



School Specialty, LLC.
Online Source for Instructional Aids,
Supplies & Equipment
200-SCHO-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 your account at www.schoolspecialty.com and creating a shopping cart, or by emailing a quote request to quotes@schoolspecialty.com, or by contacting Kimberly Mcalevy. Need a username? Contact Kimberly Mcalevy: kimberly.mcalevy@schoolspecialty.com 480-243-5616.
- Include MESC Contract 20O-SCHO-0303 on the purchase order.
- Orders may be mailed, faxed, emailed, or placed online. Need a username? Contact Kimberly Mcalevy: kimberly.mcalevy@schoolspecialty.com 480-243-5616.
- Purchases are made directly with School Specialty, LLC. using the ordering methodologies outlined in this user guide. *Orders are not sent to Mohave for review.*
- School Specialty, LLC. submits contract activity monthly to Mohave.
- Mohave reviews selected member orders on School Specialty, LLC.' submitted Reconciliation Report.

Ordering Overview (Direct On-Line Order)

- Member logs on to School Specialty, LLC's 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 MESO Contract # 200-SCHO-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 directly with Customer Care: 888-388-3224, with Kimberly Mcalvey: kimberly.mcalvey@schoolspecialty.com 480-243-5616, or by using the online service center: <http://www.schoolspecialty.com/customer-care..>
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- School Specialty, LLC. will remit admin fees to Mohave.
- Please also see attached School Specialty Online Guide for additional details.

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.
- Blanket purchase orders used for online ordering can be set up with a reducing balance to ensure accuracy. Contact Kimberly Mcalevy: kimberly.mcalevy@schoolspecialty.com 480-243-5616.

Questions

- For Mohave questions, contact Michael R. Nentwig, CPPB at mike@mec.org or (928) 718-3203
- For School Specialty, LLC. questions related to Quotes and Orders, please contact Kimberly Mcalevy at kimberly.mcalevy@schoolspecialty.com or 480-243-5616.



SCHOOLSPECIALTY.COM

2020

A Demonstration of SchoolSpecialty.com

School Specialty Online

- Order quickly, easily, and accurately online at www.schoolspecialty.com
- View your discount prices online
- Your order will automatically route to your district approver(s)
- Order from many of our brands in one cart!
- Track Orders



Click **LOGIN** or **REGISTER** to begin.

1-888-388-3224 | [Get Help](#) | [Login or Register](#)

School Specialty

PRODUCTS search

Shop Our Products Ideas & Resources Shop Digital Catalogs Order by Item Number

We'll get straight to the point!
Buy 10 sharpeners, get 2 free. Offer expires Sept. 30th.
[LEARN MORE](#)

BUY 10 GET 2 FREE

FEATURED PRODUCTS

School Specialty

Enter your User Name and Password.
Click **LOGIN**.

1-888-388-3224 | [Get Help](#) | [Register or Login](#)

School Specialty

PRODUCTS search

Shop Our Products Shop Digital Catalogs Order by Item Number

Login

Logging in ensures you will receive the best pricing and special offers, along with quick and easy checkout.

User Name:

Password:
(CASE-SENSITIVE)

[Forgot User Name or Password?](#)

[LOGIN](#)

Or Register

- Register as an Individual
[See Details](#)
- Register as a school or institution user
[See Details](#)

[CONTINUE](#) [CANCEL](#)

School Specialty

Create Your Shopping Cart

There are six ways to add items to your shopping cart for purchase:

1. Keyword Search
2. Shop Our Products
3. Order By Item Number
4. My Shopping Lists
5. Shop Digital Catalogs
6. Upload excel file



Keyword Search

- Enter two or three words to describe your desired product and click the **Search** icon.
- Click “**Quickview**” to see product summary
- Click the **calculator** icon to see your discount price
- Click the item name for full product details
- Click filter options to refine your search to more specific items

The screenshot displays the School Specialty website interface. At the top, the logo and navigation links are visible. A search bar contains the text 'glue dots' with a magnifying glass icon. Below the search bar, there are three product listings for 'Glue Dots' with 'Quickview' buttons. The first listing is 'Glue Dots 200 Non-Toxic Removable Glue Dot Roll, 1/2 in. Clear, Pack of 200' priced at \$3.29. The second is 'Glue Dots 300 Non-Toxic Mini Glue Dot Roll, 3/16 in. Clear, Pack of 300' priced at \$3.79. The third is 'Glue Dots 600 Non-Toxic Mini Glue Dot Value Pack, 3/16 in. Clear, Pack of 600' priced at \$9.49. On the left side, there is a 'REFINE YOUR SEARCH' section with a search bar and filter options for 'Products (646)', 'Entire Site (0)', 'Corporate (0)', and 'DEPARTMENT' (Arts & Craft: (497), Audio & Visual: (1)).



