

SIGN-UP PROCEDURES – P-CARD MEMBERS

1. After completion of your P-card training by Elizabeth Blades, x4402, she will ask if you are interested in participating in the WB Mason office supply program. At your request, Patricia Stolarz, x4365, will provide your name, department, campus address, room number, Email address, and telephone number to W.B. Mason's sales representative, Stephan Savastano, to set up your on-line account.
2. W.B. Mason will 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 give you the ability to place on-line orders. The on-line Help Page provides a tip sheet and guidance on using the W.B. Mason web site.
3. W.B. Mason's on line site will feature for each individual user: Preferred items shopping list; Order history shopping list; and, Individual favorites list. 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 go 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. For security reasons, the W.B. Mason web site does not retain 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 desktop 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 for your order. Review the order for accuracy and verify the purchase order number. 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 the office supply program, please contact Patricia Stolarz, Procurement Administrator, at 973-655-4365. Thank you.