

**GENERAL INFORMATION ON W.B. MASON
OFFICE SUPPLY PROGRAM
PUNCH OUT ORDERING VIA FMS PEOPLESOF
UNC #1303C Effective January 5, 2018**

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:

1. General Information on WB Mason On-line Ordering via FMS
2. Restricted Items Listing
3. WB Mason Contact List

Please contact Patricia Stolarz, at 973-655-4365, or, Lissette Bobet, 973-655-4410, if you have any questions regarding this contract.

Thank you.

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The University's Contract Administrators for the on-line office supply program are Patricia Stolarz, at 973-655-4365, or Lissette Bobet, at 973-655-4410.

- No sign up is necessary.
- Punch out orders are to be placed through FMS PeopleSoft only. Accessible in FMS through:
 - 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 your information must be entered each time an order is placed.
- **You cannot cancel or modify a Punch out order in FMS once it is approved by the Department 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 FMS Help Desk, at x7971 Option 2, and request ticket be entered for assistance by Procurement Services.
- 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 stated in the below list. Restricted items can be purchased, outside of the Office Supply Program, as a Special Order in FMS which must be 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

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- 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.
- Returned items ordered through FMS punch out purchase must have a merchandise return authorization number (RMA) from WB Mason.
- Be sure to print the RMA number provided by WB Mason on the returned items packaging to ensure a credit will be issued by WB Mason against your order.
- Return items will be picked up within twenty-four (24) hours of request by WB Mason.
- **Returned items must first be received in FMS and then returned in FMS using the RMA number provided by WB Mason to allow for credit.**

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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 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 furnishing for a complete office or suite.)

Restroom Supplies

Room Divider Systems

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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