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.

Important Tips When Ordering Through the FMS Punch Out Order in FMS:

1. Punch out orders are to be placed through FMS PeopleSoft only.

2. Complete desk top 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.

3. You cannot cancel or modify a Punch out order in FMS once it is approved by the Department Manager.

4. 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. For complete details on the return process for this contract, please see below.
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
• Designated Customer Service Representatives can be contacted by phone at 888-926-2766:
  o Wendy Kupersmith, Email Wendy.Kupersmith@wbmason.com, dial 1 then extension 8059
  o Gina Colangelo, Email: Gina.Colangelo@wbmason.com, dial 1 then extension 8797

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

RETURNING OFFICE SUPPLY 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.
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
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