



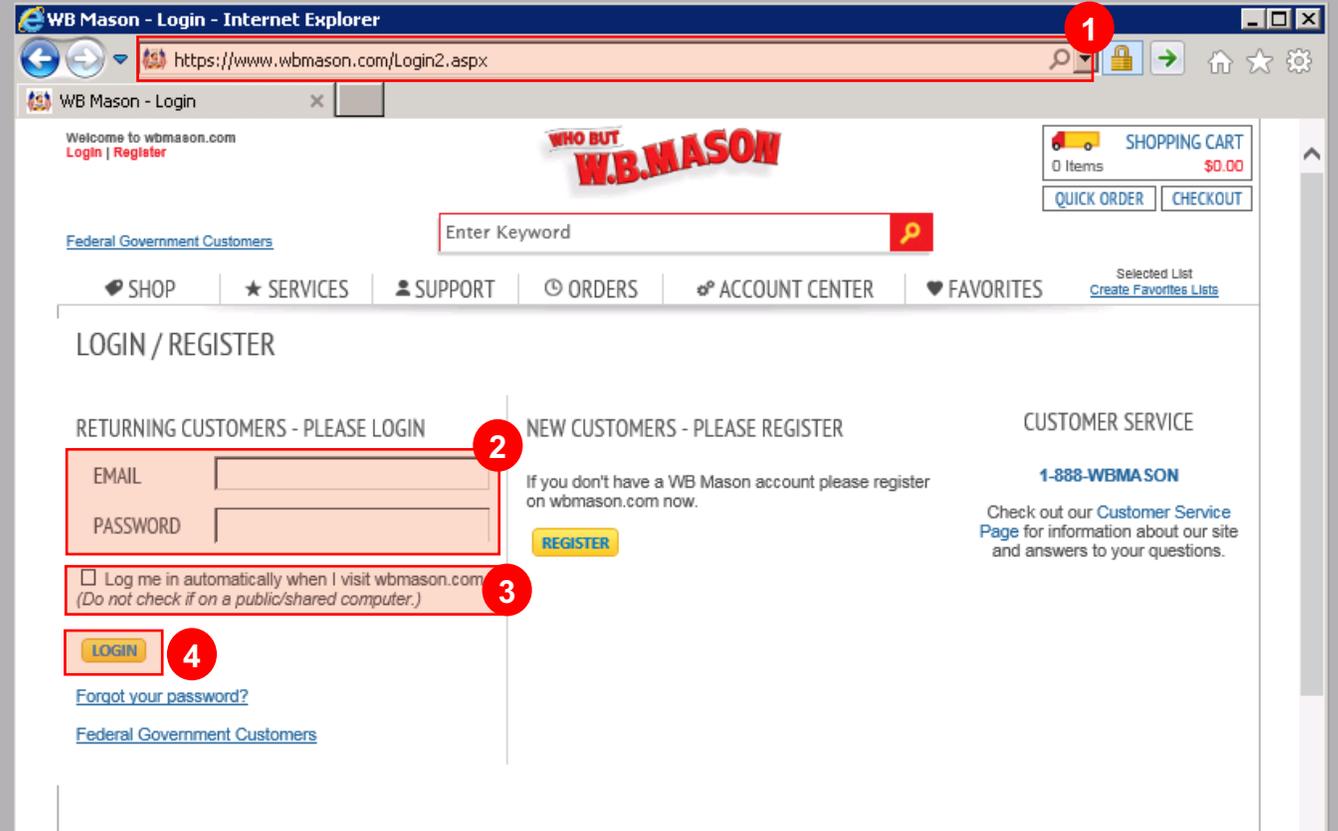
**WHO BUT
W.B. MASON**

WB Mason Ordering Guide

This guide will show you how to effectively navigate and checkout using W.B. Mason website.

Login

- 1 Open your internet browser and type: <https://www.wbmason.com/Login2.aspx>
- 2 Type in your login credentials.
- 3 Note: If this is your personal computer, click the checkbox to log you in automatically.
- 4 Click Login



Login Confirmation

Once you have successfully logged in your will see your name at the top left hand corner of your screen.



