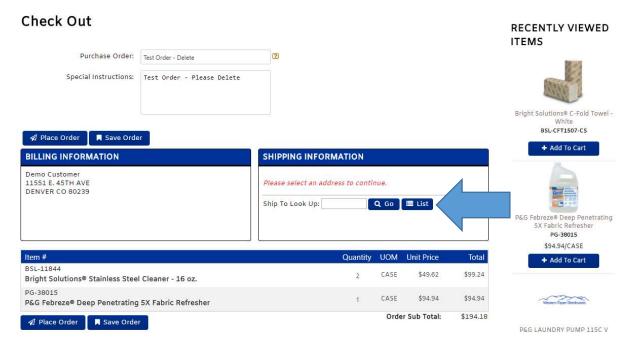
SUBMITTING YOUR ORDER

Review Your order in the Shopping Cart. Verify your quantities are correct and click on the 'Check Out' button.

This will take you to the 'Check Out' Screen that will allow you to enter a Purchase Order and any Special Instructions to be included with the order. It will also allow you to 'Save Order' if you wish to save the order for future use.
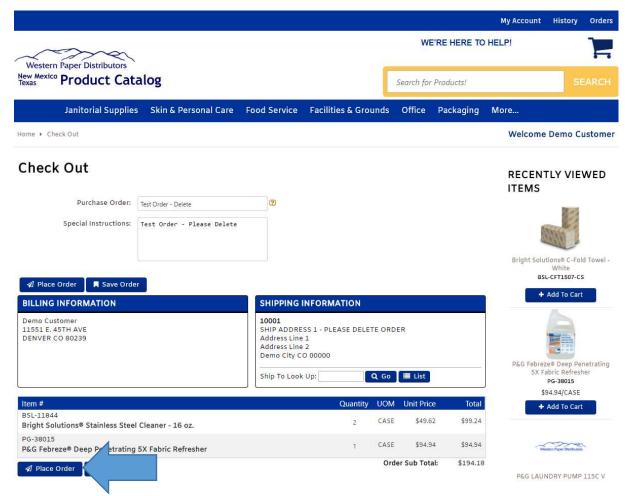

Select a Ship To address by clicking on the 'List' button in the Shipping Information button.

Submitting your order - continued

Once finished, click on the 'Place Order' button to submit the order.

Your order will be placed and you will be taken to an 'Order Confirmation' screen.