



Trafera Holdings, LLC. dba/ Trafera, LLC

Online Source for Computer Hardware
(including recertified and refurbished) Peripherals,
Software, A/V Equipment, Accessories and Service

20F-T3T-1003

MOHAVE EDUCATIONAL SERVICES COOPERATIVE INC.

(928) 753-6945 KINGMAN, AZ

WWW.MESC.ORG

REV 10/28/20 MSC

General Information

- Member may obtain Mohave contract prices upon the launching of their requested portal as noted below.
- To obtain a portal for the member's district, they must complete our online form at: <https://form.jotform.com/90635369058162> This process is usually completed within 24 hours. Once a portal is live for a member this form will not need to be filled out again for the member. Users can be added via the portal at any time.
- Members can produce a quote or order via the portal once logged in, using a p-card or a purchase order.
- Include MESC Contract 20F-T3T-1003 on the purchase order.
- Purchases are made directly with Trafera Holdings, LLC. dba Trafera, LLC using the ordering methodologies outlined in this user guide. *Orders are not sent to Mohave to review.*
- Only products that are on the contract are visible on the members portal.
- Trafera Holdings, LLC. dba Trafera, LLC submits contract activity monthly to Mohave.
- Mohave review selected member orders on Trafera Holdings, LLC. dba Trafera, LLC's submitted Reconciliation Report.

Ordering Overview (Direct On-Line Order)

- The member logs onto Trafera Holdings, LLC. dba Trafera, LLC's website using the link they were given when their portal was launched. If using a purchase order:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 20F-T3T-1003 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.) directly with
 - Erin Bulleigh, 651-888-7922 or erin.bulleigh@trafera.com
 - Danny Hoeffel, 651-888-7922 or danny.Hoeffel@trafera.com
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Trafera Holdings, LLC. dba Trafera, LLC. will remit admin fees to Mohave

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 Maria Brissette, CPPB at maria@mesc.org or 928-718-3237
- For Vendor questions related to Quotes and Orders, please contact
 - Erin Bulleigh, 651-888-7922 or erin.bulleigh@trafera.com
 - Danny Hoeffel, 651-888-7922 or danny.hoeffel@trafera.com