Welcome, Commonwealth of PA Demo of Commonwealth of Pennsylvania Demo Account (C2646594) [Logout](#) Federal Government Customers

WHO BUT W.B. MASON Enter Keyword 0 Items \$0.00

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES [Selected List](#) [Unique Source](#)

PA pennsylvania **WHO BUT W.B. MASON**

Welcome to W.B. Mason!

Here at W.B. Mason we know you will find our service fast and friendly. Here are some important things to know about the services available to you through W.B. Mason and who you should contact with questions:

CONTACT INFORMATION

W.B. Mason-Alpha Business Solutions
Customer Service
CustomerSTofPA@wbmason.com
1-888-305-7910

W.B. MASON SERVICES

With W.B. Mason you can expect:

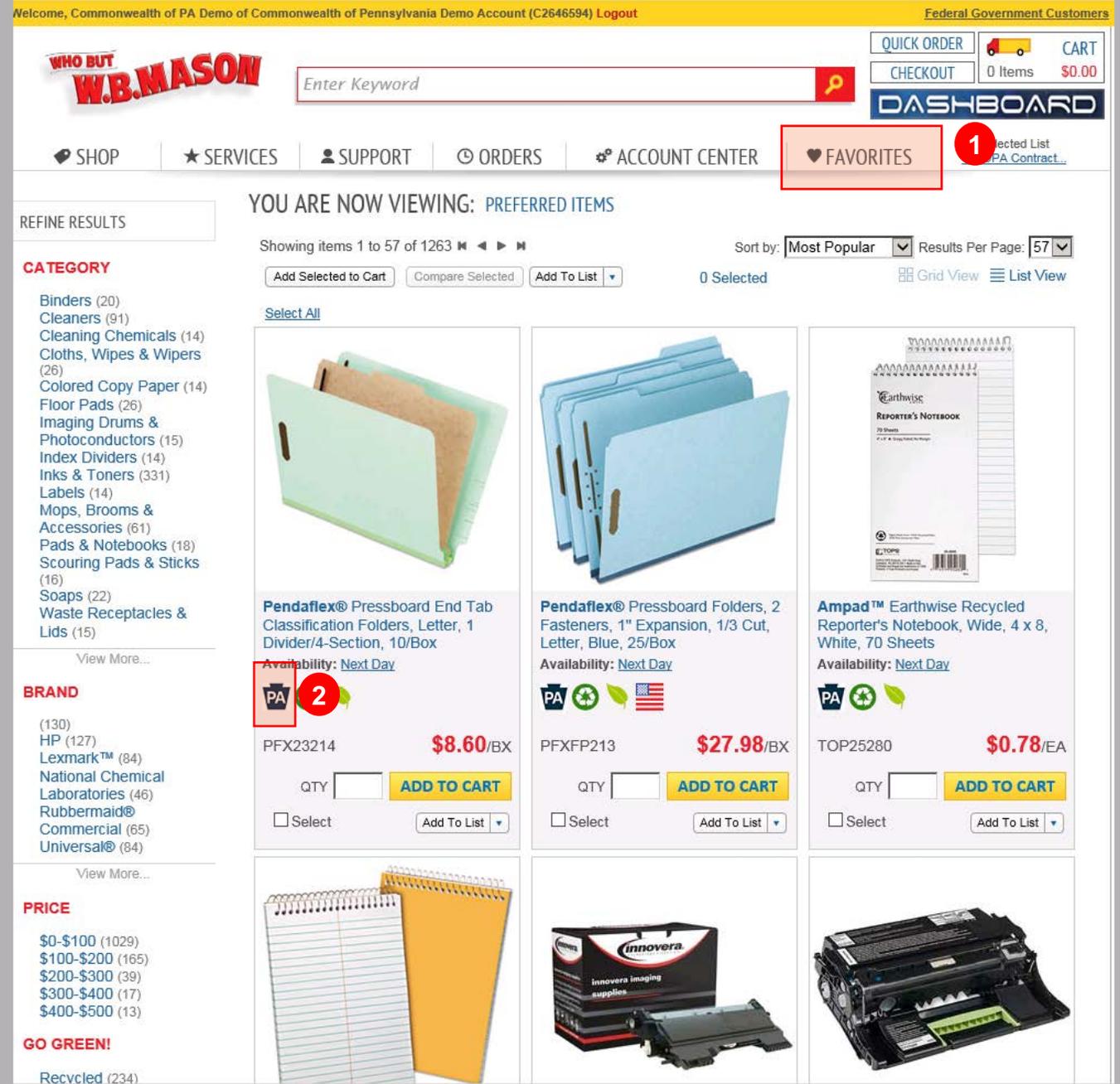
- Free Desktop Delivery by uniformed W.B. Mason drivers
- No order minimums
- Amazingly Low Prices
- UniqueSource products, manufactured in PA
- A dedicated customer support team

Favorites List

1 Click on the “Favorites” tab then “UniqueSource” or “CWOPA Contract Items” to view your best value items.

- In the favorites tab you can also create/modify personal favorites lists, which will allow easy access to items you order regularly.

