

SIGN-UP PROCEDURES – STANDING PURCHASE ORDERS

1. If you wish to sign up under a standing order, a requisition must be entered on the FRS system.
2. The requisition description will read “Office Supplies”. Please include the name of the person responsible for ordering, his or her Email address, department, building name, and room number address in FRS screen 251.
3. The quantity is to be based upon your departmental projected six-month expenditure for office supplies funds. The unit price is to be one (1). The total dollar amount can be increased as needed within your departmental budget.
4. Once the requisition has been received by Procurement Services, it will be transferred to a standing purchase order. The purchase order along with your contact information will be submitted to W.B. Mason.
5. W.B. Mason will send you instructions via Email on how to sign onto the W.B. Mason web site to establish your password. This will allow you access to the on-line office supply catalog and give you the ability to place orders. The on-line Help Page provides tip sheet and guidance on using the W.B. Mason web site.
6. W.B. Mason’s on line site will feature for each individual user:
 - Preferred items shopping list
 - Order history shopping list
 - Individual favorites list

Remember the preferred items shopping list will direct you to the office supply items where the greatest savings can be achieved.
7. Once your order is placed through W.B. Mason’s web site you will receive an Email acknowledgement that your order has been processed.
8. Next day desktop delivery for orders received prior to 6:00 p.m.
9. 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.
10. W.B. Mason will issue an invoice for your order, review the order for accuracy, verify the purchase order number, and then sign the invoice. The signed invoice confirms that those items have been received, and it is then submitted to Accounts Payable, 855 Valley Road, Suite 112, to allow for payment to W.B. Mason.

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