

WHO BUT
W.B. MASON
PRODUCTS FOR THE WORKPLACE

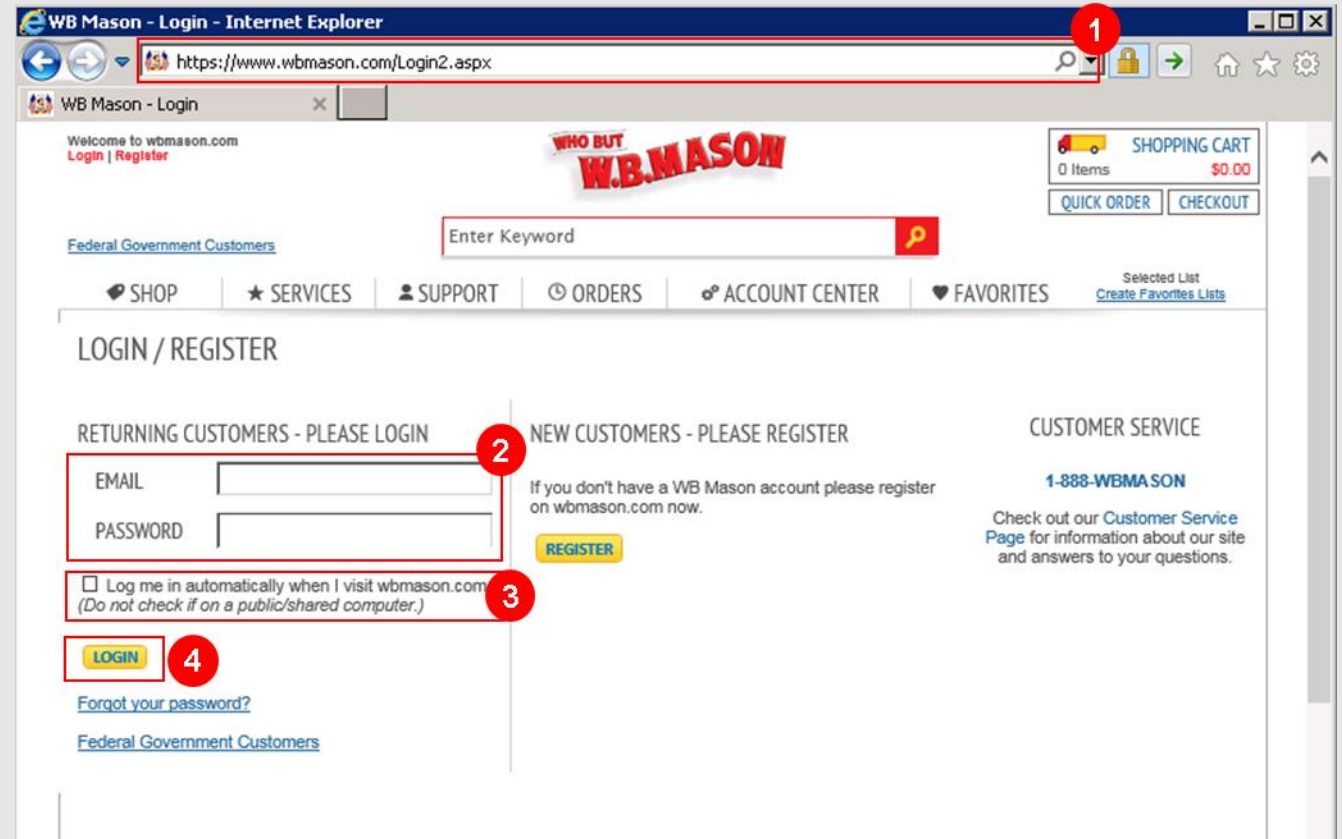
 **Cleveland Clinic**

Online Training Guide



Login

1. Open your internet browser and type: <https://www.W.B.mason.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

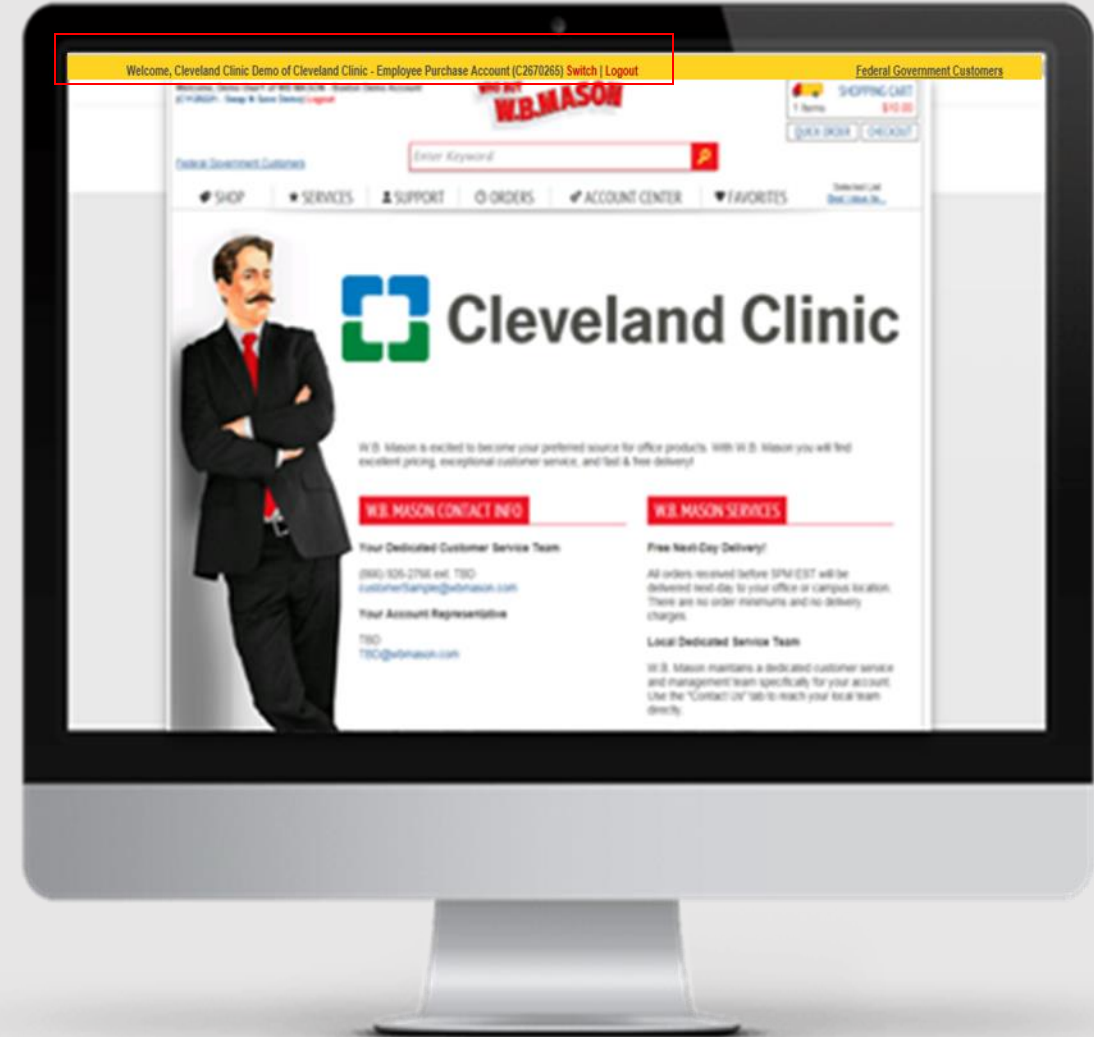


Login Confirmation

CLEVELAND CLINIC HOMEPAGE

Once you have successfully logged in, your name and account number will be displayed in the yellow box at the top of the page.

The Cleveland Clinic homepage will be the first page you see upon login and will have helpful information on your office supply program, including who to contact if you have any questions.



Cleveland Clinic Shopping List

Find Cleveland Clinic's Core Items...

1. FAVORITES (Click Tab)
2. CLEVELAND CLINIC CORE ITEMS (select from the dropdown menu)
3. All core items are flagged by a red check mark icon.
4. You can use the left hand column to help refine your results and search for specific items within the preferred items list.

The screenshot shows the W.B. Mason website interface. At the top, there is a navigation bar with 'SHOP', 'SERVICES', 'SUPPORT', 'ORDERS', 'ACCOUNT CENTER', and 'FAVORITES' (highlighted with a red box and '1'). Below the navigation bar, there