2 CWOPA items will be noted with 



Welcome, Commonwealth of PA Demo of Commonwealth of Pennsylvania Demo Account (C2646594) Logout Federal Government Customers

WHO BUT W.B. MASON Enter Keyword QUICK ORDER CART 0 Items \$0.00 CHECKOUT DASHBOARD

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER **FAVORITES** 1 Selected List PA Contract..

YOU ARE NOW VIEWING: PREFERRED ITEMS

Showing items 1 to 57 of 1263 Sort by: Most Popular Results Per Page: 57 0 Selected Grid View List View

CATEGORY

- Binders (20)
- Cleaners (91)
- Cleaning Chemicals (14)
- Cloths, Wipers & Wipers (26)
- Colored Copy Paper (14)
- Floor Pads (26)
- Imaging Drums & Photoconductors (15)
- Index Dividers (14)
- Inks & Toners (331)
- Labels (14)
- Mops, Brooms & Accessories (61)
- Pads & Notebooks (18)
- Scouring Pads & Sticks (16)
- Soaps (22)
- Waste Receptacles & Lids (15)

BRAND

- (130)
- HP (127)
- Lexmark™ (84)
- National Chemical Laboratories (46)
- Rubbermaid® Commercial (65)
- Universal® (84)

PRICE

- \$0-\$100 (1029)
- \$100-\$200 (165)
- \$200-\$300 (39)
- \$300-\$400 (17)
- \$400-\$500 (13)

GO GREEN!

Recycled (234)

Pendaflex® Pressboard End Tab Classification Folders, Letter, 1 Divider/4-Section, 10/Box
Availability: [Next Day](#)
 **2**
PFX23214 **\$8.60/BX**
QTY **ADD TO CART**
 Select Add To List

Pendaflex® Pressboard Folders, 2 Fasteners, 1" Expansion, 1/3 Cut, Letter, Blue, 25/Box
Availability: [Next Day](#)
PFXFP213 **\$27.98/BX**
QTY **ADD TO CART**
 Select Add To List

Ampad™ Earthwise Recycled Reporter's Notebook, Wide, 4 x 8, White, 70 Sheets
Availability: [Next Day](#)
TOP25280 **\$0.78/EA**
QTY **ADD TO CART**
 Select Add To List

Innova Imaging Supplies

Innova Imaging Supplies

Search for Products

To search, type a keyword into the search bar or use the Shop tap to view different supply categories.

The screenshot displays the W.B. Mason website interface. At the top right, the logo "WHO BUT W.B. MASON" is visible. Below it, a search bar contains the placeholder text "Enter Keyword" and a magnifying glass icon. To the right of the search bar, there is a shopping cart icon with "0 Items" and "\$0.00", and buttons for "QUICK ORDER" and "CHECKOUT". A navigation bar below the search bar includes links for "SHOP", "SERVICES", "SUPPORT", "ORDERS", "ACCOUNT CENTER", and "FAVORITES". The "SHOP" link is highlighted with a red box. Below the navigation bar, a banner for "OFFICE SUPPLIES" features various office supply icons. Underneath, there are two columns of category lists: "CATEGORIES" and "POPULAR CATEGORIES". The "CATEGORIES" list includes items like Binders & Presentation, Boards & Easels, and more. The "POPULAR CATEGORIES" section shows four product tiles: "Labels" (Easy Peel Address Labels), "Boards" (45% great consumer content), "Staplers", and "File Folders" (Built-in Tab). Below these, another row of product tiles is partially visible, including InkJoy markers, a calendar, envelopes, and a desk organizer.

Search Results

- 1 After searching for an item, use the left hand filter tool to help you narrow down your search results.
- 2 Click on an item to view additional images and features.