Shop Our Products

- Hover over the “**Shop Our Products**” tab to see all of our item categories
- Hover over the category to see the sub-categories in each section
- Choose a sub-category to view the products

The screenshot shows the School Specialty website interface. At the top, there is a navigation bar with the School Specialty logo, a search bar containing 'glue dots', and a shopping cart icon showing '0' items. Below the navigation bar, there are three tabs: 'Shop Our Products' (highlighted with a green bar), 'Shop Digital Catalogs', and 'Order by Item Number'. On the left side, a vertical menu lists various product categories, with 'Physical Education & Sport' highlighted. The main content area displays 'FEATURED CATEGORIES' with icons for 'Balls', 'Fitness', 'Goals', and 'Leadup Skills'. Below this, there is a 'CATEGORIES' section with sub-categories like 'Balls', 'Fitness', 'Goals', 'Leadup Skills', 'Organization Resources', 'Sports Technology - Assessment', and 'Assessment'. At the bottom, there is a 'SHOP PRODUCTS BY' section with logos for 'SPULLMAN' and 'SPLATK'. The School Specialty logo is also present in the bottom right corner.

Order By Item Number

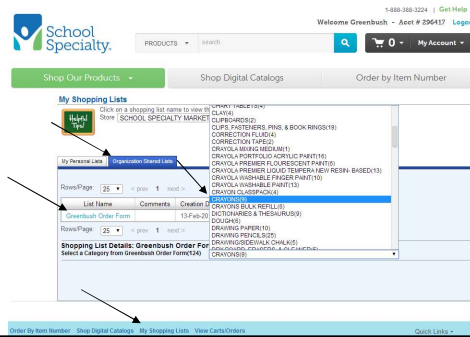
- Choose “**Order By Item Number**” to enter your item numbers and quantities
- Click “**Add to Cart**” to add the items to your cart

The screenshot shows the 'Order By Item Number' page on the School Specialty website. The navigation bar at the top is the same as in the previous screenshot. The 'Order by Item Number' tab is selected and highlighted. Below the navigation bar, there is a section titled 'Order By Item Number' with a sub-section 'Upload File'. A tip box states: 'Add to Cart will give you the ability to remain on this page and continue adding items.' Below the tip, there is a table with columns: 'Line', 'Remove', 'Item Number', 'Quantity', 'Item Description', and 'Results'. The table contains five rows of items, each with a 'Remove' checkbox and a 'Results' column containing a green checkmark. At the bottom right of the table, there is an 'Add to Cart' button. The School Specialty logo is in the bottom right corner.

Line	Remove	Item Number	Quantity	Item Description	Results
1	<input type="checkbox"/>	054054	<input type="text" value="1"/>	CONST PPR 9X12 ASST TRURAY 50 PER PACK	✓
2	<input type="checkbox"/>	000003	<input type="text" value="5"/>	STAPLER FULLSTRIP 407 ECONOMY BLACK	✓
3	<input type="checkbox"/>	000066	<input type="text" value="1"/>	PAPER CLAMPS BUTTERFLY #1 LARGE PACK OF 12	✓
4	<input type="checkbox"/>	1382310	<input type="text" value="1"/>	GLUE DOTS REMOVABLE ROLL PACK OF 200	✓
5	<input type="checkbox"/>	091231	<input type="text" value="1"/>	GLUE DOTS MINI PACK OF 300	✓
6	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>		
7	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>		

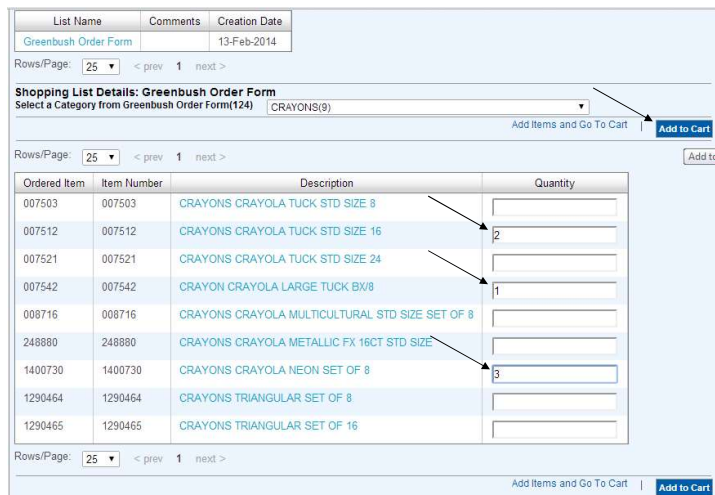
My Shopping Lists

- Shopping Lists can be created and maintained by users to easily re-order common items (**My Personal Lists**)
- Shopping Lists can also be district-specific, special-priced requisition forms (**Organization Shared Lists**)
- To access, click “**My Shopping Lists**” from the “**My Account?**” menu or the Quick-Links at the bottom of your screen
- Click the Shopping List name and category to see all the items within