is a search bar and a 'QUICK ORDER' button. The main content area is titled 'YOU ARE NOW VIEWING: PREFERRED ITEMS' and shows a list of items. On the left, there is a 'REFINE RESULTS' sidebar with 'CATEGORY' and 'BRAND' filters (highlighted with a red box and '4'). The 'CATEGORY' list includes Binders (81), Boards (95), Coffee, Tea & Cocoa (115), Cups (54), Food & Snacks (43), Index Dividers (44), Inks & Toners (87), Labels (77), Markers (60), Pads & Notebooks (43), Pens (93), and Self-Stick Pads (52). The 'BRAND' list includes Avery® (121), BIC® (41), HP (45), Innovera® (40), Quartet® (62), and Universal® (158). The 'PRICE' filter shows ranges from \$0-\$200 to \$600-\$800. The main list of items includes 'AT-A-GLANCE® Standard Diary Recycled Daily Reminder, Red, 5 3/4 x 8 1/4, 2019' (AAGSD38913, \$11.10/EA), 'AT-A-GLANCE® Two-Color Monthly Desk Pad Calendar, 22 x 17, 2019' (AAGSK117000, \$4.23/EA), and 'AT-A-GLANCE® Compact Desk Pad, 17 3/4 x 10 7/8, White, 2019' (AAGSK1400, \$2.70/EA). Each item has a red checkmark icon (highlighted with a red box and '3') and an 'ADD TO CART' button. A 'MANAGE SHOPPING LISTS' dropdown menu (highlighted with a red box and '2') is visible, showing 'Cleveland Clinic Core Items' as a selected list.

