

Active Supplier Contract: Information Sheet

Overview: The Office of Procurement Services aims to create and maintain Active Supplier Contracts that are available for use by the campus community on an as needed basis. This document provides information regarding an active supplier contract so that faculty and staff may become familiar with the scope of work, and take advantage of the already established agreement.

Benefits of Utilizing an Active Supplier Contract:

- All procurement and compliance requirements have been satisfied, and therefore reducing the time and resources required to place orders.
- The selected Vendor was evaluated by University stakeholders and deemed to be advantageous, price and other factors considered.
- May be utilized by any department.

On-Line Office Supplies Program

Project Description:	On-Line Ordering of Office Supplies (via Workday General Information)
Contract:	RFP 1453 On-Line Office Supply Program
Term:	July 1, 2021 to June 30, 2026
Awarded Vendor:	W.B. Mason Company, Inc.
Awarded Vendor Contact Information:	<p>Customer Service Representative: Martina Brown Phone: 888.926.2766 (dial 1 to enter extension, then extension 1534) Email: Martina.Brown@wbmason.com</p> <p>Designated Account Executive: Stephan Savastano Phone: 888.926.2766 (dial 1 to enter extension, then extension 8327) Cell: 862.579.9702 Email: Stephan.Savastano@wbmason.com</p> <p>Sales Manager: Carl Betz Phone: 888.926.2766 (dial 1 to enter extension, then extension 8555) Email: Carl.Betz@wbmason.com</p>
University Contact Information:	<p>Representative: Osvald Pasho Phone: 973.655.6707 Email: pashoo@montclair.edu</p>

ON-LINE OFFICE SUPPLY PROGRAM TOPICS

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ON-LINE ORDERING VIA WORKDAY GENERAL INFORMATION

-Important Tips When Entering Punch Out Orders in Workday-

1. Orders are to be placed through Workday only. Complete desktop shipping information (name, building name, room number, and phone extension) must be entered in the "Attention to" field, e.g., J. Smith/UN-5000/x1342.
2. Punch out order once approved by the Cost Center Manager cannot be modified or canceled.
3. Returned items must first be received and then returned in Workday using the Return Merchandise Authorization (RMA) number provided by WB Mason to allow for credit. Complete details on the return process for this contract are stated below.
4. **Back ordered items are contractually required to be delivered by WB Mason within 72 hours.** If back ordered items cannot be shipped in this time frame, WB Mason will notify the requesting department by email. This email will reference the purchase order number, line-item number and description of the back ordered item. The back ordered item will be deleted by WB Mason from the original order. No line-item substitutions are to be permitted. The requester will need to enter a new order, if the item(s) cannot be delivered within seventy-two (72) hours or sooner.
 - No sign up is necessary.
 - All orders are to be placed through Workday.
 - Complete desk top shipping information (**name, building name, room number and phone extension**) must be entered in the "Attention to" field. Workday does not retain your shipping information so your information must be entered each time an order is placed.
 - **You cannot cancel or modify a Punch out order once it is approved by the Cost Center Manager.** You must follow the return item instructions below to correct any orders or line items entered in error. If you are unsure, please contact the Workday Customer Care Group, by email wccsupport@montclair.edu or phone, 973-655-5000, for guidance.
 - There are 350 deeply discounted items and many other catalog product items available at University contract pricing.

- Picture representation of products will appear when in WB Mason site.
- Some items will be restricted based on University designated categories or product items, as listed below. Restricted items can be purchased, outside of the Office Supply Program, as a Special Order in Workday which must be in compliant 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 by 4:00 p.m.
- All items must be received by the requester in Workday to allow for payment.

