



**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

The screenshot shows the WB Mason website's login page in an Internet Explorer browser window. The address bar shows the URL <https://www.wbmason.com/Login2.aspx>, which is highlighted with a red box and a red circle containing the number 1. The page features the WB Mason logo and a navigation menu with links for SHOP, SERVICES, SUPPORT, ORDERS, ACCOUNT CENTER, and FAVORITES. A search bar is located at the top right. The main content area is titled "LOGIN / REGISTER" and is divided into two sections: "RETURNING CUSTOMERS - PLEASE LOGIN" and "NEW CUSTOMERS - PLEASE REGISTER". The "RETURNING CUSTOMERS" section contains a red box around the "EMAIL" and "PASSWORD" input fields, with a red circle containing the number 2. Below these fields is a checkbox labeled "Log me in automatically when I visit wbmason.com (Do not check if on a public/shared computer.)", which is also highlighted with a red box and a red circle containing the number 3. At the bottom of this section is a yellow "LOGIN" button, highlighted with a red box and a red circle containing the number 4. The "NEW CUSTOMERS" section includes a "REGISTER" button. On the right side of the page, there is a "SHOPPING CART" section showing 0 items for \$0.00, and a "CUSTOMER SERVICE" section with a phone number and a link to the Customer Service Page.

# Login Confirmation

Once you have successfully logged in you 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 [🔍](#) [QUICK ORDER](#) [CART](#) [CHECKOUT](#) 0 Items \$0.00 [DASHBOARD](#)

[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](mailto: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**  
[CHECKOUT](#) 0 Items \$0.00

**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**

[Add Selected to Cart](#) [Compare Selected](#) [Add To List](#) 0 Selected [Grid View](#) [List View](#)

[Select All](#)

**CATEGORY**

- Binders (20)
- Cleaners (91)
- Cleaning Chemicals (14)
- Cloths, Wipes & 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)

[View More...](#)

**BRAND**

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


[View More...](#)