Personal Shopping Lists

Add/delete and manage your personal shopping lists...

1. FAVORITES (Click Tab)
2. MANAGE SHOPPING LISTS (Select from dropdown menu)
3. LIST NAME (Type new list name)
4. SUBMIT (click button to create)

Welcome, Cleveland Clinic Demo of Cleveland Clinic (C2668545) [Switch](#) | [Logout](#) Federal Government Customers

WHO BUY W.B.MASON [QUICK ORDER](#) [CHECKOUT](#) [CART](#) 0 Items \$0.00

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

FAVORITES LISTS

CREATE LIST

Create Favorites Lists of those items you order most frequently. As you shop, you can add p

myWB!
Reordering is fast and easy - search all the items you recently purchased!
[SHOP NOW](#)

ACCOUNT LISTS (SHARED)
[Cleveland Clinic Core Items](#) selected

MANAGE SHOPPING LISTS

List Name List Type Personal Sort By Brand A-Z [SUBMIT](#)

VIEW/EDIT LISTS

ITEM LISTS

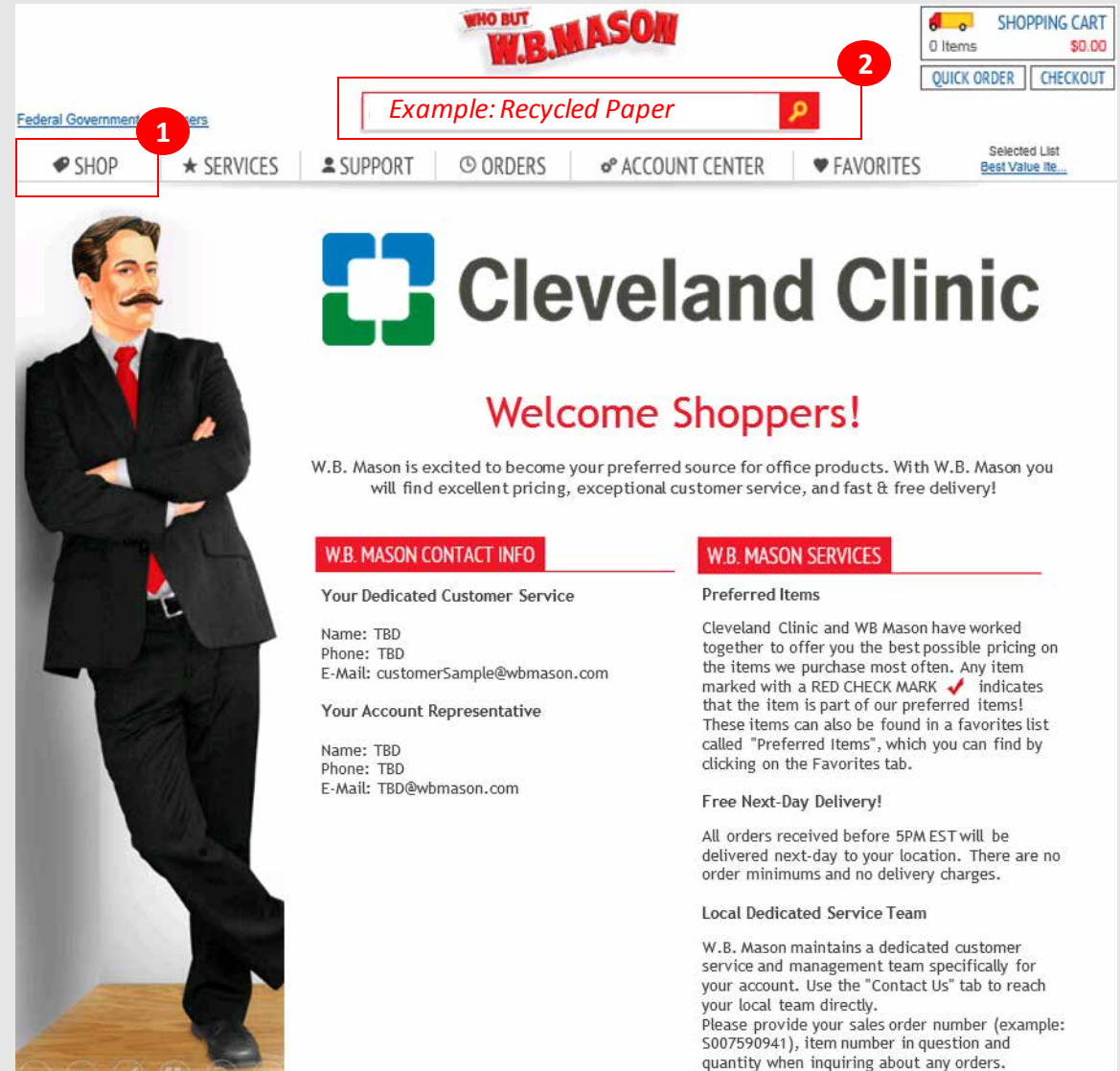
List Name	Default	List Type	Sort By	Action
Cleveland Clinic Core Items		Account		View

myWB! Running low? Find the items you recently ordered! Find this feature by hovering over the Favorites tab [Let's Go](#)

Product Search

Start searching for products...