RETURNING ITEMS TO W.B. MASON

1. All items may be returned within 30 days of delivery for any reason as long as they are in their original packaging and resalable condition, except for:
 - Nonreturnable Items: Personal protective equipment, dated items, any item purchased through WB Mason's Whattabargain, or any other product marked as nonreturnable, which are final sale.
 - Damaged, Defective, or Missing Items: If your order arrives with any issues—whether the item is damaged, defective, or missing parts—you need to report the problem to WB Mason within 14 days of receiving the delivery. You can either request a refund or exchange for the affected items.
2. Returns will be accepted in its original packaging within thirty (30) days of receipt with a Return Merchandise Authorization (RMA) issued by WB Mason.
3. Returned items ordered must have a Return Merchandise Authorization number (RMA) issued by WB Mason's customer service.
4. The printed RMA number must be secured to the returned item(s) packaging to ensure a credit will be issued by WB Mason against your purchase order.
5. Return items will be picked up within twenty-four (24) hours of request by W B Mason.
6. **Requesters must first receive and then return the item in Workday using the RMA number provided by WB Mason to allow for credit.**

RESTRICTED ITEMS LISTING

1. 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 Workday, and compliant 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 and Cleaning Supplies: 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
 - 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 (**NOTE:** small furniture purchases will be permitted, but not for furnishing for a complete office or suite).
 - 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

SUSTAINABLE ITEMS SOFT SWAP


Effective October 9, 2025, when you add items to your cart through the punchout and proceed to checkout, WB Mason will provide the requestor with a SOFT SWAP that allows the requestor to continue proceeding to checkout with the original item requested or to switch to a sustainable item offered through WB Mason. Requestors are not required to switch products, but this was implemented to make requestors aware that a more sustainable product may be available for consideration. After making your choice(s) you can complete your order through the "Check Out" Process. **Note: The price listed in the alternate item does not account for any reductions (or increases) in quantity; please review carefully before proceeding.**

Example Soft Swap:

← → ↺ (wbmason.com/pd/WBM21200?&uom=CT&COID=&wbmsi=1) ☆ ⓘ ⋮

← Back to Previous Page

YOU HAVE SELECTED THIS ITEM




Flagship Premium Copy Paper, 92 Bright, 20 lb, 8.5" x 11", White, 500 Sheets/Ream, 10...
WBM21200
🇺🇸 Next Business Day Delivery

\$46.63 /CT

CONTINUE

Consider this alternative sustainable item. Review QTY & price it may differ from the original item




Flagship Recycled 30% Recycled Copy Paper, 92 Bright, 20 lb, 8.5" x 11",...
WBM20030
♻️ 🌱

\$47.76 /CT

🇺🇸 Next Business Day Delivery

REPLACE SELECTION



Flagship Recycled 50% Recycled Copy Paper, 92 Bright, 20 lb, 8.5" x 11",...
WBM20050
♻️ 🌱 🇺🇸

\$58.74 /CT

🇺🇸 Next Business Day Delivery

REPLACE SELECTION

Day Delivery
2210

Add Note

ART

D LIST

FREE QUOTE

ught

h Paper Exact
Cardstock, 8.5"
10 lb, White,
250 Sheets/PK

♻️ = Recycled Items Identified by WB Mason
🌱 = Green Items Identified by WB Mason

WORKDAY W.B. MASON PUNCH-OUT OFFICE SUPPLIER JOB AID

(Job Aid Begins on the Following Page)

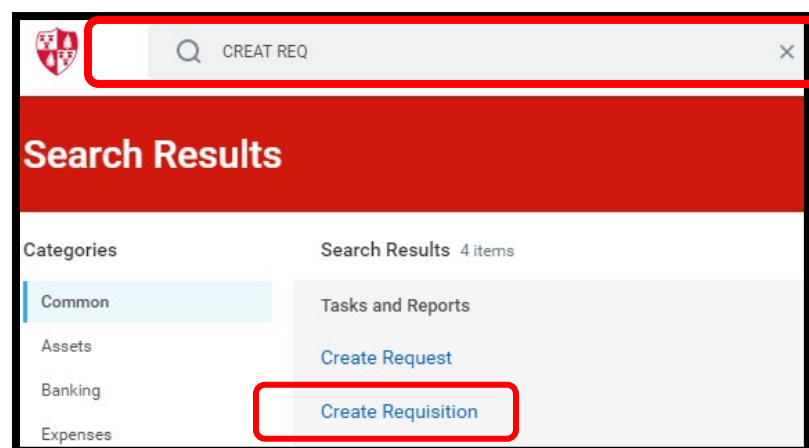
Workday WB Mason Punch-Out Office Supplier Job Aid

