

## Mohave/Corporate Express Direct Order Program Overview

- Members will place orders directly with Corporate Express.
- Members will set up an account with Corporate Express. Contact Russell Bradbury, (602) 336-9190 or russell.bradbury@cexp.com, to set up a member account.
- After log in, member will be on the MESC Contract A007-CRPX2-0228 order page.
- Click on the Shopping Cart in the upper right hand corner to begin the order.
- Only approved Mohave pricing will be noted on the website.
- Certain Corporate Express items are excluded from the Mohave contract. Those items have been filtered from the Corporate Express website.
- If a member is looking for an item on the website, and cannot find that item, it has probably been filtered as an excluded item.
- The website is dynamic. Adjustments to products and pricing are made daily.
- Members may place orders via the Corporate Express website, by email, by fax, or by mailed purchase order. Instructions are provided for each method.
- Members may use the website to create a quote. Each quote is assigned a unique number. To help order processing, that quote number should be referenced on the member's purchase order. Instructions for creating quotes are provided.
- Corporate Express will ship orders directly to the member.
- Corporate Express will invoice the member direct.
- Member will make payment directly to Corporate Express.
- Mohave's 1% admin fee is included in contract prices. *For direct orders under the Corporate Express contract, the \$10 minimum admin fee is waived.*
- Corporate Express will remit member admin fees to Mohave on a monthly basis.
- Members will address order concerns (missing items, damaged items, returns, substitutions, etc.) directly with Corporate Express. Contact Russell Bradbury, (602) 336-9190 or russell.bradbury@cexp.com, for such assistance.
- For questions pertaining to the Mohave Corporate Express direct order program, contact Mike Nentwig at (928) 718-3203, or mike@mesc.org.
- For questions pertaining to the Corporate Express website, contact Russell Bradbury, (602) 336-9190 or russell.bradbury@cexp.com.

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