1. SHOP
(Click Tab to shop by product category)
2. ENTER KEYWORD
(Type in item name, category or keyword to search entire site)



WHO BUT
W.B. MASON

Federal Government **Suppliers**

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

Shopping Cart: 0 Items \$0.00
QUICK ORDER CHECKOUT

Example: Recycled Paper

Cleveland Clinic

Welcome Shoppers!

W.B. Mason is excited to become your preferred source for office products. With W.B. Mason you will find excellent pricing, exceptional customer service, and fast & free delivery!

W.B. MASON CONTACT INFO

Your Dedicated Customer Service

Name: TBD
Phone: TBD
E-Mail: customerSample@wbmason.com

Your Account Representative

Name: TBD
Phone: TBD
E-Mail: TBD@wbmason.com

W.B. MASON SERVICES

Preferred Items

Cleveland Clinic and WB Mason have worked together to offer you the best possible pricing on the items we purchase most often. Any item marked with a RED CHECK MARK ✓ indicates that the item is part of our preferred items! These items can also be found in a favorites list called "Preferred Items", which you can find by clicking on the Favorites tab.

Free Next-Day Delivery!

All orders received before 5PM EST will be delivered next-day to your location. There are no order minimums and no delivery charges.

Local Dedicated Service Team

W.B. Mason maintains a dedicated customer service and management team specifically for your account. Use the "Contact Us" tab to reach your local team directly. Please provide your sales order number (example: S007590941), item number in question and quantity when inquiring about any orders.

Filter Search Results

REFINE SEARCH RESULTS

Use the left hand column to refine your search results.

SORT BY

Use the *Sort By* dropdown and select your product sorting preference.

RESULTS PER PAGE

Click on the dropdown menu next to *Results Per Page* to select the amount of items you would like to populate per page in your search results.

The screenshot shows the W.B. Mason website search results for "Recycled Paper". The page features a navigation bar with "SHOP", "SERVICES", "SUPPORT", "ORDERS", "ACCOUNT CENTER", and "FAVORITES". A search bar at the top right contains the text "Example: Recycled Paper". Below the navigation bar, the search results are displayed in a grid view. The left sidebar contains filters for "CATEGORY" (Copy & Multipurpose Paper), "BRAND" (listing various brands like Blizzard, Boise, Double A, etc.), and "PRICE" (listing price ranges like \$0-\$50 and \$50-\$100). The main content area shows three product listings for "Flagship Recycled Copy Paper". Each listing includes a product image, a title, a description, and an "ADD TO CART" button. The first listing is highlighted with a red border.

WHO BUT W.B. MASON

Federal Government Customers

Example: Recycled Paper

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

Showing items 37 to 48 of 261

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 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

Individual Item Detail

VIEW INDIVIDUAL ITEM

When conducting a search, click on an item to view additional detail.

ITEM ICONS

Icons located next to the item help you identify the product type. Scroll over each icon to view the meaning of each icon.

NOTE FIELD

Special notes added into the **Note** field will populate on your packing slip.

ADD TO CART/ADD TO LIST

Make a selection to add this item into either your shopping cart or favorites list.



The screenshot displays the W.B. Mason website interface. At the top, the logo reads "WHO BUT W.B. MASON". A navigation bar includes links for "SHOP", "SERVICES", "SUPPORT", "ORDERS", "ACCOUNT CENTER", and "FAVORITES". A search bar with the placeholder "Enter Keyword" is present. In the top right corner, a shopping cart icon shows "0 Items" for "\$0.00", with "QUICK ORDER" and "CHECKOUT" buttons. Below the navigation, a link for "Federal Government Customers" is visible. The main content area features a product image of a ream of "FLAGSHIP RECYCLED" paper, which includes a portrait of a man with a mustache. To the right of the image, the product name "FLAGSHIP" is displayed above the full description: "Flagship™ Recycled 50% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 500/RM". The item number "WBM20050" is listed below. A list of bullet points describes the paper's benefits: "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", and "For use in all your office machines". On the right side of the product details, there is a quantity selector, an "ADD TO CART" button, an "Add To List" dropdown, and a "Note" field. At the bottom right, the availability is listed as "Next Day" with a corresponding icon, and a small icon set shows a recycling symbol, a 92% brightness icon, and a 20 lb. weight icon.

