



Lakeshore®

**Lakeshore Learning Materials
Online Source for Instructional Aids,
Supplies and Equipment
15Q-LAKE-0302**

**MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.
(928) 753-6945 KINGMAN
WWW.MESC.ORG
REV 03/19/15 MSC**

General Information

- Member may obtain Mohave contract prices by visiting Mohave's customized website at <http://myepro.lakeshorelearning.com>.
- Include MESCC Contract # 15Q-LAKE-0302 on all purchase orders.
- Orders may be placed directly at <http://myepro.lakeshorelearning.com>, emailed to orderdept@lakeshorelearning.com, faxed to (800) 537-5403, hand delivered to the store, or mailed to 2695 E. Dominguez St. Carson, CA 90895.
- Orders will be shipped to the specified location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Yazmin Moreno, at ymoreno@lakeshorelearning.com, or by calling (800) 421-5354.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Lakeshore Learning Materials will remit admin fees to Mohave.

Ordering Overview (On-Line Direct Order)

(if applicable)

- Member sets up an account with Lakeshore Learning Materials, by contacting DJ Ultan at djultan@lakeshorelearning.com, or by (800) 421-5354.
- Member logs in to <http://myepro.lakeshorelearning.com>.
- Member determines the required products and services and may obtain quote by placing items in cart and selecting the 'email shopping cart'.
- Please reference "Per c.1996 or 15Q-LAKE-0302" on all purchase orders.
- Member can check out using website with a Pcard, or PO made out to Lakeshore Learning Materials.
- Lakeshore Learning Materials processes the member order.
- Member receives and verifies the order.
- Lakeshore Learning Materials invoices the member.
- Member pays Lakeshore Learning Materials.
- Lakeshore Learning Materials will remit admin fees to Mohave.

Ordering Overview (Direct Order)

(if applicable)

- Member creates purchase order for products and/or services
- Member includes MESC Contract #15Q-LAKE-0302 on the purchase order.
- Purchase orders may be mailed, faxed, or emailed directly to vendor.
- Orders will be shipped to the specified location. If you would like to arrange for a retail store pickup, please contact us at (800) 778-4456, or simply reference it on your purchase order.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Yazmin Moreno, at ymoreno@lakeshorelearning.com, or by calling (800) 421-5354.
- Member may use Pcards for final payment.
- Mohave's 1% admin fee is included in contract prices.
- Lakeshore Learning Materials will remit admin fees to Mohave.

Ordering Overview (In-Store Purchases)

(if applicable)

- Member sets up an account with Lakeshore Learning Materials.
- Member goes to vendor store.
- Member shops for products.
- Member receives contract discount from purchased items. Please note - discount is not applicable on sale items.
- If member has a Mohave Reviewed Blanket Purchase Order on file with Lakeshore Learning Materials, member uses purchase order number when placing order from Lakeshore Learning Materials.
- Lakeshore Learning Materials processes the member order.
- Lakeshore Learning Materials provides invoice, with contract pricing, for the member.
- Member pays Lakeshore Learning Materials
- Lakeshore Learning Materials will remit admin fees to Mohave.

On-Line Quote, Pick-Up in Store

(if applicable)

- To create an on-line quote, member logs in <http://myepro.lakeshorelearning.com> to review pricing and saves shopping cart. Alternatively, members can call our Quotes Department and obtain a quote at (800) 421-5354.
- Member determines the required products.
- Member obtains contract prices for quote.
- Member send quote to vendor for in-store pickup.
- Lakeshore Learning Materials processes the member order.
- Member receives and verifies the order.
- Lakeshore Learning Materials invoices the member.
- Member pays Lakeshore Learning Materials.
- Lakeshore Learning Materials will remit admin fees to Mohave.



In-Store Purchase Locations

Provide Arizona based store locations:

Arizona Stores:

Paradise Valley

4727 E. Bell Road

Phoenix, AZ 85032

Phoenix

Ahwatukee Foothills Towne Center

4819 E. Ray Road

Phoenix, AZ 85044

Blanket Purchase Orders

- 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 Michael Carter at michael@mesc.org or (928) 718-3222
- For Lakeshore Learning Materials questions, contact Tery Amaya at biddept@lakeshorelearning.com or (800) 421-5354 x2986.

Logging into eProcurement Website

The logo for Lakeshore, featuring the word "Lakeshore" in a white, serif font with a registered trademark symbol, set against a red, rectangular background with a slightly distressed or torn-edge effect.

- URL – <http://myepro.lakeshorelearning.com>

For Username & Password please contact Mohave or Lakeshore at (855) 827-5830.

Placing orders on eProcurement website

High-Quality Educational Products Since 1954

Lakeshore®

review your order

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place order

item #	item name	price	quantity	total
SE997	Magic Water Marbles - Clear	\$14.99 your price \$14.24	1	\$14.24

billing to: [\[edit\]](#)
Opal Patterson
Redondo Elementary
attn: Opal
125 Memory Lane
Redondo Beach, CA 90277
United States
opatterson@dnr.com
000-000-0000

shipping to: [\[edit\]](#)
Opal Patterson
Redondo Elementary
attn: Opal
125 Memory Lane
Redondo Beach, CA 90277
United States
000-000-0000

subtotal \$14.24
tax \$1.28
shipping \$5.00
total \$20.52

payment

pay by credit card

Fields in blue are required if paying by credit card.

name on credit card:
credit card type:
credit card number:
expiration date:

pay on account [\(more info\)](#)

school/institution (required):
Lakeshore account number:
PO number:

comments - enter any special order comments here:

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place order

Members can check out through eProcurement site by entering account notes in comment section.