



HomCo Ace Hardware

Direct Order Program User Guide

MESC Contract # 09T-HAH-0406

MOHAVE
EDUCATIONAL SERVICES COOPERATIVE, INC.



May 5, 2010

Direct Order Program Overview

- Members will place orders directly with a servicing HomCo Ace Hardware Store.
- Members will set up an account with HomCo Ace Hardware.
- A HomCo Information Application is available from the servicing store.
- Members may place orders via email, fax, phone, mail, or walk-in.
- Pricing consists of a specified discount off of HomCo Ace Hardware prices.
- Members may pick up orders at the servicing store.
- HomCo Ace Hardware will deliver orders free of charge within 25 miles of the servicing store.

Direct Order Program Overview (cont'd)

- HomCo Ace Hardware will ship orders to the member outside of the specified delivery area. Appropriate freight charges will apply.
- HomCo Ace Hardware will invoice the member direct.
- Member will make payment directly to HomCo Ace Hardware.
- Mohave's 1% admin fee is included in contract prices.
- HomCo Ace Hardware 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 the servicing store.
- For questions pertaining to the HomCo Ace Hardware direct order program, contact Mark DiBlasi at mark@mesc.org or (928) 718-3220.

Servicing Stores

1763 E. Butler Ave
Flagstaff, AZ 86001
928-779-6111 Phone
928-779-0695 Fax

2030 E. Baseline Rd
Phoenix, AZ 85041
602-232-2344 Phone
602-232-2886 Fax

929 E. Broadway Rd
Tempe, AZ 85282
480-968-4544 Phone
480-968-2344 Fax

3404 W. Southern Ave
Phoenix, AZ 85041
602-268-6800 Phone
602-268-3800 Fax

Order Process

- Member contacts the selected servicing store.
- Member notifies the customer service representative that member requires assistance with a MESC Contract 09T-HAH-0406 purchase.
- Customer service representative provides the required information.
- Member places the order by sending a purchase order to the servicing store.
- Orders may be mailed, faxed or emailed. Emailed orders may be sent to any contact listed for the servicing store.
- Member must include MESC Contract # 09T-HAH-0406 on the purchase order.
- Member may also use Pcards.

Blanket Purchase Orders

- Members may use blanket purchase orders under the contract.
- Each blanket purchase order should specify...
 - The servicing store
 - 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

Payment Addresses

- **If Flagstaff is the servicing store...**

HomCo Ace Hardware
PO Box 30460
Flagstaff, AZ 86003-0460

- **All other servicing stores...**

HomCo Ace Hardware
929 East Broadway Road
Tempe, AZ 85282

Contact Information

Tempe

480-968-4544 (Phone)

480-968-2344 (Fax)

Primary:

Mike Bates:

mbates@arizonaace.com or 480-268-1125 Cell

Secondary:

Glenn Hamann:

ghamann@arizonaace.com or 480-313-5696 Cell

Marcus Pina:

mpina@arizonaace.com or 480-338-4206 Cell

Reyes Colvin:

rcolvin@arizonaace.com or 480-268-1128 Cell

Flagstaff

928-779-6111 (Phone)

928-779-0695 (Fax)

Dan Nelson:

dnelson@homco-ace.com or 928-699-6982 Cell

Jeff Schweitzer:

jschweitzer@homco-ace.com or 928-853-8592 Cell

John Wright:

jwright@homco-ace.com or 928-699-1407 Cell

Rod Timberlake:

rtimberlake@homco-ace.com or 928-699-4573 Cell