My Shopping Lists

Enter your desired quantities, click “**Add to Cart**” and move onto the next category



Shop Digital Catalogs

- Choose “*Shop Digital Catalogs*” to view all of the catalogs School Specialty currently has in circulation
- Click any catalog to view its contents and order items

Shop Digital Catalogs

- Click the “next” and “previous” buttons to turn catalog pages
- Search by page number or key word
- Click the “Contents” icon to view the table of contents
- Click the “Index” icons to view the A-Z Index
- Click the item number to add the item to your cart

Elmer's® Glue-All
The improved Elmer's Glue-All is a new stronger glue even! This multi-purpose glue is ideal for household repairs, work presentations, craft and school projects. It works on a variety of surfaces—like paper, fabric, wood, ceramics, metals and more! Quarts and gallons in plastic jars. Other sizes in unbreakable plastic resealable tops containers. **▲CHOKING HAZARD (1)**. Not for under 3yrs.

Item #	Description	Qty.	List Price	Elmer's Price
110118-00	1 Qt.	12	\$1.25	\$0.99
110118-01	1 qt.	6	\$1.25	\$0.99
110118-02	7.5 qt.	1A	\$1.25	\$0.99
110118-03	1 qt.	6A	\$1.25	\$0.99
110118-04	6 qt.	1A	\$2.50	\$1.99

Elmer's® No Run School Glue
No Run School Glue formula is easy to use and stays where you put it. Great for schools as glue handlers out completely with soap and water even after drying hard. **▲CHOKING HAZARD (1)**. Not for under 3yrs.

Item #	Description	Qty.	List Price	Elmer's Price
110118-05	7.5 qt.	1A	\$1.25	\$0.99
110118-06	1 qt.	6	\$1.25	\$0.99
110118-07	6 qt.	1A	\$2.50	\$1.99

SCHOOL SMART Washable School Glue and White Glue
Ideal for all classroom uses. Choose Washable for glue that dries completely even after it has dried hard. Choose White Glue for a glue that dries clear and bonds paper, wood, fabric, pottery, metals, plastic, etc. Non-toxic.

Item #	Description	Qty.	List Price	Elmer's Price
110118-08	1 qt.	12	\$1.25	\$0.99
110118-09	1 qt.	6	\$1.25	\$0.99
110118-10	6 qt.	1A	\$2.50	\$1.99

Elmer's® Glue Pump
Makes filling replacement glue bottles easy. Helps eliminate mess and waste and cleans up with water. For Elmer's® Glue-All, School Glue and School Smart® gallon bottles.

Item #	Description	Qty.	List Price	Elmer's Price
110118-11	1 ea.	1A	\$3.99	\$2.99

Tap-N-Glue Cap
Keeps glue flowing with less mess. Handy reusable cap dispenses glue without clogs or leaks. No need

Upload Excel File

Create a .csv file (from Excel) with items in column A, and quantities in column B. Save to your computer, then click the **Upload File** tab from the **Order By Item** page. Browse to locate the file, then click **Upload File** to fill this screen with items from your spreadsheet!

Welcome Greenbush - Acct # 296417 [Logout](#)

PRODUCTS search 0 [My Account](#)

Shop Our Products Shop Digital Catalogs Order by Item Number

Order By Item Number

Order By Item Number **Upload File**

Please make sure your upload file is in comma delimited (.csv) format and in the same order as the Direct Item Entry form. The maximum number of rows should not exceed 100 items.