WB Mason is a punch-out catalog in Workday for office supply products. All requisitions for WB Mason must now be entered through the punch-out process (i.e. WB Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply), **using “Punch-Out Catalogs” as the requisition type.**

****NOTE – The items listed in the punch-out are for negotiated, standard configurations products. As with all other punch-outs, Punch-Out requests cannot be edited, canceled or a change order cannot be created once they have been submitted in the system. For any changes to the original request, contact Stephan Savastano via email - stephan.savastano@wbmason.com****

To create a Punch-Out Requisition:

1. In Workday, go to the search bar and type in **“Create Requisition”**. Results will appear for you to select **“Create Requisition”**.



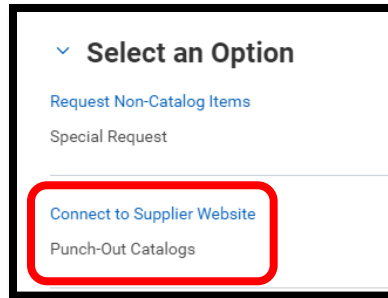
- The requisition screen will appear for you to begin to create a requisition. Enter **Punch-Out Catalogs** in the **Requisition Type** area. Confirm that your Cost Center, Division, and Additional Work Tags are correct or need to be changed. If so, make the change and select **“Ok”**.

The screenshot shows a 'Create Requisition' form with the following fields and values:

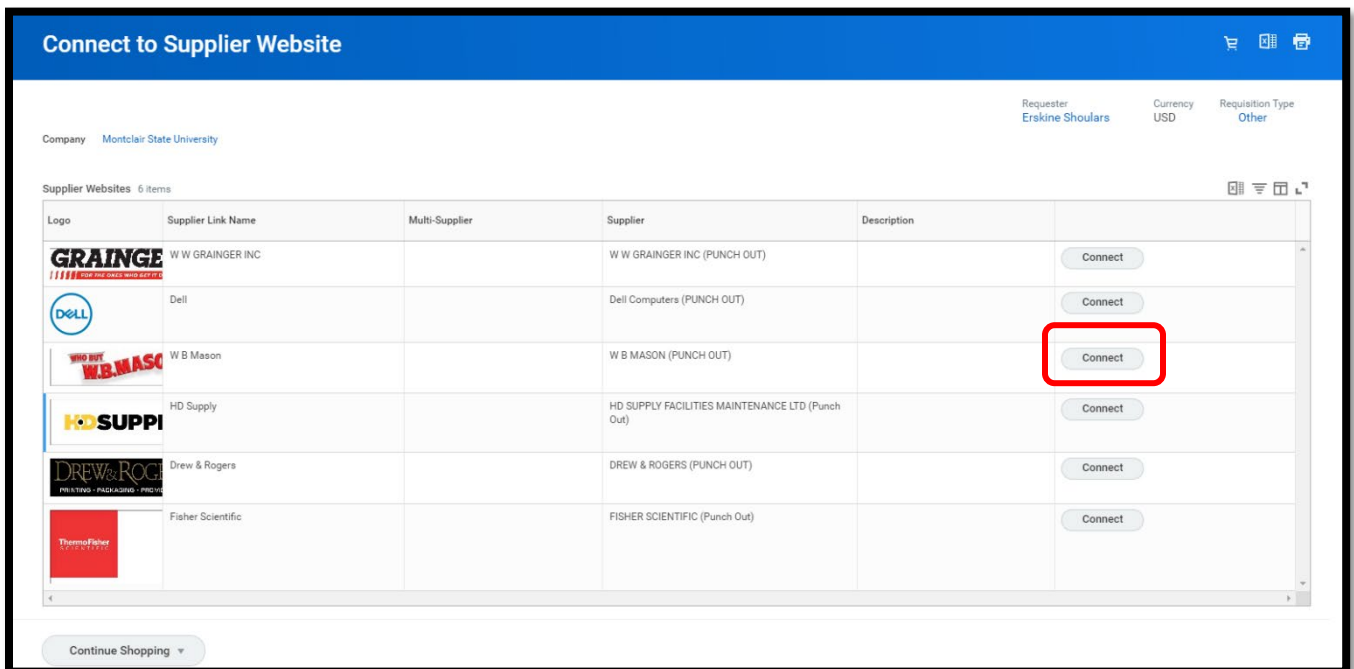
- Company: Montclair State University
- Requester: Shahd Almoshwer
- Currency: USD
- Requisition Type: (highlighted with a red box)
- Deliver-To: 150 Clove Road
- Ship-To: 150 Clove Road Little Falls, NJ 07424 United States of America
- Cost Center: CC10294 Purchasing
- Division: D53 Finance and Treasury
- Additional Worktags: Fund: F10 Unrestricted Operating Fund, Program: N15 Institutional Support

