

Lakeshore Equipment Company, dba Lakeshore Learning Materials

Online Source for Instructional Aids, Supplies and Equipment

20O-LAKE-0303

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC. (928) 753-6945 KINGMAN

WWW.MESC.ORG REV 8/14/20 MSC

General Information

- Member may obtain Mohave contract prices by logging into the customized Lakeshore MESC eProcurement website or by referencing the contract information when placing orders by phone, email or online.
- Members must reference "Per MESC Contract 200-LAKE-0303" on all orders to receive contract pricing.
- Orders may be placed online at the MESC custom Lakeshore
 eProcurement website at
 https://eproservices.lakeshorelearning.com/epro, or at
 www.LakeshoreLearning.com, over the phone by calling (800) 778-4456,
 by fax (800) 537-5403, or by emailing PO's to
 orderdept@lakeshorelearning.com.
- Purchases are made directly with Lakeshore Equipment Company, dba Lakeshore Learning Materials using the ordering methodologies outlined in this user guide. *Orders are not sent to Mohave for review.*
- Lakeshore Equipment Company, dba Lakeshore Learning Materials submits contract activity monthly to Mohave.
- Mohave reviews selected member orders on Lakeshore Equipment Company, dba Lakeshore Learning Materials' submitted Reconciliation Report.

Ordering Overview (Direct On-Line Order)

- Member logs on to Lakeshore Equipment Company, dba Lakeshore Learning Materials' website using the username and password for the Mohave contract. If using a purchase order:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 200-LAKE-0303 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 your Lakeshore Sales Support Specialist, Luz Estrada at (800) 421-5354 x2796 or lestrada@lakeshorelearning.com.
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Lakeshore Equipment Company, dba Lakeshore Learning Materials will remit admin fees to Mohave.

- Using your custom ePro site is simple! Members will go to <u>https://eproservices.lakeshorelearning.com/epro</u> and sign in.
 - Username: MESCMember / Password: 200C-0303



Lakeshore purchasing made easy!

Save time and money—with a free eProcurement website from Lakeshore

Learn More

- Your Lakeshore terms and discounts will be automatically applied to every order to make ordering fast and simple. Orders can be billed to a Lakeshore account, paid by credit card, or by purchase order.
- Only items that are included in the Contract 200-LAKE-0303 will be available for purchase.

MESC Home Screen





Welcome Mohave Educational Svcs!

My Term:

5% Discount on all orders. Free Shipping on orders over \$100.

All of our materials are designed to support the needs of students & teachers—while meeting the highest standards of quality & safety.

Members can browse items by:



Category or Grade/Age



Welcome Mohave Educational Svcs !

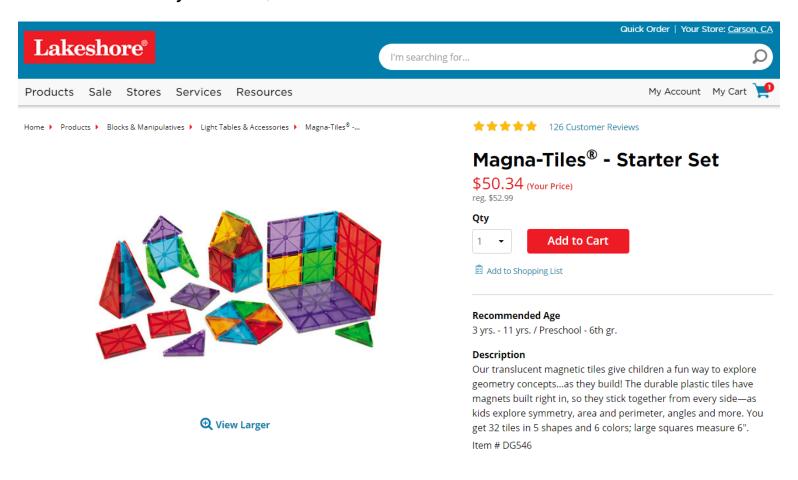
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Key Words