Shopping Cart

Update your cart – update your cart after you make modifications to items in your cart.

Empty Your Cart – removes all items from your shopping cart

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**

Continue to Checkout – Click this icon to proceed to checkout.

WHO BUT W.B. MASON

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

Selected List Favorite's Lis...

SHOPPING CART
1 Items \$8.92
QUICK ORDER CHECKOUT

SHIPPING CART
< continue shopping

Update Cart Empty Your Cart Save Cart for Later

Sub-Total: CONTINUE TO CHECKOUT

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.

+ QUICK ENTRY 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

Remove from cart

Sub-Total: CONTINUE TO CHECKOUT

continue shopping >

Go to Checkout

Ready to Checkout?

When you are ready to checkout click the **Checkout** button located next to the *Shopping Cart* or click **Continue to Checkout** from the shopping cart page.

The screenshot displays the W.B. Mason website's shopping cart interface. At the top right, there is a shopping cart icon with '1 Items' and a 'SHOPPING CART' label. Below this are two buttons: 'QUICK ORDER' and 'CHECKOUT', both highlighted with red boxes. A search bar with the placeholder 'Enter Keyword' and a magnifying glass icon is located below the navigation menu. The navigation menu includes links for SHOP, SERVICES, SUPPORT, ORDERS, ACCOUNT CENTER, and FAVORITES. The main heading is 'SHOPPING CART' with a '< continue shopping' link. Below the heading are three buttons: 'Update Cart', 'Empty Your Cart', and 'Save Cart for Later'. To the right of these buttons is the 'Sub-Total:' label and a yellow 'CONTINUE TO CHECKOUT' button, also highlighted with a red box. 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 the tip is a '+ QUICK ENTRY' section with the text 'Add items to cart without leaving the page'. The main cart area has a table with columns for 'Select Action...', 'Sort By...', 'Item Price', and 'Total Cost'. The table contains one item: 'Flagship™ Recycled 50% Recycled Copy Paper, 8.5" x 11" Letter, 20lb., 92 Bright, 500/RM'. The item has a 'Remove From Cart' button, a quantity of '1', and a 'Note' field. Below the table are 'Update Cart', 'Empty Your Cart', and 'Save Cart for Later' buttons. To the right of the table is another 'Sub-Total:' label and a yellow 'CONTINUE TO CHECKOUT' button. At the bottom right, there is a 'continue shopping >' link.

Checkout Steps

1. The checkout process will be listed at the top of the page and will turn green as you complete each step.
2. Your order will be complete when you've reached the order confirmation page and are provided with an order #.
3. If your order requires an approval, you will be notified on the confirmation page. An approval workflow message will display underneath the W.B. Mason truck + Order #. You will see who your order has gone to for approval and your approver will get an e-mail notification letting them know an order is awaiting approval.

CHECKOUT Shipping Expense Billing Preview **Order Confirmation**

Thanks! Your order is complete and your order number is: S046310092

Thank you for your order!
It has been submitted for approval.
Based on your organization's purchasing rules, your order must be approved. You will receive an email after the approver has reviewed it.

Order Number: S046310092
Approver: foster.maki@wbmason.com (Foster Maki)
[Print This Page](#)

Shipping Address
Boston Demo Account
647 Summer St
Boston MA 02210

Expense Allocations
Cost Center: BPO-0342 - Marketing

Billing Address
Primary Address
647 Summer St
Boston MA 02210

Additional Shipping
Phone Number: (123) 456-7991

Payment and Additional Info
Purchase Order #: 123456 TEST
Payment: Bill Me On Account

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				



Instructions for Order Approvals

Steps on how to approve/reject and modify
an order that is awaiting approval.



E-Mail Notification

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

1. Use this link to login to W.B. Mason's website 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](#) 1
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'](#) 2
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

1. Once you login you see a notification box highlighted in yellow (above the Account Center Tab) reflecting the amount of orders in the que.
2. Click on the Account Center Tab to view all orders awaiting approval.

The screenshot displays the W.B. Mason website's account center. At the top, the logo 'WHO BUT W.B. MASON' is visible. A shopping cart icon shows '0 Items' for '\$0.00'. Navigation tabs include 'SHOP', 'SERVICES', 'SUPPORT', 'ORDERS', 'ACCOUNT CENTER', and 'FAVORITES'. The 'ACCOUNT CENTER' tab is highlighted in yellow and has a notification icon. Below the navigation, the section 'ORDERS AWAITING APPROVAL' is shown. A text box explains that orders are awaiting review and provides instructions on how to approve or reject them. A table lists two orders with columns for Order #, Purchase Order #, Date, Address, Ordered By, Account/Group, Total, and an 'APPROVE' button. Each order has a 'Message to Orderer' field below it. At the bottom right, there are 'APPROVE' and 'REJECT' buttons.

