MONTCLAIR STATE UNIVERSITY ON-LINE OFFICE SUPPLY PROGRAM

For All Users,

Procurement Services is pleased to announce the award of the University’s on-line office supply contract to WB Mason Office Supplies. Complete program details are attached:

- General Information on WB Mason On-line Ordering via FMS and
  Restricted Items Listing
- WB Mason Contact List

Please contact Patricia Stolarz, Procurement Services, at 973-655-4365 if you have any questions regarding this program. Thank you.
The University’s Contract Administrator for the on-line office supply program, is Pat Stolarz, Procurement Services, 973-655-4365.

- No sign up is necessary.
- Punch out orders are to be placed through FMS PeopleSoft only
  - Main Menu > eProcurement > Requisition > select WB Mason from the Web selections
- Complete desk top shipping information (name, building name, room number and phone extension) must be entered in the "Attention to" field. **FMS does not retain your shipping information so it must be entered each time you place an order.**
- **You cannot cancel or modify a Punch out order in FMS once it is approved.** You will need to follow the return item instructions below to correct any orders or line items entered in error.
- There are 350 deeply discounted items and many other catalog product items available at University contract pricing.
- Picture representation of products
- Some item will be restricted based on University designated categories or product items, see the below list. Restricted items can be purchased, outside of the office supply program, as a Special Order in FMS in compliance with the University’s Procurement Policies and Procedures.
- Next day, desk top delivery service is available for orders with complete desk top shipping information that are approved in FMS by 4:00 p.m.
- Designated Account Executive, Stephan Savastano can be reached by:
  - Cell Phone 862-579-9702
  - Office Phone 888-926-2766, extension 8327
  - Email: stephan.savastano@wbmason.com
- Designated Customer Service Representatives can be contacted by phone at 888-926-2766, extension 8059:
- Wendy Kupersmith, Email Wendy.Kupersmith@wbmason.com
- Mary Anne Bross, Email: Maryanne.Bross@wbmason.com

- All items must be received by the requester in FMS to allow for payment.

**RETURN ITEM INSTRUCTIONS**

- Returns will be accepted in its original packaging within thirty (30) days of receipt with a Return Merchandise Authorization (RMA) issued by WB Mason.
- Return items will be picked up within twenty-four (24) hours of request.
- Returned items ordered through FMS punch out purchase must have a merchandise return authorization number (RMA) from WB Mason.
- **The returned item must first be received in FMS and then returned in FMS using the RMA number (obtained from WB Mason) to allow for credit.**
RESTRICTED ITEMS
The following items are not available through the on-line office supply program.
Restricted items can be purchased, outside of the office supply program, as a Special Order in FMS in compliance with the University’s Procurement Policies and Procedures.

Appliances
Beverage and Food Items: Cocoa, Coffee Tea, Creamers, Water, Coffee Supplies, Drinks, Cookies, Snacks, Nuts and Candy
Break Room Supplies
Cameras
Carts
Cash Registers, Price Markers and Shopping Bags
Cleaners: Air Fresheners, General Purpose, Bathroom, Furniture, Glass, Disinfectants, Cleaning Accessories: Mops, Dusters, Brushes, Brooms, Buckets, Wringers
Coffee Brewing Systems
Custom Printed Items: Checks, Envelopes, Forms, Letterhead, Presentation Folders, Signage, Pens, Books, Labels
Disposable Paper, Plastic and Foam: Plates, Cups, Cutlery, Towels, Dispensers
Facial Tissue, Bathroom Tissue
Engraved Signage excluding desk name plates
Janitorial Supplies
Laminating Machines
Magazine and Literature Organizers
Mailroom Systems, Equipment and Postal Scales
Network Printers
Office Furniture: A/V Carts and Stands, Bookcases, Chairs, Computer, Computer Printer/Fax Stands, Conference Tables, Drafting, File Cabinets, Folding Tables, Machine Stands, Modular Systems, Panels, Reception Room, Stacking and Folding Chairs, Storage Cabinets, Suites, Training Tables, Workstations
Restroom Supplies
Room Divider Systems
Safety Equipment, Supplies and Locks
Safety Glasses & Supplies
Soaps and Hand Cleansers
Smoking, Waste and Recycling, Specialty Waste Receptacles
Steel Lockers and Book Trucks
Stools and Ladders
Trash Can Liners
Montclair State University

Contact List

Although the Montclair State University staff members will be utilizing the internet to place their orders it is important to us at WB Mason that you can have the ability to contact our supporting staff behind our internet site:

www.wbmason.com

Account Representatives:
Special needs, Furniture items, etc.

Stephan Savastano, Account Executive: 888-926-2766 ext. 8327
Cell Phone: 862-579-9702
Fax #: 800-856-9589
E-mail: stephan.savastano@wbmason.com

Carl Betz, Sales Manager (Backup): 888-926-2766 ext. 8555
E-mail: carl.betz@wbmason.com
**Customer Service Representatives:**
Order status, product information, etc.

Wendy Kupersmith, wendy.kupersmith@wbmason.com
888-926-2766, dial 1 then ext. 8059

Mary Anne Bross, Maryanne.bross@wbmason.com
888-926-2766, dial 1 then ext. 1158