At the bottom, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

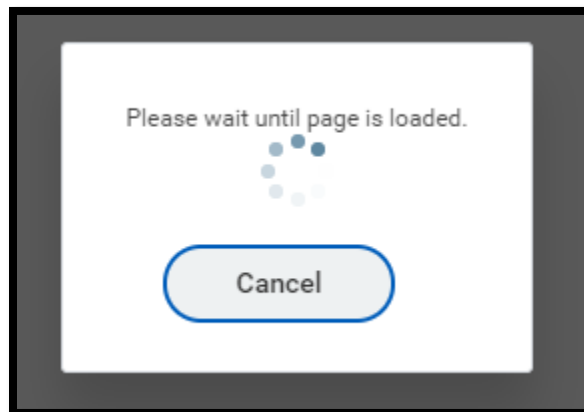
- You will be directed to the instruction page. Here is where you would select **“Connect to Supplier Website”** which will have our current Punch-Outs. You will be able to select **WB Mason**.



4. By selecting “**Connect**”, it will direct you to the WB Mason homepage.



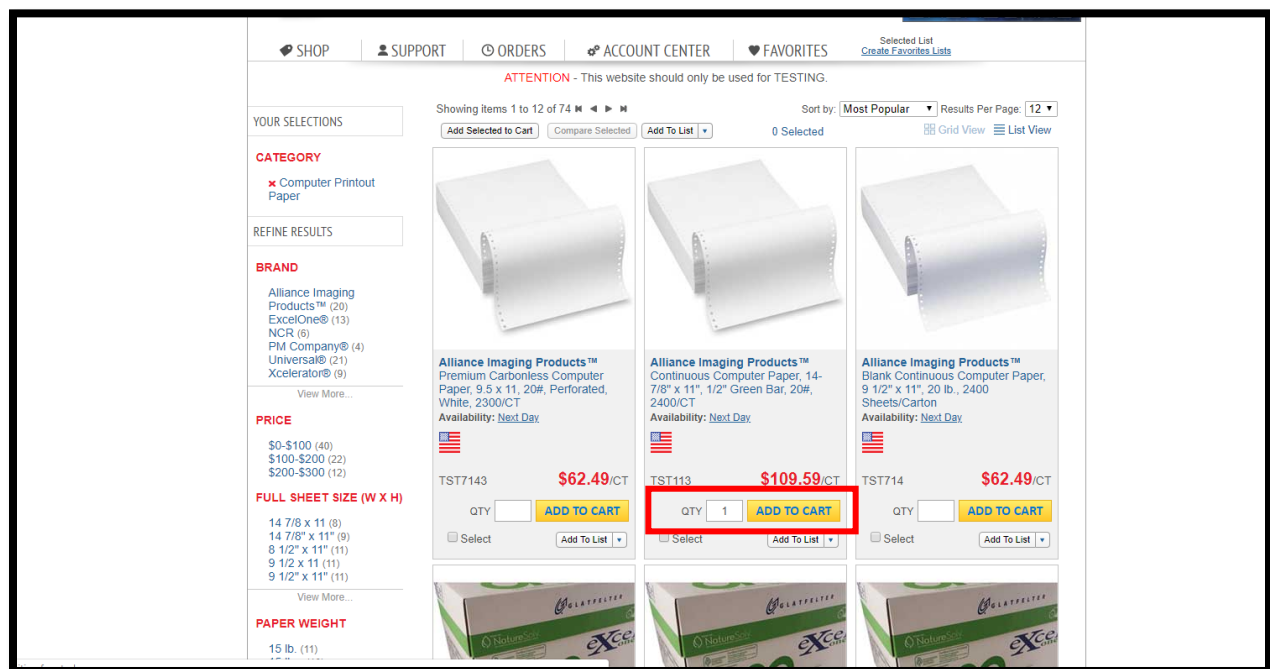
5. While this page is loading you will see this message:



