



Training Corner: Library Books and Media Web Page *(A new contract web tool)*
Chelsey Henry, Web Designer/Outreach Assistant

Mohave has just awarded (effective 05/17/2010) its **RFP 10D Library Books, Materials, Periodicals, Database Subscriptions & Book Fairs (Library Books & Media) solicitation to 51 vendors**. Of those 51 vendors we have 36 vendors who are under the pure "Direct Order (DO)" process.

Anticipating the usage of this new solicitation, we have developed a web page specifically to view information on these awarded vendors.

<http://www.mesc.org/books-media>

Library Books & Media vendors are listed alphabetically; you can quickly search for a specific vendor by either scrolling down the page or by using the drop menu. Each vendor has a detailed User Guide and contact information section that may be accessed simply by clicking on the vendor's name (For Mac Internet Explorer users you will not need to do this step).

The vendor information section will display several keynotes to help you navigate your way:

- Next to the Vendor's name there will be a "**(DO)**" this identifies the vendor as one of the 36 vendors that are under the pure "Direct Order (DO)" process.
- When using the other 15 vendors awarded, you must first forward your purchase order (PO) to Mohave (no online access available). Mohave will stamp the PO with a "MESC Logged" stamp, log the PO into our system and then forward the PO to the vendor (member will be copied as well). These purchases are still considered Direct Order purchases.
- For all 51 awarded vendors selected audit occurs after the purchase.
- When the vendor information section is expanded you will see a Mohave's contract number for each vendor, similar to this: 10D-XXX-0517. By clicking on this direct link you can download the entire contract.
(Note: These are large zip files and may take from 6-10 minutes to download depending upon your server capabilities.)
- You will have access to a User Guide that you can view and download to get instructions on how place your order with that specific vendor.
- This section is specific important because we have provided you with the contact information for both the vendor and Mohave assigned to this contract.
- You can collapse the vendor information section by simply re-clicking on the bar with the vendor's name.

Also, you may now check contract pricing/discounts off list price for each vendor listed by logging into the Contract Pricing section. If you do not have your organization's unique "User name" and "Password", please contact your purchasing office. Purchasing offices may contact Jim Dugo at jimd@mesc.org if they have not received this information before.

We hope this helps you get familiar with these vendors and these contracts. If you need additional help you can contact Esther at esther@mesc.org.

Chelsey Henry
Web Designer/Outreach Assistant
Phone: 602-277-4290
Email: chelsey@mesc.org