WHO BUT W.B. MASON

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

Showing items 37 to 48 of 281

Sort by: Most Popular Results Per Page: 12

YOUR SELECTIONS

ADD SELECTED TO CART COMPARE SELECTED ADD TO LIST 0 Selected

CATEGORY

- Copy & Multipurpose Paper

REFINE RESULTS

BRAND

- Blizzard™ (10)
- Boise® (47)
- Double A™ (1)
- Finch (8)
- Flagship™ (8)
- Flagship™ Bright (8)
- Flagship™ Recycled (12)
- Hammermill® (83)
- HP (22)
- mycopy™ (8)
- myface™ (4)
- myimage™ (4)
- Super Star™ (2)

View More...

PRICE

- \$0-\$50 (134)
- \$50-\$100 (102)

Flagship™ Recycled 50% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 500/RM
Availability: Next Day

WBM20050RM

QTY ADD TO CART

Select

Flagship™ Recycled 100% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 5000/CT
Availability: Next Day

WBM20100

QTY ADD TO CART

Select

Flagship™ Recycled 100% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 500/RM
Availability: Next Day

WBM20100RM

QTY ADD TO CART

Select

View Item + Shopping Cart

Enter quantity

Click on “Add to Cart” to add item into your shopping cart



WHO BUT W.B.MASON

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

Selected List Favorite's Lis...

< return to search results

FLAGSHIP

Flagship™ Recycled 50% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 500/RM
Item: WBM20050

- The ideal recycled paper for all of your office needs. The 50% recycled paper performs just as well as non-recycled sheets and maintains excellent strength and durability in all plain paper office equipment.
- 20 lb., 92 brightness
- Performs just as well as non-recycled sheets
- For use in all your office machines

QTY **ADD TO CART**

Add To List

Note

Availability: **Next Day**

Shopping Cart

1 Click your shopping cart in the top right-hand corner to view all items in your shopping cart

2 Quick Order will allow you to insert multiple item numbers into your shopping cart

3 Checkout will bring you directly to the first step of the checkout process.

The screenshot displays the W.B. Mason website interface. At the top right, a shopping cart icon (1) shows '0 Items' and '\$0.00'. Below it are 'QUICK ORDER' (2) and 'CHECKOUT' (3) buttons. The main navigation bar includes 'SHOP', 'SERVICES', 'SUPPORT', 'ORDERS', 'ACCOUNT CENTER', and 'FAVORITES'. A search bar with 'Enter Keyword' and a magnifying glass icon is present. The page features a banner for 'OFFICE SUPPLIES' with various office supplies icons. Below the banner, there are sections for 'CATEGORIES' and 'POPULAR CATEGORIES'. The 'CATEGORIES' section lists: Binders & Presentation, Boards & Easels, Calendars, Planners & Personal Organizers, Cases & Portfolios, Cash Handling, Clips, Clamps & Pins, Crafts & Recreation Room Products, and Cutting & Measuring Devices. The 'POPULAR CATEGORIES' section shows four product tiles: Labels, Boards, Staplers, and File Folders.

Update Shopping Cart

- 1 Update your cart – update your cart after you make modifications to items in your cart.
- 2 Empty Your Cart – removes all items from your shopping cart
- 3 Save Cart for Later – will allow you to save your current shopping cart. You can retrieve saved carts anytime in *Account Center > My Saved Carts*
- 4 Click “Continue to Checkout” to proceed to checkout.

The screenshot shows the W.B. Mason shopping cart interface. At the top, the W.B. Mason logo is displayed. A search bar with the placeholder text "Enter Keyword" is visible. Below the search bar, navigation links for SHOP, SERVICES, SUPPORT, ORDERS, ACCOUNT CENTER, and FAVORITES are present. The main heading is "SHOPPING CART".

Callout 1 points to the "Update Cart" button. Callout 2 points to the "Empty Your Cart" button. Callout 3 points to the "Save Cart for Later" button. Callout 4 points to the "CONTINUE TO CHECKOUT" button. The "Sub-Total:" is shown as \$8.92.