**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**



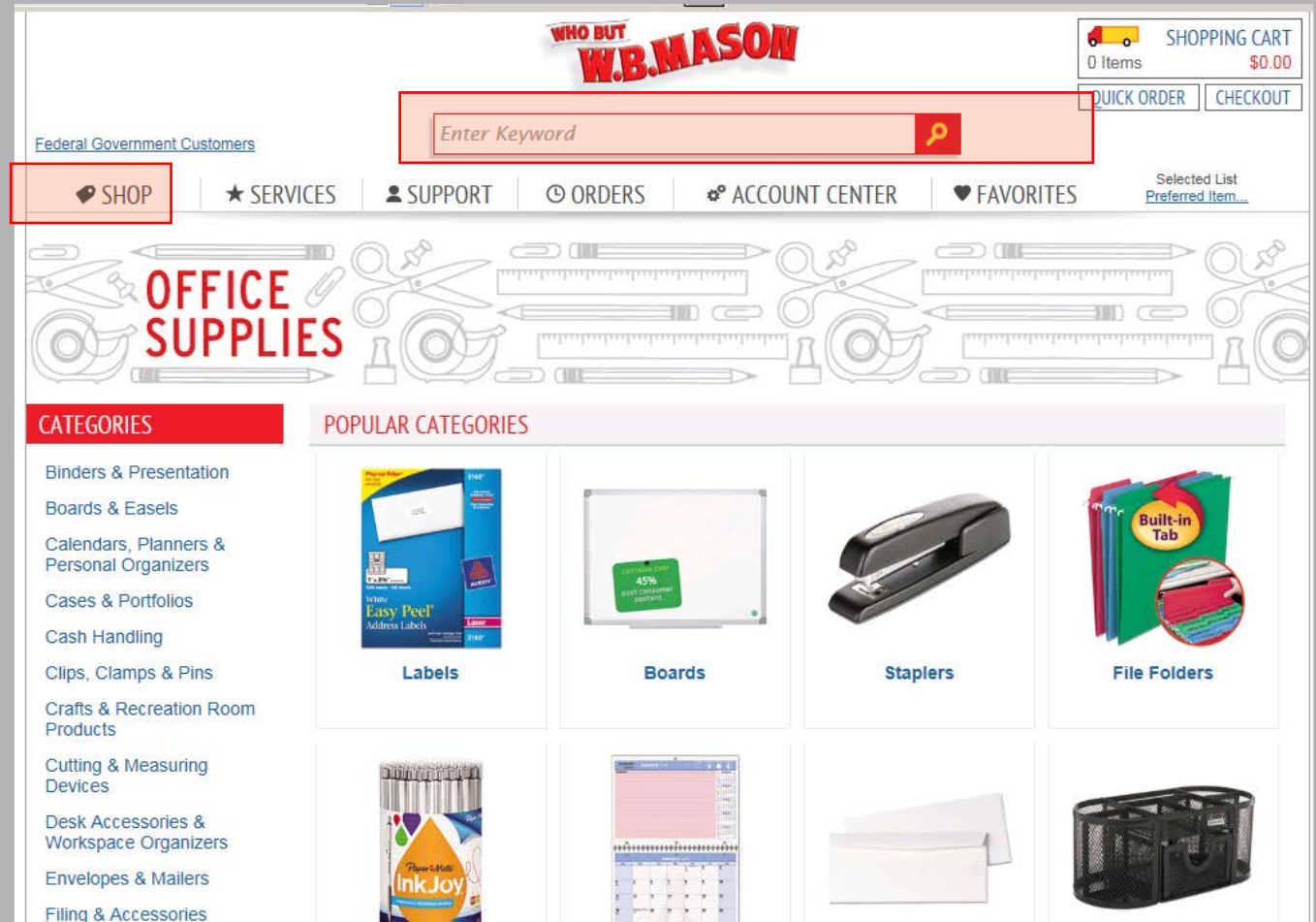






# Search for Products

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



# 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

Shopping Cart: 0 Items \$0.00

QUICK ORDER CHECKOUT

Showing items 37 to 48 of 281

Sort by: Most Popular Results Per Page: 12

Grid View List View

YOUR SELECTIONS

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® (63)
- 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 Add To List

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 Add To List

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 Add To List

# View Item + Shopping Cart

Enter quantity

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



SHOPPING CART  
0 Items \$0.00  
QUICK ORDER CHECKOUT

[Federal Government Customers](#)

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](#)