WHO BUT W.B. MASON

SHIPPING CART
0 Items \$0.00
QUICK ORDER CHECKOUT

Federal Government Customers Enter Keyword

SHOP SERVICES SUPPORT ORDERS **ACCOUNT CENTER** FAVORITES

(2 NOTIFICATIONS)

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
S04577982 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"/>							
S045873884 Edit		2/21/2017 - 3:55 PM	123WB Mason Street Brockton, Mass 12345	Hilary Homick	C2525134	\$75.93	<input type="checkbox"/>
Message to Orderer: <input type="text"/>							

APPROVE REJECT

View All Orders Pending Approval

1. Send a message to the purchaser (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 BUY
W.B.MASON

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

(2 NOTIFICATIONS)

Selected List
Create Favorites Lists

SHOPPING 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	
SO45777982	Edit	2/23/2017 - 2:57 PM	123WB Mason Street Brockton, Mass 12345	Foster Maki	C2525134	\$60.38	<input type="checkbox"/> APPROVE
1 Message to Orderer: <input type="text"/>							
SO45873684	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"/>							

View/Modify Individual Orders

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 buyer
5. Reject or Approve this order

ORDER AWAITING APPROVAL
< return to orders awaiting approval
REVIEWING ORDER: S045777962

REJECT THIS ORDER **APPROVE THIS ORDER** **5**

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 **4**

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 **1**
123WB Mason Street
Brockton, Mass 12345
Edit Shipping

Billing Address **1**
123WB Mason Street
Brockton, Mass 12345
Edit Billing

Additional Shipping **1**
Phone Number: (607) 324-6990
Edit Allocations

Building: Bellvue
Floor: 12
Room: 1209
Edit Billing

YOUR ITEMS: **Edit items** **1**

QUICK ENTRY **2** Add items to cart without leaving the page
Enter an item number and press the Tab key to view the item's information.
Item Number QTY Note Add Clear

Item Number	Item Description	Type	Price/UOM	QTY Order	Ext. Price
BLZ41200 Quick View	Blinding White Copy Paper, 8 1/2" x 11", 98 Bright, 5000/CT			1 delete 3	

Product Subtotal \$55.45
Tax Subtotal \$4.93
(may include bottle deposits)
Order Total \$60.38

REJECT THIS ORDER **APPROVE THIS ORDER**

WHO BUT
W.B. MASON
PRODUCTS FOR THE WORKPLACE

Additional
Information



My W.B. !

Re-ordering items?? Easily find all the items you've previously ordered all in one place.

1. Select ***Favorites*** then click the ***SHOP*** button located under ***MY W.B. !*** You are now viewing all the items you've previously purchased from W.B. Mason in the past.
2. Use the left hand column to help you refine your results and help you identify the item you're looking to re-purchase!
3. Once you've found the item click ***ADD TO CART*** to include these items in your existing shopping cart!

WHO BUY
W.B. MASON

SHOPPING CART
0 Items \$0.00
QUICK ORDER CHECKOUT

Enter Keyword

SHOP SUPPORT ORDERS ACCOUNT CENTER FAVORITES
Selected List
Create Favorites Lists

REFINE RESULTS

CATEGORY

- Classroom Writing Paper (1)
- Copy & Multipurpose Paper (2)
- File Folders (1)
- Highlighters (1)
- Index Dividers (1)
- Markers (1)
- Pads & Notebooks (3)
- Pens (1)
- Tape (1)
- Tape Dispensers (1)

BRAND

- Avery® (1)
- Black n' Red™ (1)
- Boise® (1)
- EXPO® (1)
- Flagship™ Bright (1)
- Highland™ (1)
- Mead® (2)
- Sanford® (1)
- Universal® (3)
- Zebra® (1)

PRICE

- \$0-\$20 (11)
- \$20-\$40 (1)
- \$40-\$80 (1)

SEARCH THESE RESULTS

Running low? Here are the items you recently ordered!

Showing items 1 to 12 of 13
Sort by: Ordered Frequently Results Per Page: 12
Add Selected to Cart Compare Selected Add To List 0 Selected
Grid View List View

Select All | Update List

Mead® Square Deal Composition Book, Wide Rule, 9 3/4 x 7 1/2, White, 100 Sheets
Availability: Next Day
MEAO9910 QTY **ADD TO CART**

Universal® File Folders, 1/3 Cut Assorted, One-Ply Top Tab, Letter, Manila, 100/Box
Availability: Next Day
UNV12113 QTY **ADD TO CART**

Universal® Steno Book, Gregg Rule, 6 x 9, Green, 70 Sheets
Availability: Next Day
UNV76920 QTY **ADD TO CART**

Quick Order Tool

QUICK ORDER MULTIPLE ITEMS

Select **Quick Order** located in the top right hand corner of the screen. This tool will allow you to enter in multiple items and load them into your shopping cart and/or favorites list.