A tip message states: "Tip! Text entered into a Note box will appear on your invoice, packing slip, and Order History. This text will not be reviewed by W.B. Mason." Below this is a "+ QUICK ENTRY" section with the text "Add items to cart without leaving the page".

| Select Action... | Sort By... | Item Price | Total Cost |
|--------------------------|------------|---|------------|
| <input type="checkbox"/> | | Flagship™ Recycled 50% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 500/RM WBM20050RM Availability: Next Day | 1 |

Callout 1 points to the "Update Cart" button. Callout 2 points to the "Empty Your Cart" button. Callout 3 points to the "Save Cart for Later" button. Callout 4 points to the "CONTINUE TO CHECKOUT" button. The "Sub-Total:" is shown as \$8.92. A "continue shopping >" link is at the bottom right.

Checkout Shipping

- 1 Select the appropriate shipping address
- 2 Enter Name and Phone Number
- 3 Identify any special delivery instructions (i.e. Deliver to Copy Room)
- 4 Once all required information is entered, click “next”

CHECKOUT **Shipping** ▶ Billing ▶ Preview ▶ Order Confirmation EXPRESS CHECKOUT
Use last order's Shipping/Billing

SELECT A SHIPPING ADDRESS [Manage Address Book](#) 1 2 3 4

Filters:

| Selected | Name | Address | City | State | Zip Code | Attention | Phone |
|----------------------------------|----------------|---------|------|-------|----------|-----------|----------------|
| <input checked="" type="radio"/> | Demo Address 1 | | | | | Mary | (607) 324-8990 |
| <input type="radio"/> | Demo Address 2 | | | | | | (724) 371-8098 |

SPECIAL INSTRUCTIONS *Identify where your package should be delivered.*

(100 character max)

Click 'Next' to proceed to Billing Options **NEXT**

Select / Enter GL Code (Optional)

WB Mason can display GL Codes to be selected or provide an optional free form to input

Welcome, Commonwealth of PA Demo of Commonwealth of Pennsylvania Demo Account (C2646594) [Logout](#) Federal Government Customers

WHO BUT W.B.MASON 

[QUICK ORDER](#)  **CART**
[CHECKOUT](#) 1 Items **\$0.78** **DASHBOARD**

[SHOP](#) | [SERVICES](#) | [SUPPORT](#) | [ORDERS](#) | [ACCOUNT CENTER](#) | [FAVORITES](#) [Selected List CWOPA Contract...](#)

CHECKOUT [Shipping](#) ▶ **[Expense](#)** ▶ [Billing](#) ▶ [Preview](#) ▶ [Order Confirmation](#)

SELECT EXPENSE ALLOCATION

GL Code

Click 'Next' to proceed to Billing Options

NEXT

Checkout Billing

Continue through the checkout process by clicking “Next”.

- 1 Enter P-Card Information
- 2 Check Save as Personal Card Box (if you would like to securely store your P-Card for future use)
- 3 Enter Purchase Order (Optional)

Welcome, Commonwealth of PA Demo of Commonwealth of Pennsylvania Demo Account (C2646594) [Logout](#) Federal Government Customers

WHO BUY W.B.MASON

[QUICK ORDER](#) [CART](#)
CHECKOUT 1 Items \$0.78 [DASHBOARD](#)

[SHOP](#) | [SERVICES](#) | [SUPPORT](#) | [ORDERS](#) | [ACCOUNT CENTER](#) | [FAVORITES](#) Selected List
[CWOPA Contract...](#)

CHECKOUT [Shipping](#) | **[Billing](#)** | [Preview](#) | [Order Confirmation](#)

PAYMENT & ADDITIONAL INFORMATION * [Required Information](#)

Payment Method*
Credit Card

Enter Credit Card Below:

Nickname

Name on Card *

Card Type *

Credit Card Number*

Expiration Date *

[Manage Credit Cards](#)

Save as Personal Card for future use.

Purchase Order #

Checkout Preview Order

Preview your order to confirm everything is correct and click “submit order”

CHECKOUT Shipping Billing **Preview** Order Confirmation

SUBMIT ORDER *Click Submit Order to place your order*

Shipping Address
123WB Mason Street
Brockton, Mass 12345

Additional Shipping
Phone Number:

Billing Address
123WB Mason Street
Brockton, Mass 12345

Payment and Additional Info
Payment: Bill Me On Account

[Print This Page](#)

| Item Number | Item Description | Type | Price/UOM | QTY | Ext. Price |
|--|--|---|-----------|-----|------------|
|  WBM20050 | 50% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 500/RM |  | | 1 | |

Product Subtotal
Tax Subtotal
(may include bottle deposits)

Order Total

See our [Returns Policy](#).