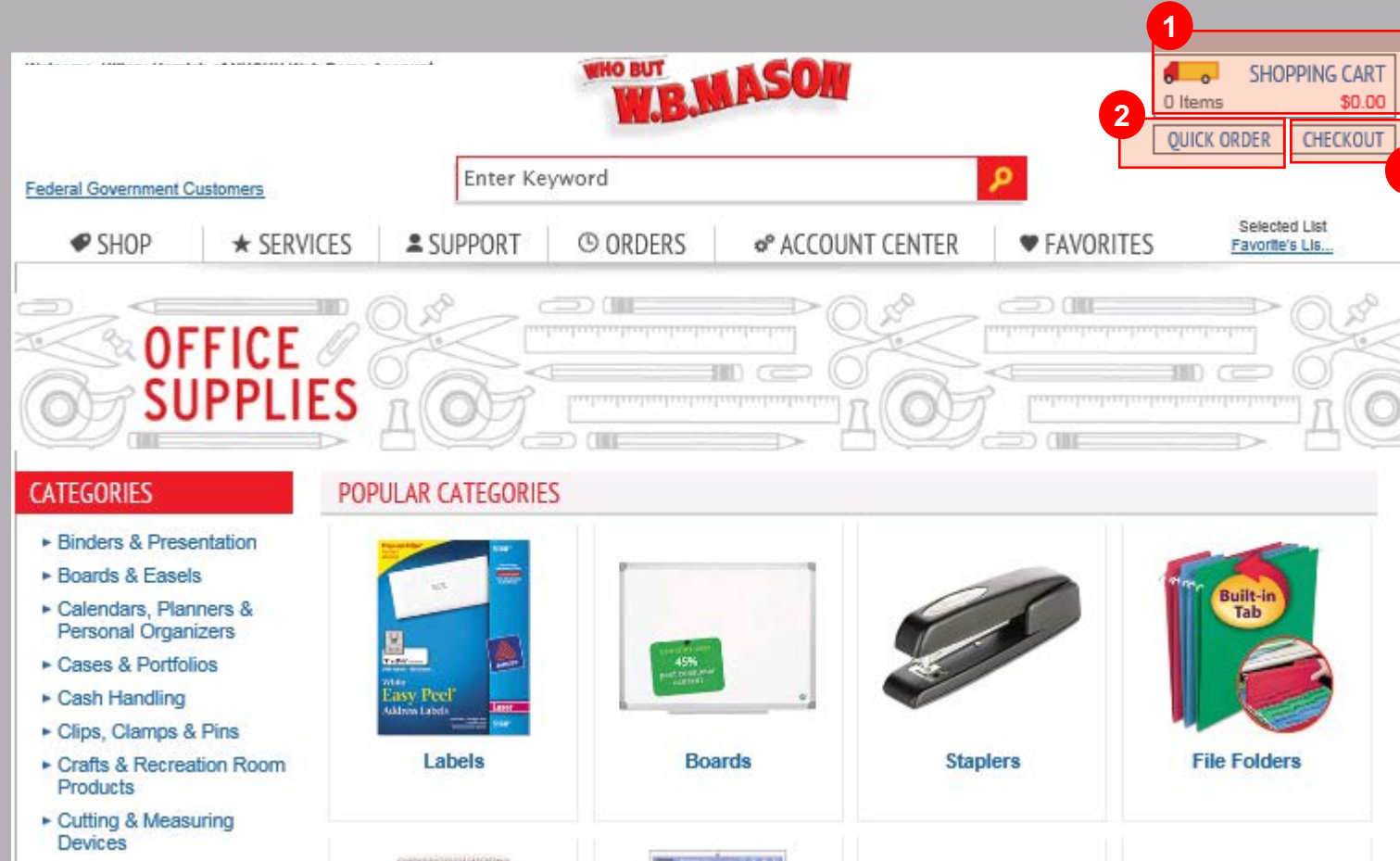


# Shopping Cart

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.





# 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 on the left, and a shopping cart icon on the right shows '1 Items' for '\$8.92'. Below the logo is a search bar with 'Enter Keyword' and a magnifying glass icon. A navigation bar contains links for SHOP, SERVICES, SUPPORT, ORDERS, ACCOUNT CENTER, and FAVORITES. The main heading is 'SHOPPING CART' with a '< continue shopping' link. Below this, a red box highlights three buttons: 'Update Cart' (1), 'Empty Your Cart' (2), and 'Save Cart for Later' (3). To the right, the 'Sub-Total:' is shown next to a yellow 'CONTINUE TO CHECKOUT' button (4). A tip box 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 the tip is a '+ QUICK ENTRY' section with the text 'Add items to cart without leaving the page'. The main table has columns for 'Select Action...', 'Sort By...', 'Item Price', and 'Total Cost'. The first item is 'Flagship™ Recycled 50% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 500/RM WBM20050RM', with a quantity of 1 and a 'Note' field. A 'Remove from cart' button is below the item. At the bottom, another red box highlights the same three buttons: 'Update Cart' (1), 'Empty Your Cart' (2), and 'Save Cart for Later' (3). To the right, the 'Sub-Total:' is shown next to a yellow 'CONTINUE TO CHECKOUT' button (4) and a 'continue shopping >' link.

