



Waxie Enterprises LLC
Solicitation Title
24A-WAXIE-0602

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

General Information

- Member may obtain Mohave contract prices by logging into their online account on WAXIE's Web@Work platform, calling or emailing WAXIE's customer service team or the members dedicated account consultant
- Include MESC Contract 24A-WAXIE-0602 on the purchase order.
- Orders may be emailed, called in or placed via our Web@Work platform
- Orders will be shipped to the specified location. If special shipping instructions please reach out to phoenixcustomerservice@waxie.com to update the special delivery instructions for an order or reoccurring special instructions for a specific location.
- Member will address order concerns (missing items, damaged items, returns, substitutions, etc.) either directly with your dedicated account consultant or members may email phoenixcustomerservice@waxie.com or call our dedicated customer service line at (480)333-1000
- Member may use Pcards.
- Mohave's 1% admin fee is included in contract prices.
- Waxie Enterprises LLC 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 Waxie Enterprises LLC's direct order website using the username and password for the Mohave contract. (2) Member contracts Waxie Enterprises LLC for detailed quote. Member sends purchase order and copy of the detailed quote to Waxie Enterprises LLC:
 - Member creates purchase order for products and/or services.
 - Include MESC Contract # 24A-WAXIE-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.
- Waxie Enterprises LLC receives order or makes ready member order.
- Waxie Enterprises LLC 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, substitutions, etc.) with WAXIE's dedicated customer service team at phoenixcustomerservice@waxie.com or by calling (480)333-1000

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 Mike Nentwig, Contract Specialist at mike@mesc.org or (928) 718-3204
- For Vendor questions related to Quotes and Orders, please contact your main member contact or the salesperson. You can email questions about quotes and orders to your salesperson or email phoenixcustomerservice@waxie.com