Click Submit Order to place your order **SUBMIT ORDER**

Checkout Order Confirmation

- 1 Sales order # will help you reference this order at a future time.

The screenshot shows the W.B. Mason checkout process. At the top, there is a logo for 'WHO BUT W.B. MASON' and a shopping cart icon showing '0 Items' for '\$0.00'. Below the logo is a search bar with the text 'Enter Keyword' and a magnifying glass icon. A navigation menu includes 'SHOP', 'SERVICES', 'SUPPORT', 'ORDERS', 'ACCOUNT CENTER', and 'FAVORITES'. The checkout progress bar shows 'Shipping', 'Expense', 'Billing', 'Preview', and 'Order Confirmation' (highlighted in green). A central message box with a red border and a red circle containing the number '1' says: 'Thanks! Your order is complete and your order number is: S046600799'. Below this, there are sections for 'Shipping Address' and 'Billing Address', both listing '123WB Mason Street, Brockton, Mass 12345'. The 'Additional Shipping' section has a 'Phone Number' field. The 'Payment and Additional Info' section shows 'Payment: Bill Me On Account'. A 'Print This Page' button is located at the bottom right. The main content area features a table with one item:

| Item Number | Item Description | Type | Price/UOM | QTY | Ext. Price |
|-------------|---|------|-----------|-----|------------|
| WBM20050 | 50% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 500RM | | | 1 | |

Below the table, there are summary fields: 'Product Subtotal', 'Tax Subtotal (may include bottle deposits)', and 'Order Total'.

Order History

- 1 Click on the Orders tab to view your order history.
- 2 The status column will tell you the live status of your order:
- 3 Click on the “Order #” to view details of each order.

WHO BUT W.B. MASON

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT **ORDERS** ACCOUNT CENTER FAVORITES

SHIPPING CART
0 Items \$0.00
QUICK ORDER CHECKOUT

ORDER HISTORY

[< return to my account](#)

Your orders are displayed below. To view the details of an Order or shop from it, click the Order #. To sort by a particular column, click the column heading (not all columns can be sorted).

Filters Columns

Filter Orders By:
Last 90 Days or From: To:
Order # Purchase Order # Filter

| Order # | Invoice | Purchase Order # | Order Date | Method | Status | Account | Subtotal* |
|----------------------------|---------|------------------|---------------------|--------|------------------|----------|-----------|
| S045873684 | | | 2/21/2017 - 3:55 PM | WEB | Waiting approval | C2525134 | \$69.74 |

* To view an order's total amount with tax, please click on the Order # link to open the order's detail page.

Support

1 The Support tab will allow you to contact your dedicated customer service representative and e-mail them directly.

2 Select appropriate subject matter, type message and click "Submit" to send message to your dedicated customer service.

Welcome, Commonwealth of PA Demo of Commonwealth of Pennsylvania Demo Account (C2646594) Logout Federal Government Customers

WHO BUT W.B. MASON

1 Items \$0.78

SHOP SERVICES **SUPPORT** ORDERS ACCOUNT CENTER FAVORITES [Selected List CWOPA Contract...](#)

CUSTOMER SERVICE

1-888-305-7910

CONTACT US

Your Information:
Commonwealth of PA Demo
commonwealthofpademo@wbmason.com

Send To:
customerCWOPA@wbmason.com

Subject:
Select Subject... ▾

Message:

HELP PDF

Need help? Check out the Help PDF for tips on how to use WBMason.com
(Opens a PDF in Adobe Acrobat)
[Download Acrobat Here](#)

| | | | |
|---|--|--|--|
| Shopping & Browsing Find a Product Create an Order Create a Shopping List Item Type & Color Legend | Placing Your Order Payment Methods Sales Tax Shipping Information Completing Your Order | General Information FAQs Online Security Accessibility SDS Search | Policies Privacy Policy Terms of Use Return Policy |
|---|--|--|--|

FAQ / Contract Highlights

Q. What do I do if I need assistance with a W.B. Mason delivery or product question?

A. Contact CWOPA Customer Service (888-305-7910); customerCWOPA@wbmason.com) or click the "Support" button on the W.B. Mason website.

