

## **SIGN-UP PROCEDURES FOR W.B. MASON – P-CARD HOLDERS**

- 1. Current P-card holders who wish to sign-up for W.B. Mason must forward your P-Card information, Email address, department, campus address and telephone number to Procurement Services. This information will be submitted to W.B. Mason's sales representative, Stephan Savastano, to set up your account.**
- 2. W.B. Mason will then send an Email instructing you to sign onto their website to establish your password, which will grant you access to their on-line office supply catalog and the ability to place on-line orders. A W.B. Mason catalog will be sent to you upon opening the on-line account.**
- 3. W.B. Mason's on line site will feature for each individual user: Preferred items shopping list; Order history shopping list; Individual favorites list; Approval stages. The preferred items shopping list will direct you to office supply items where greater savings can be achieved.**
- 4. When you are done placing your order and going through the check out process you will be asked to input your P-card number (i.e., credit card number) and indicate your credit card type. Instruct the W.B. Mason web site to remember your credit card information.**
- 5. Once your order is placed through W.B. Mason's web site you will receive an Email acknowledgement that your order has been processed.**
- 6. Next day delivery for orders received prior to 6:00 p.m.**
- 7. When your order is delivered by a W.B. Mason's uniformed driver, you will be asked to sign for it. Please keep the packing list to verify delivery.**
- 8. W.B. Mason will issue an invoice confirmation for your order. Do not send the invoice to Accounts Payable. The invoice will state "Payment has already been charged to the credit card number on file, please do not send payment".**
- 9. You will reconcile the charges for the order through the Works program used for the P-card.**

**If you have any questions on this program, please contact Patricia Stolarz, Procurement Administrator, at 973-655-4365. Thank you.**