The screenshot shows the W.B. Mason website's Quick Order tool. At the top, there is a navigation bar with the W.B. Mason logo, a search bar, and links for SHOP, SERVICES, SUPPORT, ORDERS, ACCOUNT CENTER, and FAVORITES. A shopping cart icon in the top right corner shows 0 items for \$0.00, with buttons for QUICK ORDER and CHECKOUT. The main content area is titled "QUICK ORDER" and includes instructions: "Use our Quick Order process to rapidly add multiple items to your shopping cart. Enter a specific item number (as shown in our catalog) and quantity on each line. When you are done entering items, click 'Add to Cart' to place the items in your shopping cart or click 'Add to List' to add these items to an existing shopping list." Below the instructions is a table with three columns: Item Number, QTY, and Notes. The table has 12 rows, each with a text input field for the item number, a dropdown menu for quantity (set to 1), and a text input field for notes. At the bottom right of the table, there is a dropdown menu labeled "Add To List" and a yellow "ADD TO CART" button.

WHO BUY
W.B. MASON

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

Selected List
Best Value Item

SHIPPING CART
0 Items \$0.00
QUICK ORDER CHECKOUT

QUICK ORDER

Use our Quick Order process to rapidly add multiple items to your shopping cart. Enter a specific item number (as shown in our catalog) and quantity on each line. When you are done entering items, click "Add to Cart" to place the items in your shopping cart or click "Add to List" to add these items to an existing shopping list.

Item Number	QTY	Notes
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>
<input type="text"/>	1	<input type="text"/>

Add To List

Customer Support

CONTACT CUSTOMER SERVICE

Select the **Support** tab to contact your dedicated customer service representative. Select appropriate subject matter, type message and click **Submit** to send message to your dedicated customer service.

LIVE CHAT

Select the **Live Chat** icon on the right hand side of the screen to open up a live chat with a W.B. Mason Customer Service Representative.

SHOP SERVICES **SUPPORT** ORDERS ACCOUNT CENTER FAVORITES Selected List Preferred Item

CUSTOMER SERVICE

1-888-WB-MASON (1-888-926-2766)

CONTACT US

Your Information:
Hillary Homick
hillary.homick@wbmason.com

Send To:
Melissa Deleon
Customer Service Representative
melissa.deleon@wbmason.com

Subject:
Select Subject... ▼

Message:
[Text Area]
▲
▼

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)

Live Chat

Order History

Click on the Orders tab to view your order history.

ORDER STATUS

The status column will tell you the live status of your order.

VIEW ORDER DETAILS

Click on the “Order #” to view details of each order.

RE-ORDER ITEMS

Once you view an order you can select the **Re-order Items** button on the page to easily re-order items.

WHO BUY
W.B. MASON

Shopping Cart: 0 Items \$0.00
QUICK ORDER CHECKOUT

Federal Government Customers

Enter Keyword

SHOP SERVICES SUPPORT **ORDERS** ACCOUNT CENTER FAVORITES

ORDER HISTORY

[< return to my account](#)

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.

Return Center

1. Select **Return Center** from the drop down under the **Orders** tab. Use the filter tool to help you find the order you would like to place a return for.
2. Click on **Return Item(s)** to process a return. Don't forget to print the return label at the last step of the return process and set aside with product for your driver to pickup next-day.

WHO BUY
W.B.MASON

SHOPPING CART
0 Items \$0.00
QUICK ORDER CHECKOUT

Enter keyword

SHOP SUPPORT **ORDERS** ACCOUNT CENTER FAVORITES Selected List
Create Favorites Lists

RETURN CENTER

TO MAKE A RETURN:


1. Find Order with Return Item(s) 2. Select "Additional Items" to Expand Orders 3. Click "Return Item(s)" Button to Continue

NOTE: For additional information, please see our [Return Policy](#).

Filters

Order # Purchase Order # From: mm/dd/yyyy To: mm/dd/yyyy Apply Filter

All Orders

Order Date: 5/28/2018	Sales Order #: 5078809428	Subtotal: \$6.96		
	Purchase Order #: 84624069			
Item Number	Item Description	UOM	QTY	Item Price
 UNV21126	Top-Load Poly Sheet Protectors, Std Gauge, Nonglare, Clear, 50/Pack	PK	4	\$6.96






Return Item(s)

Delivery Updates

After you place an order you can easily check up on your delivery status.

Delivery notifications will be highlighted above the **Orders** tab. To view updates, just click on the green notification on your homepage.