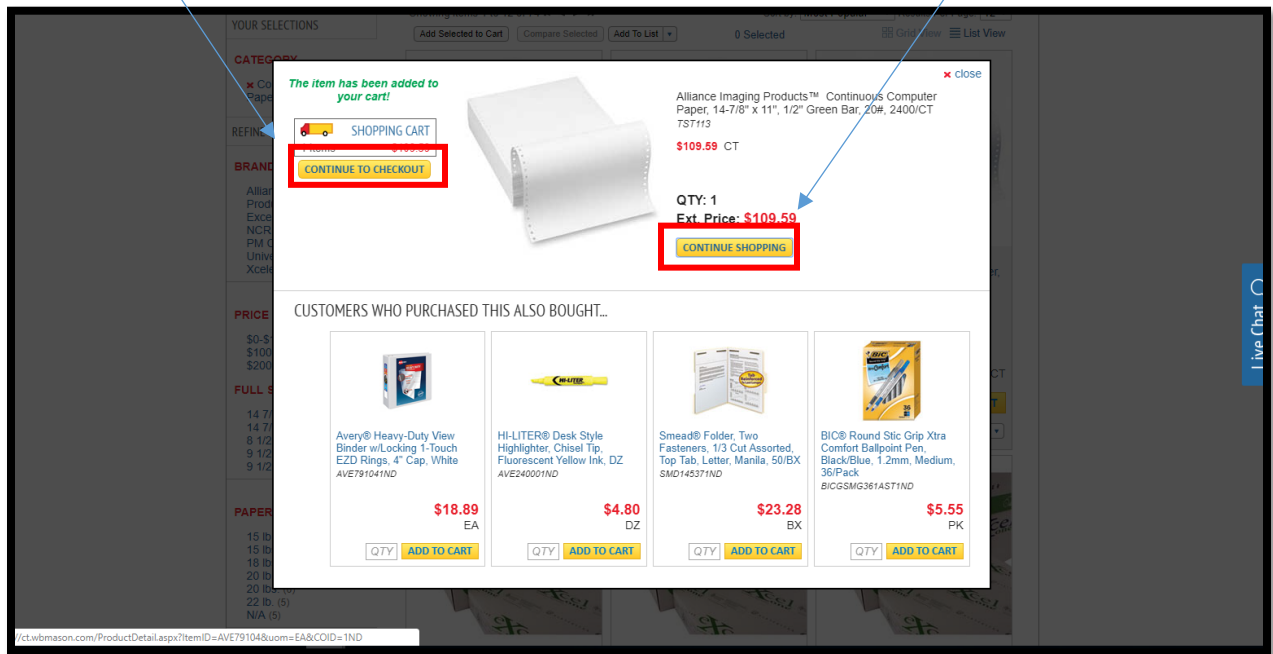
6. The Punch-Out homepage will appear, here is where you can shop.



7. Once you find a product that you would like to purchase, input the quantity in the box, and select **"Add to Cart"**.



8. You will be directed to this page where you can either **Continue Shopping** or **Continue to Checkout**.



****** Refer to the [Procurement Lifecycle](#) Job Aid for further directions on how to complete the requisition process. ******