Q. How do I find “UniqueSource” items?

A. All UniqueSource items are housed under “Favorites” within the Account List “UniqueSource”.

Q. Can I order an item equivalent to the listed UniqueSource product?

A. The Commonwealth of Pennsylvania has instructed W.B. Mason to restrict any item with a UniqueSource equivalent. (See non-core waiver process for ordering UniqueSource equivalent products or other restricted items)

Q. How do I know if an item is on the Commonwealth of Pennsylvania’s core list?

A. Core list items can be identified by the Commonwealth of Pennsylvania Keystone icon and will be first in your search results.

Q. What should I do if I do not have a log-in for W.B. Mason?

A. Visit <https://m.marketing.email-wbmason.com/webApp/APP43> and complete a brief registration survey or contact customerCWOPA@wbmason.com for more information.

FAQ / Contract Highlights (cont.)

Q. How will my order be delivered?

A. Most deliveries are made using W.B. Mason trucks, by a W.B. Mason delivery specialist. **Some orders within the Capitol Complex and immediate vicinity will be made by the DGS, Bureau of Supplies and Surplus Operations (BSSO / Last Mile)*

Q. When do I need to place my order by to get Next-Day Delivery?

A. Orders submitted and approved (approval is based on each agencies guidelines) by 5pm, will be delivered on the next business day.

Q. What should I do if I need an item that is not on the W.B. Mason site?

A. Please continue to follow the Non-Core waiver request process

Q. Is there a minimum order size for free delivery?

A. No, there is never a minimum order size for free next-day delivery.

Q. How do I process a return?

A. Contact CWOPA Customer Service (888-305-7910); customerCWOPA@wbmason.com) or click the “Return Center” under the “Orders” tab on the W.B. Mason website.

Instructions for Order Approvals

E-Mail Notification

You will receive an e-mail notification when you need to approve an order.

1 Use this link to login to wbmason and review and/or edit the order.

2 Click this link to instantly approve (without needing to login and approve online).

Hillary Homick,
The following order is awaiting your approval:

Order Number: S053775402

Customer Number: C2581519

Order Date: 10/23/2017

Orderer: Hillary Homick

This order requires approval for the following reason(s):

* Order total is over specified limit

Your Approval Options:

[Review & Edit Order Online](#)

Use this link to login to wbmason.com to review or edit this order.

Copy and Paste the following link into your browser if necessary
<http://www2.wbmason.com/OrdersAwaitingApproval.aspx>

[Click Here to Approve this Order Now 'As - Is'](#)

Use One Click Approval only if you want to instantly approve this order.

Copy and Paste the following link into your browser if necessary
<http://www2.wbmason.com/ApprovalResults.aspx?GUID={DE608A4C-9324-42CF-AE85-9D4199A74DA6}>

Shipping Address: W.B. Mason Company
53rd West 23rd Street, 10th Floor
New York, NY 10010

Attention: Hillary Homick

Billing Address: W.B. Mason Company
53rd West 23rd Street, 10th Floor
New York, NY 10010

Payment Method: On Account

PO Number: 123456789

Cost Center: 1234 – Marketing Dept.

| Item Number | Description | Qty | Price | Total |
|--------------------------|------------------|-----|--------|--------|
| WBM1234 | Item Description | | \$1.00 | \$1.00 |
| Product Subtotal: | | | | \$1.00 |
| Tax Subtotal*: | | | | \$1.00 |
| Order Total: | | | | \$1.00 |

* may include bottle deposits

Login Online

Once you login you see a notification box highlighted in yellow (above the Account Center Tab) reflecting the amount of orders in the que.

Click on the Account Center Tab to view all orders awaiting approval.