# 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) 324-6990 |
| <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](#)  
1 Items \$0.78

[CHECKOUT](#) [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

Billing Address

123WB Mason Street  
Brockton, Mass 12345



Additional Shipping

Phone Number:

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.

WHO BUT  
W.B. MASON

SHOPPING CART  
0 Items \$0.00  
QUICK ORDER CHECKOUT

Federal Government Customers


Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

Selected List  
Favorite's Lis...

CHECKOUT

Shipping Expense Billing Preview Order Confirmation







1  
Thanks! Your order is complete  
and your order number is: S046600799

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

# 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.

The screenshot shows the W.B. Mason website's Order History page. At the top, the W.B. Mason logo is on the left, and a shopping cart icon with '0 Items' and '\$0.00' is on the right. Below the logo is a search bar with the text 'Enter Keyword' and a magnifying glass icon. A red box with a '1' highlights the 'ORDERS' tab in the navigation menu. Below the navigation menu, the page title 'ORDER HISTORY' is displayed, followed by a link '< return to my account'. A paragraph explains that orders are displayed below and provides instructions on how to view details or sort by a particular column. To the right of this text are 'Filters' and 'Columns' tabs. Below these are input fields for 'Filter Orders By' (a dropdown menu set to 'Last 90 Days'), 'From:', 'To:', 'Order #', and 'Purchase Order #', with a 'Filter' button. A table of orders is shown below. A red box with a '3' highlights the 'Order #' column header, and another red box with a '2' highlights the 'Status' column header. The table has one row with the following data: Order # S045873684, Invoice, Purchase Order #, Order Date 2/21/2017 - 3:55 PM, Method WEB, Status Waiting approval, Account C2525134, and Subtotal\* \$69.74. A footnote at the bottom states: '\* To view an order's total amount with tax, please click on the Order # link to open the order's detail page.'

WHO BUT  
**W.B. MASON**

0 Items **\$0.00**

QUICK ORDER CHECKOUT

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT **ORDERS** ACCOUNT CENTER FAVORITES

Selected List  
Create Favorites Lists

## 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* |
|----------------------------|---------|------------------|---------------------|--------|------------------|----------|-----------|
| <a href="#">S045873684</a> |         |                  | 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**  

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

[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:**

**Message:**

[SUBMIT](#)

**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](#)

|  |  |  |  |
|--|--|--|--|
| <b>Shopping &amp; Browsing</b><br><a href="#">Find a Product</a><br><a href="#">Create an Order</a><br><a href="#">Create a Shopping List</a><br><a href="#">Item Type &amp; Color</a><br><a href="#">Legend</a> | <b>Placing Your Order</b><br><a href="#">Payment Methods</a><br><a href="#">Sales Tax</a><br><a href="#">Shipping Information</a><br><a href="#">Completing Your Order</a> | <b>General Information</b><br><a href="#">FAQs</a><br><a href="#">Online Security</a><br><a href="#">Accessibility</a><br><a href="#">SDS Search</a> | <b>Policies</b><br><a href="#">Privacy Policy</a><br><a href="#">Terms of Use</a><br><a href="#">Return Policy</a> |
|--|--|--|--|



# 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](mailto: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](mailto: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](mailto: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  
53<sup>rd</sup> West 23<sup>rd</sup> Street, 10<sup>th</sup> Floor  
New York, NY 10010

**Attention:** Hillary Homick

**Billing Address:** W.B. Mason Company  
53<sup>rd</sup> West 23<sup>rd</sup> Street, 10<sup>th</sup> 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 |
| <b>Product Subtotal:</b> |                  |     |        | \$1.00 |
| <b>Tax Subtotal*:</b>    |                  |     |        | \$1.00 |
| <b>Order Total:</b>      |                  |     |        | \$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.

