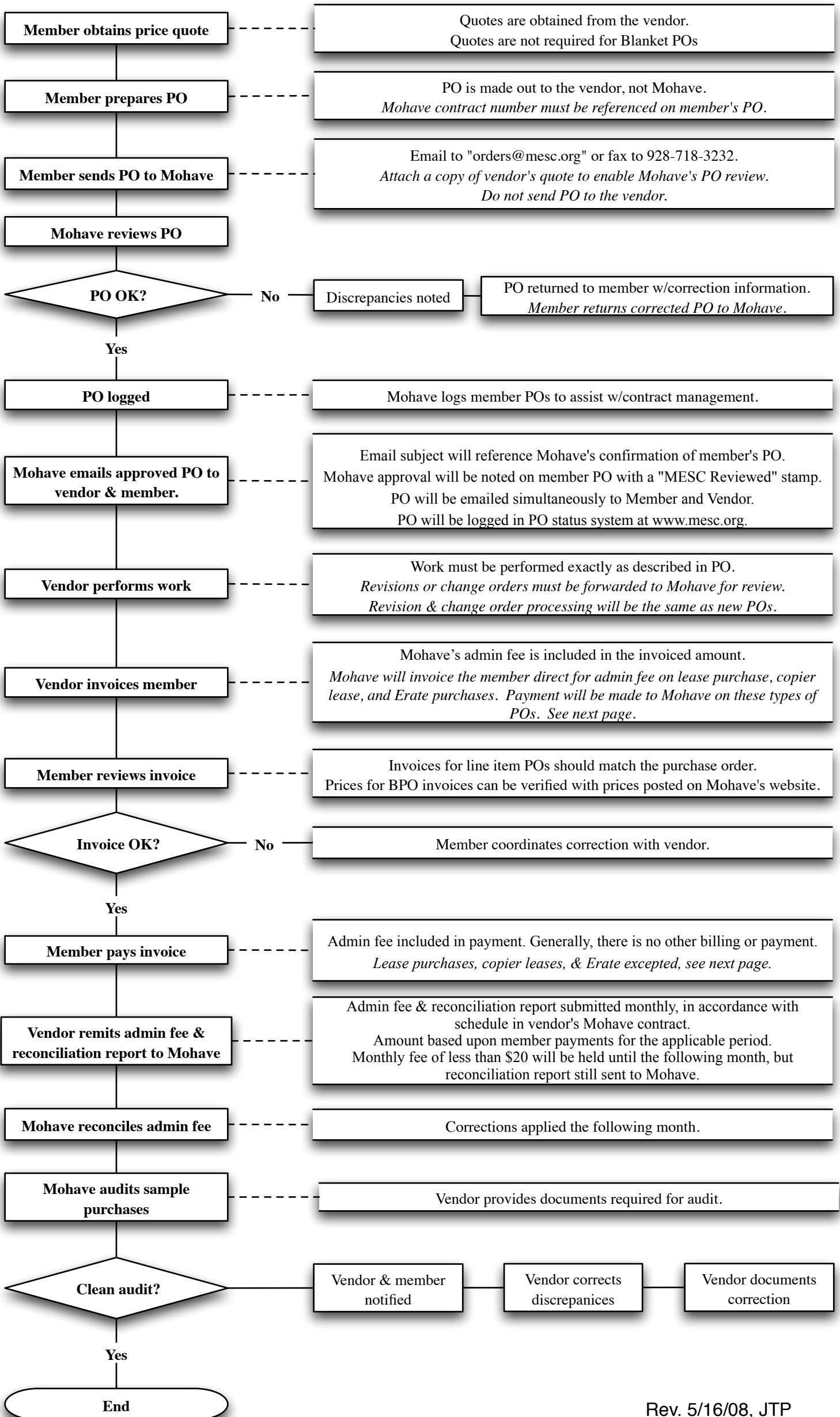


Mohave Member Order Process



Mohave Member Order Process Notes

E-Rate Purchases

Mohave will invoice member for the admin fee. Member will make admin fee payment to Mohave.

Vendor will invoice Member for goods and services. Member will pay vendor.

Prices in the E-Rate contracts do not include admin fee. Vendor *does not* apply admin fee credit to invoices.

See Mohave's Member or Vendor Handbook for complete instructions. The handbooks are available at www.mesc.org.

Service/Rental Purchases

Effective 7/1/08, the following information applies to service/rental purchase orders.

Members shall follow the regular Member Order Process for service/rental purchases.

Member will not issue a separate purchase order for the admin fee. Mohave will not invoice for the admin fee.

Mohave's admin fee will be included in vendor's invoiced amount. Mohave's admin fee will be included in Member's payment to vendor. Vendor remits admin fee to Mohave.

See Mohave's Member or Vendor Handbook for complete instructions. The handbooks are available at www.mesc.org.

Financed (Lease) Purchases

The process for these purchases varies because of the following scenarios:

Purchase and financing under Mohave contracts, admin fee *is not* included in financed amount.

Purchase and financing under Mohave contracts, admin fee *is* included in financed amount.

Purchase under Mohave contract, financing under non-Mohave contract.

Financing under Mohave contract, purchase under non-Mohave contract.

See Mohave's Member or Vendor Handbook for complete instructions. The handbooks are available at www.mesc.org.

MESC Contract Numbers

It is essential that vendor quotes, member POs, and vendor invoices include the applicable MESC contract number. The MESC contract number provides the following:

Confirmation that a Mohave contract is being used.

Faster processing and review.

An additional check and balance.

A readily available audit trail.

Quotations

Only quote items under contract.

Quote only at approved MESC contract prices.

Must reference the applicable MESC contract number.

Special volume discounts, promotion, closeout, and other special pricing must be approved by Mohave before they are quoted to the member.

Product and service additions must be approved by Mohave before they are quoted to the member.

Member should attach a copy of the quote to member's PO. Mohave needs the quote to review and approve the PO.

Order Processing

Member must not send PO directly to the vendor.

Vendor must process member POs only after Mohave approves them.

The email subject references Mohave confirmation of a specific member PO.

The approved member PO is attached to the email. The PO will include a "MESC Reviewed" stamp.

Revisions to POs follow the same process.

Invoices

Bill to addresses can be found on the member's PO.

Invoices should match the member PO.

Invoices for "as-needed, when-needed" BPO purchases must match approved contract pricing.

Payment terms must comply with the applicable MESC contract.

Members may take prompt payment discounts, if such discounts are included in the contract.

Admin Fee

Each contract has a specified day of the month for submitting the admin fee payment and reconciliation report.

Reconciliation reports are provided monthly, regardless of activity.

Admin fee payments must be submitted monthly, unless the amount is less than \$20. Amounts of less than \$20 should be added to the next month's admin fee payment.

Contract Prices

Contract prices will be posted on Mohave's website.

Each member agency may request a single user ID and password. The member may share that user ID and password with appropriate personnel within the organization.