WHO BUT W.B. MASON

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT ORDERS **ACCOUNT CENTER** FAVORITES

SHOPPING CART: 0 Items \$0.00

QUICK ORDER CHECKOUT

(2 NOTIFICATIONS)

Selected List [Create Favorites Lists](#)

ORDERS AWAITING APPROVAL

The below orders are awaiting your review. Check the box to the right of the orders you wish to update and click either Approve or Reject. If you would like to view or edit an order, click on the Order Number. Orders that you have previously approved are now in your [Order History](#).

| Order # | Purchase Order # | Date | Address | Ordered By | Account/Group | Total | APPROVE |
|---|------------------|---------------------|--|----------------|---------------|---------|--------------------------|
| S045777962 Edit | | 2/23/2017 - 2:57 PM | 123WB Mason Street Brockton, Mass 12345 | Foster Maki | C2525134 | \$60.38 | <input type="checkbox"/> |
| Message to Orderer: <input type="text"/> | | | | | | | |
| S045873684 Edit | | 2/21/2017 - 3:55 PM | 123WB Mason Street Brockton, Mass 12345 | Hillary Homick | C2525134 | \$75.93 | <input type="checkbox"/> |
| Message to Orderer: <input type="text"/> | | | | | | | |

APPROVE REJECT

View Orders Awaiting Approval

- 1 Send a message to the orderer (if necessary)
- 2 Click on the check box and then click either “Approve” or “Reject”
- 3 Click “Edit” to view full order and make modifications to the order.

WHO BUT W.B. MASON

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

SHIPPING CART: 0 Items \$0.00

QUICK ORDER CHECKOUT

ORDERS AWAITING APPROVAL

The below orders are awaiting your review. Check the box to the right of the orders you wish to update and click either Approve or Reject. If you would like to view or edit an order, click on the Order Number.

Orders that you have previously approved are now in your Order History.

| Order # | Purchase Order # | Date | Address | Ordered By | Account/Group | Total | |
|--|----------------------|---------------------|--|----------------|---------------|---------|--|
| S045777962 | Edit | 2/23/2017 - 2:57 PM | 123WB Mason Street Brockton, Mass 12345 | Foster Maki | C2525134 | \$60.38 | <input type="checkbox"/> APPROVE |
| Message to Orderer: <input type="text"/> | | | | | | | |
| S045873684 | Edit | 2/21/2017 - 3:55 PM | 123WB Mason Street Brockton, Mass 12345 | Hillary Homick | C2525134 | \$75.93 | <input type="checkbox"/> APPROVE REJECT |
| Message to Orderer: <input type="text"/> | | | | | | | |

Accept/Reject Order

1 Click “edit” in the section in which you would like to modify.

2 “Quick Entry” will allow you to add an item to this order

3 Adjust the quantity of each item or delete will remove each item from the order

4 Send message back to orderer

5 Reject or Approve this order

ORDER AWAITING APPROVAL

[< return to orders awaiting approval](#)

REVIEWING ORDER: S045777962

Order Number S045777962
Order Date 2/23/2017 02:57:43 pm
Ordered By Foster Maki
Order Method WEB
Order Status Waiting approval
Invoice Number(s)
Account Number C2525134
Group GC01714800

* Messages entered in the form below will appear in the update e-mail sent to the original orderer.

Enter message to Orderer

To modify this order, use the corresponding Edit buttons below. To Approve or Reject this order, click on the corresponding buttons at the top and bottom of this page.

REJECT THIS ORDER

APPROVE THIS ORDER

ORDER REVIEW HISTORY:

| Status | Reviewed | Name | Username | Email | Message |
|----------------------|----------|---------------|-------------------|-----------------|---------|
| Waiting for approval | | Approver Name | Approver Username | Approver E-Mail | |

YOUR ORDER:

Shipping Address

123WB Mason Street
Brockton, Mass 12345

Edit Shipping

Billing Address

123WB Mason Street
Brockton, Mass 12345

Edit Shipping

Additional Shipping

Phone Number: (607) 324-6960

Payment: Bill Me On Account

Edit Shipping

YOUR ITEMS:

Edit Items

- QUICK ENTRY Add items to cart without leaving the page

Item Number QTY Note Add Clear

Enter an item number and press the Tab key to view the item's information.

| Item Number | Item Description | Type | Price/UOM | QTY Orders | Ext. Price |
|--|---|------|-----------|---------------|------------|
| BLZ41200 Quick View | Blinding White Copy Paper, 8 1/2" x 11", 98 Bright, 5000/CT | | | 1 delete | |

Product Subtotal \$55.45
Tax Subtotal \$4.93
(may include bottle deposits)

Order Total \$60.38

REJECT THIS ORDER

APPROVE THIS ORDER



Thank You

If you have any questions please contact your
dedicated CWOPA Customer Service Representative:

- By Phone: 1-888-305-7910
- By Email: customerCWOPA@wbmason.com