The screenshot shows the W.B. Mason website interface. At the top, there is a navigation bar with the W.B. Mason logo, a shopping cart icon showing 0 items for \$0.00, and buttons for 'QUICK ORDER' and 'CHECKOUT'. Below the navigation bar, there is a search bar labeled 'Enter Keyword' and a notification box indicating '(2 NOTIFICATIONS)' above the 'ACCOUNT CENTER' tab. The 'ACCOUNT CENTER' tab is highlighted in yellow. Below the navigation bar, the 'ORDERS AWAITING APPROVAL' section is displayed. It contains a message: '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.' To the right of this message, it says 'Orders that you have previously approved are now in your Order History.' Below the message, there is a table with columns: Order #, Purchase Order #, Date, Address, Ordered By, Account/Group, Total, and an 'APPROVE' button. The table lists two orders: one with Order # S045777982, Purchase Order # Edit, Date 2/23/2017 - 2:57 PM, Address 123WB Mason Street Brockton, Mass 12345, Ordered By Foster Maki, Account/Group C2525134, Total \$60.38, and a checkbox; and another with Order # S045873684, Purchase Order # Edit, Date 2/21/2017 - 3:55 PM, Address 123WB Mason Street Brockton, Mass 12345, Ordered By Hillary Homick, Account/Group C2525134, Total \$75.93, and a checkbox. Below each order, there is a 'Message to Orderer:' field. At the bottom right, there are 'APPROVE' and 'REJECT' buttons.

WHO BUT  
**W.B. MASON**

SHOPPING CART  
0 Items \$0.00  
QUICK ORDER CHECKOUT

Federal Government Customers Enter Keyword

SHOP SERVICES SUPPORT ORDERS **ACCOUNT CENTER** FAVORITES

(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                  |
|---|------------------|---------------------|--|----------------|---------------|---------|--------------------------|
| <a href="#">S045777982</a> <a href="#">Edit</a> |                  | 2/23/2017 - 2:57 PM | 123WB Mason Street<br>Brockton, Mass 12345 | Foster Maki    | C2525134      | \$60.38 | <input type="checkbox"/> |
| Message to Orderer: <input type="text"/>        |                  |                     |  |                |               |         |                          |
| <a href="#">S045873684</a> <a href="#">Edit</a> |                  | 2/21/2017 - 3:55 PM | 123WB Mason Street<br>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

SHOPPING CART  
0 Items \$0.00  
QUICK ORDER CHECKOUT

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER (2 NOTIFICATIONS) FAVORITES

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   |  |
|---|----------------------|---------------------|--|----------------|---------------|---------|--|
| <a href="#">S045777962</a>                            | <a href="#">Edit</a> | 2/23/2017 - 2:57 PM | 123WB Mason Street<br>Brockton, Mass 12345 | Foster Maki    | C2525134      | \$60.38 | <input checked="" type="checkbox"/> <a href="#">APPROVE</a>                |
| <div>1 Message to Orderer: <input type="text"/></div> |                      |                     |  |                |               |         |  |
| <a href="#">S045873684</a>                            | <a href="#">Edit</a> | 2/21/2017 - 3:55 PM | 123WB Mason Street<br>Brockton, Mass 12345 | Hillary Homick | C2525134      | \$75.93 | <input type="checkbox"/> <a href="#">APPROVE</a><br><a href="#">REJECT</a> |
| <div>2 Message to Orderer: <input type="text"/></div> |                      |                     |  |                |               |         |  |

# 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.

### 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

Additional Shipping  
Phone Number: (607) 324-6960

#### Billing Address

123WB Mason Street  
Brockton, Mass 12345

Edit Shipping

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         | Ext. Price |
|--|---|---|-----------|-------------|------------|
| BLZ41200<br><a href="#">Quick View</a> | Blinding White Copy Paper, 8 1/2" x 11", 98 Bright, 5000/CT |  |           | 1<br>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](mailto:customerCWOPA@wbmason.com)