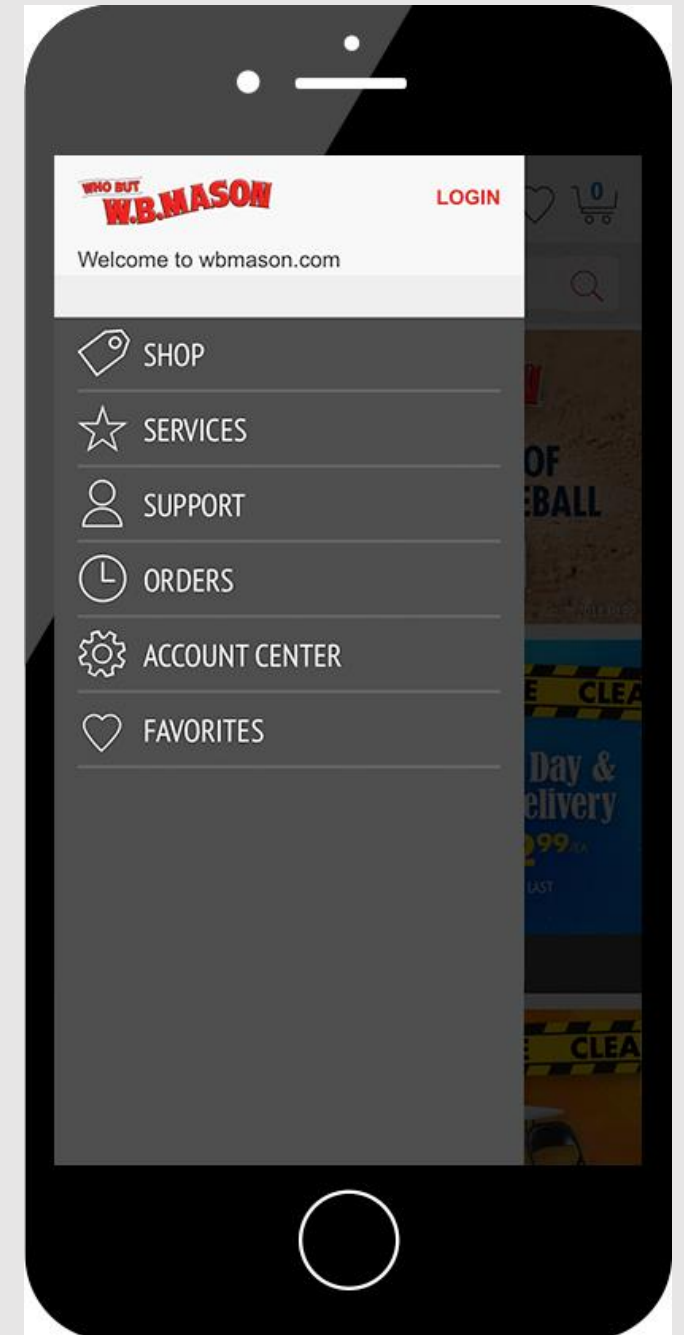
The screenshot shows the W.B. Mason website interface. At the top right, there is a shopping cart icon with '0 Items' and '\$0.00', and buttons for 'QUICK ORDER' and 'CHECKOUT'. Below this is a search bar with the placeholder text 'Enter Keyword'. In the navigation menu, the 'ORDERS' tab is highlighted with a green box and a green notification icon. The main content area is titled 'OUT FOR DELIVERY' and contains a table with order details.

Item #	Description	UOM	QTY	Delivery Status
	BLZH205G Natural Spring Water, 5-Gallon	EA	6	On The Truck
	CLO35418EA Multi-Surface Cleaner, 144 oz.	EA	1	On The Truck
	MRCP720N 100% Recycled Hardwound Paper Towel, Natural, 1-Ply, 7 7/8" x 350', 12 Rolls/CT	CT	1	On The Truck
	BWK430EA Antibacterial Liquid Soap, Floral Balsam, 1gal Bottle	EA	1	On The Truck
	SJN687374 Glass Cleaner with Ammonia-D, 32 oz. Trigger Bottle	EA	1	On The Truck

Additional information from the screenshot: Sales Order #: [S061667291](#), 35 East 75th StreetGarage, New York, NY 10021, Order Placed: 3/1/2018. A link for 'Additional Items' is visible at the bottom of the table.

On The Go?

W.B. Mason's website is mobile friendly so you can easily shop, view items, create favorites lists, and checkout right from your smartphone. It can't get much easier than that!



Thank You

Thank you for choosing W.B. Mason for your office supply needs. We appreciate your loyalty to our family owned business. If you have any questions, please do not hesitate to reach out to us. We are always happy to help!

- The W.B. Mason Team

A.L.P.S

Competitive & custom pricing with perpetual contracting

one source wonderful!

One Order,
One Delivery,
One Invoice

WELCOME TO MASONVILLE

Local, dedicated account management, customer service, and distribution

WHO BUY WBMASON.COM

Easy, flexible online ordering, integrated and customized for your organization

buyright

The largest selection of the branded products you want at low prices you'll love!

WHO BUY W.B.MASON

A Brand you can trust since **1898**

G.O.L.D. Star DELIVERY

Guaranteed Next Day delivered by a uniformed WB Mason driver!