

## training corner

### Training Corner: Direct Online Orders Web Page

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Mohave has recently awarded several new Direct Online Order contracts for Classroom and Office Supplies. Like our other Direct Online Order contracts for Maintenance Supplies and Building Materials (MSBM), Library Books and Media, Computer/Peripherals & Audiovisual, these new contracts have a revised order process. As we are anticipating that there are more Mohave Direct Online Order contracts yet to come, we have combined and revised the sections of our website devoted to explaining the order processes for these contracts.

To access this section of our website click on the "Direct Online Orders" button in the Member Information side navigation bar. There you will find information designed to educate members on the three order processes used for these contracts: **Direct Online Order**, **Hybrid Direct Order** and **In-store Purchases**.

This page will include links to separate pages for each direct online order contract category. Each page will open in its own window and will display the vendors in alphabetical order. Additional notes to help you navigate through these pages are listed below:

- To view detailed vendor information on a specific vendor, click on the vendor's name to expand and collapse the panel.
- In each panel you will see the Mohave contract number for each vendor, e.g. 10D-XXX-0517. By clicking on this direct link you can download the entire contract documentation package. (Note: These are large zip files and may take several minutes to download depending upon your Internet connection.)
- Specific instructions on how to set up an account and place an order are found in the contract's user guide.

For more information on Direct Online Orders please see Julia Tribbett's article "[Change](#)."

We hope these new web tools will aid members in their future purchases from these Direct Online Order contracts. If you have any additional questions about our site, email [chelsey@mesc.org](mailto:chelsey@mesc.org).

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