Upload File [Choose File](#) No file chosen [Click here to download an Upload Template.](#) **Upload File**



Your Shopping Cart

Your **Shopping Cart** will show your items, your net-discount prices, and your Shipping and Handling charges. You have the option to edit your cart, save your cart, or “**Proceed to Checkout**”

Cart Number: 7775761660 [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | [Proceed to Checkout](#)

Shopping Cart | [Promotion Codes](#) | [Item Availability](#)

Delete Cart | Save Cart | Save to Shopping List

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	081929	081929	TOTE LID RED - SCHOOL SMART	7	EA	Catalog: \$2.59 Disc: -\$0.31 Net: \$2.28	Catalog: \$18.13 Disc: -\$2.17 Net: \$15.96
2	<input type="checkbox"/>	595621	595621	BATTERY SIZE AAA PACK OF 4 - SCHOOL SMART	6	EA	Catalog: \$1.99 Disc: -\$1.24 Net: \$0.75	Catalog: \$15.92 Disc: -\$9.92 Net: \$6.00
3	<input type="checkbox"/>	595615	595615	BATTERY SIZE C PACK OF 2 - SCHOOL SMART	7	EA	Catalog: \$2.89 Disc: -\$1.76 Net: \$1.23	Catalog: \$20.93 Disc: -\$12.32 Net: \$8.61
4	<input type="checkbox"/>	007512	007512	CRAYONS CRAYOLA TUCK STD SIZE 16	5	EA	Catalog: \$1.49 Disc: -\$1.01 Net: \$0.48	Catalog: \$7.45 Disc: -\$5.05 Net: \$2.40
5	<input type="checkbox"/>	008716	008716	CRAYONS CRAYOLA MULTICULTURAL STD SIZE SET OF 8	6	EA	Catalog: \$0.99 Disc: -\$0.57 Net: \$0.42	Catalog: \$5.94 Disc: -\$3.42 Net: \$2.52
6	<input type="checkbox"/>	1290465	1290465	CRAYONS TRIANGULAR SET OF 16	5	EA	Catalog: \$3.89 Disc: -\$1.94 Net: \$1.95	Catalog: \$18.45 Disc: -\$9.70 Net: \$8.75

Remove Selected Rows

Update Order Total | Subtotal: \$44.24
Shipping and Handling: \$0.00
Sales Tax (0%): \$0.00
Total: \$44.24

Delete Cart | Save Cart | Save to Shopping List



Your Shopping Cart

Scrolling to the bottom of your screen will display our billing and shipping information. Once details are completed and correct, click “**Proceed to Checkout**”.

Approval Details: Approval Limit: \$0.00 Approvers: SCHOOL SPECIALTY

Shipping Information

Location:
 Make this my default

Attention To: SMITH, SALLY Change Attention To

Address:

Shipping Method

Items can only be shipped GROUND. (Next Day and Second Day are currently not available online.)

Request Ship Date

Shipping Instructions

These instructions only apply to Truck / Freight shipments and will not be available on Parcel shipments.

Call 24hrs prior to delivery

Billing Information

Customer: SOUTHEAST KANSAS EDUCATION SVC CTR

Address:

PO Number

If you have a purchase order, please enter that number here, otherwise enter some other reference to identify this order.

Payment Information

Invoice
 New Credit Card

Return to Previous Page | My Shopping Lists | Order By: Item Number | [Proceed to Checkout](#)

Proceed to Checkout

The final “**Review**” page displays your, shipping, billing, and item information and prices. Click “**Submit**” to place your order or send to your approver

Review

Cart Number: 7775761680 Approval Limit: \$0.00 Approver: SPECIALTY, SCHOOL [Return to Previous Page](#) | [My Shopping Lists](#) | [Save Cart](#) | [Order By: Item Number](#) | [Submit](#)

Shipping Information Modify

Location: SENECA R-7 SCHOOL DISTRICT

Attention To: SMITH, SALLY

Address: 914 FRISCO ST
SENECA
MO
64865-6268
UNITED STATES

Shipping Method

Items can only be shipped GROUND. (Next Day and Second Day are currently not available online.)

Request Ship Date

14-Feb-2014

Shipping Instructions

Billing Information Modify

Customer: SOUTHEAST KANSAS EDUCATION SVC CTR

Address: PO BOX 189
GIRARD
KS
66745-0189
UNITED STATES

PO Number

Payment Information

Payment Type: INVOICE

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	081929	081929	TOTE LID RED - SCHOOL SMART	7	EA	Catalog \$2.99 Disc: -\$0.31 Net: \$2.68	Catalog: \$18.13 Disc: -\$2.17 Net: \$15.96
2	59521	59521	BATTERY SIZE AAA PACK OF 4 - SCHOOL SMART	8	EA	Catalog \$1.99 Disc: -\$1.24 Net: \$0.75	Catalog: \$15.92 Disc: -\$9.92 Net: \$6.00
3	59515	59515	BATTERY SIZE C PACK OF 2 - SCHOOL SMART	7	EA	Catalog \$2.99 Disc: -\$1.76 Net: \$1.23	Catalog: \$20.93 Disc: -\$12.32 Net: \$8.61