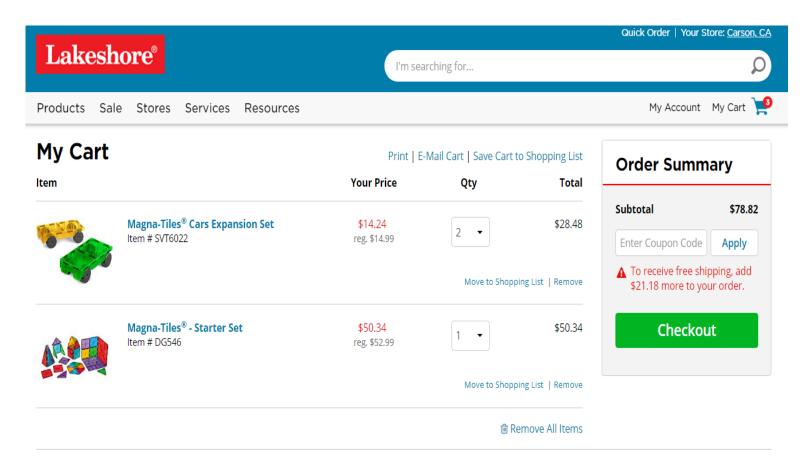




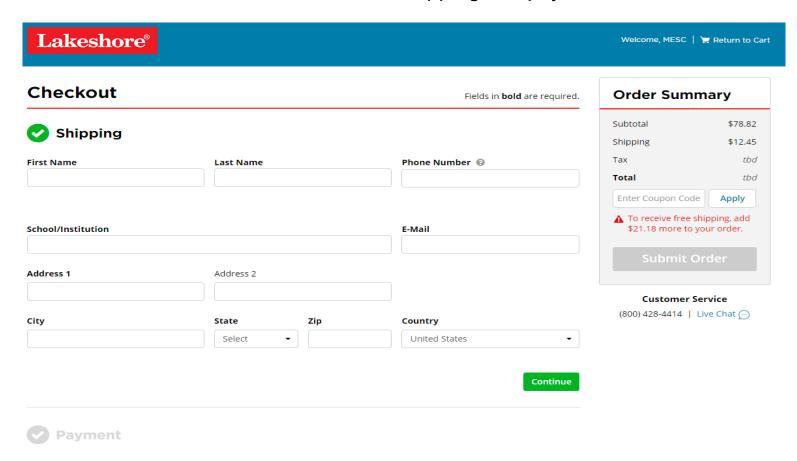
Once ready to order, members will add desired items to their cart.



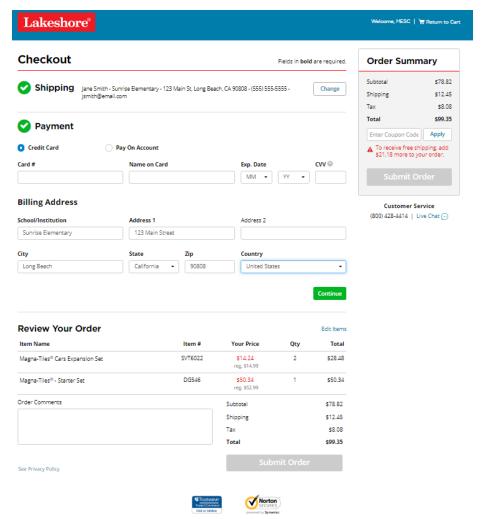
· The MESC member will checkout when ready to proceed.



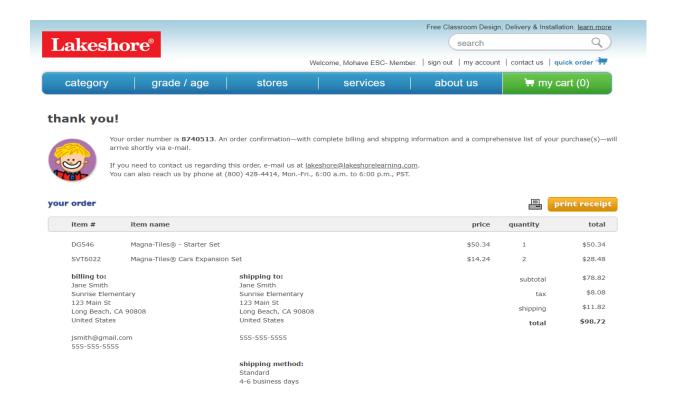
MESC members will enter in their shipping and payment information.



 MESC members will enter in payment option and when ready to submit order to Lakeshore for processing, they will select place order.



 Once the order is placed, a confirmation will appear on the screen and will also be emailed to the MESC member. When the order ships, they will receive a shipping confirmation email with tracking and delivery information.



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 Michael S. Carter, CPPB, NIGP-CPP at <u>michael@mec.org</u> or (928) 718-3222
- For Lakeshore Equipment Company, dba Lakeshore Learning Materials questions related to Quotes, please contact Quotes Department at (800) 421-5354 Ext. 8501 or quotes@lakeshorelearning.com.
- For Lakeshore Equipment Company, dba Lakeshore Learning Materials questions related to Orders, please contact Order Department at (800) 778-4456 or order@lakeshorelearning.com
- For Lakeshore Equipment Company, dba Lakeshore Learning Materials questions related to delivery, project schedules, order tracking, and returns, please contact your Sales Support Specialist Luz Estrada at (800) 421-5354 ext. 2796 or lestrada@lakeshorelearning.com.
- For Lakeshore Equipment Company, dba Lakeshore Learning Materials
 questions related to classroom planning, product demonstrations, and
 trainings, please contact your Regional Manager, Andrea Dunlap at (602)
 540-5445 or adunlap@lakeshorelearning.com. Andrea will be your main
 point of contact for this contract.