WB Mason New User Instructions

1. You will receive a Welcome email from WB Mason Company with your username and password information.

2. Once you follow the set-up instructions, you will then be able to log in and start ordering at www.wbmason.com.

   LOGIN
   Please Login To Your Account
   EMAIL
   PASSWORD
   □ Remember Me
   LOGIN

3. You may add items to your cart by shopping by category, searching using keyword, or entering item #s.

   Shop by Category
   Office Supplies
   Paper
   Ink & Toner
   Facilities, Maintenance
   Breakroom
   Coffee
   DECK ESSENTIALS
   Correction Tape
   Desk Organizers
   Name Pads
   Rubber Bands
   Screen
   Staplers
   Sticky Notes
   Tape
   View All
   FILING & ORGANIZATION
   Appointment Books & Planners
   Binder Clips
   Binders
   Calendars
   File Folders
   File Storage/Boxes
   Label Makers
   Labels
   Paper Clips
   View All
4. Once you have your items in your cart, you may proceed to Checkout by selecting the Cart icon in the upper right corner and selecting Checkout.
5. In the Delivery section, select your shipping address and entering an Attention. If you do not see your shipping address listed, please contact the Procurement Office.

6. In the Expense section, you must add an expense allocation to your items in order to complete the checkout process. To do so, select Add Expense Allocation and then click on Cost Center and select the desired Cost Center. Then you must click the gray arrow and ensure it turns green, click Apply, and click Done. If you have multiple items, you can apply different Cost Centers to each item. If you do not see your cost center listed, please contact the Procurement Office.
You will then see green checks and a statement similar to “1/1 products allocated” depending on your quantities.

7. The Billing and Allocated Products sections will not change and no additional information is required unless you need to make a change to your cart.

8. In the Order Summary section, you may finalize the order by clicking Submit Order.