Order Confirmation

You will receive confirmation the order was placed or sent for approval. Any approvers will receive an email notification of pending approval. Once the order is placed, the user will receive an email confirmation of order receipt

Confirmation

Your Order has been submitted for processing.
Cart Number: 7775761660 [Print Cart!](#) [Start a New Cart](#)

Approval Details: Approval Limit: \$0.00 Approvers: SPECIALTY, SCHOOL

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	081929	081929	TOTE LID RED - SCHOOL SMART	7	EA	Catalog \$2.59 Disc: -\$0.31 Net: \$2.28	Catalog: \$18.13 Disc: -\$2.17 Net: \$15.96
2	595621	595621	BATTERY SIZE AAA PACK OF 4 - SCHOOL SMART	8	EA	Catalog \$1.99 Disc: -\$1.24 Net: \$0.75	Catalog: \$15.92 Disc: -\$9.92 Net: \$6.00
3	595615	595615	BATTERY SIZE C PACK OF 2 - SCHOOL SMART	7	EA	Catalog \$2.99 Disc: -\$1.76 Net: \$1.23	Catalog: \$20.93 Disc: -\$12.32 Net: \$8.61
4	007512	007512	CRAYONS CRAYOLA TUCK STD SIZE 16	5	EA	Catalog \$1.49 Disc: -\$1.01 Net: \$0.48	Catalog: \$7.45 Disc: -\$5.05 Net: \$2.40
5	008716	008716	CRAYONS CRAYOLA MULTICULTURAL STD SIZE SET OF 8	6	EA	Catalog \$0.99 Disc: -\$0.57 Net: \$0.42	Catalog: \$5.94 Disc: -\$3.42 Net: \$2.52
6	1290465	1290465	CRAYONS TRIANGULAR SET OF 16	5	EA	Catalog \$3.69 Disc: -\$1.94 Net: \$1.75	Catalog: \$18.45 Disc: -\$9.70 Net: \$8.75

Order Tracking/History

Track any of your orders from the “**View Carts/Orders**” section of the “**My Account**” menu. Download Invoices for any billed order.

1-888-388-3224 | [Get Help](#)

Welcome Greenbush - Acct # 296417 [Logout](#)

PRODUCTS search

[Shop Our Products](#) [Shop Digital Catalogs](#)

View Carts/Orders

Quick Search | [Advanced Search](#)

[My Saved Carts](#)

[My Submitted Carts](#)

[View Carts / Orders](#)

[Current Shopping Cart](#)

[My Saved Carts \(0\)](#)

[My Shopping Lists](#)

[My Profile](#)

Approve Carts

(For Approvers Only) Choose “**Approve Carts**” from the “**My Account**” menu to view carts awaiting your approval. Approve from the list or click the cart number to view the cart details.

1-888-388-3224 | Get Help
Welcome Kurt - Acct # 282778 Logout

Shop Our Products Shop Digital Catalogs

Approve Carts

Click on a cart number to view details.
Click on a column heading to sort list by that column.

Total number of carts pending your Approval: 3 (\$1,050.65)
Total number of carts matching your search: 3 (\$1,050.65)
Total number of carts on this page: 3 (\$1,050.65)

Advanced Search

Select	Cart Number	PO / Ref Number	Created By	Total	Pmt Type	Attention To	Creation Date	Requested Ship Date	Ship To Location	Exception	Store
<input type="checkbox"/>	7774950978	23456 Edit	LEVI VANHANDEL	\$321.84	Invoice	KURT VANHANDEL	01-AUG-2013	14-FEB-2014	LINCOLN ELEMENTARY SCHOOL		SCHOOL SPECIALTY MARKETPLACE
<input type="checkbox"/>	7774917343	8498189 Edit	DAWSON VANHANDEL	\$115.29	Credit Card	DAWSON VANHANDEL	19-JUL-2013	14-FEB-2014	LINCOLN ELEMENTARY SCHOOL		FREY SCIENTIFIC
<input type="checkbox"/>	7774808723	23456 Edit	DAWSON VANHANDEL	\$613.52	Invoice	DAWSON VANHANDEL	24-JUN-2013	14-FEB-2014	PARKVIEW ELEMENTARY SCHOOL		SCHOOL SPECIALTY MARKETPLACE

Thank You

Please contact us for a demonstration, setup, questions, etc.

WebSupport@SchoolSpecialty.com 800 513 2465

