

Sign In

- 1 **Sign In**
Enter Username here
- 2 **Password**
Enter Password here and click "Login" button

- 3 **Forgot Password?**
Click here for help

- 4 **My Account/Order History**
Click here for your My Account page and Order History. View and Shop from past orders.

- 5 **Quick Order**
Add products to your shopping cart or shopping list using product numbers.

- 6 **Search**
Enter an item #, product name or keywords to find the product you're looking for.

- 7 **Browse**
Select one of the product category tabs to browse through our catalog of products.

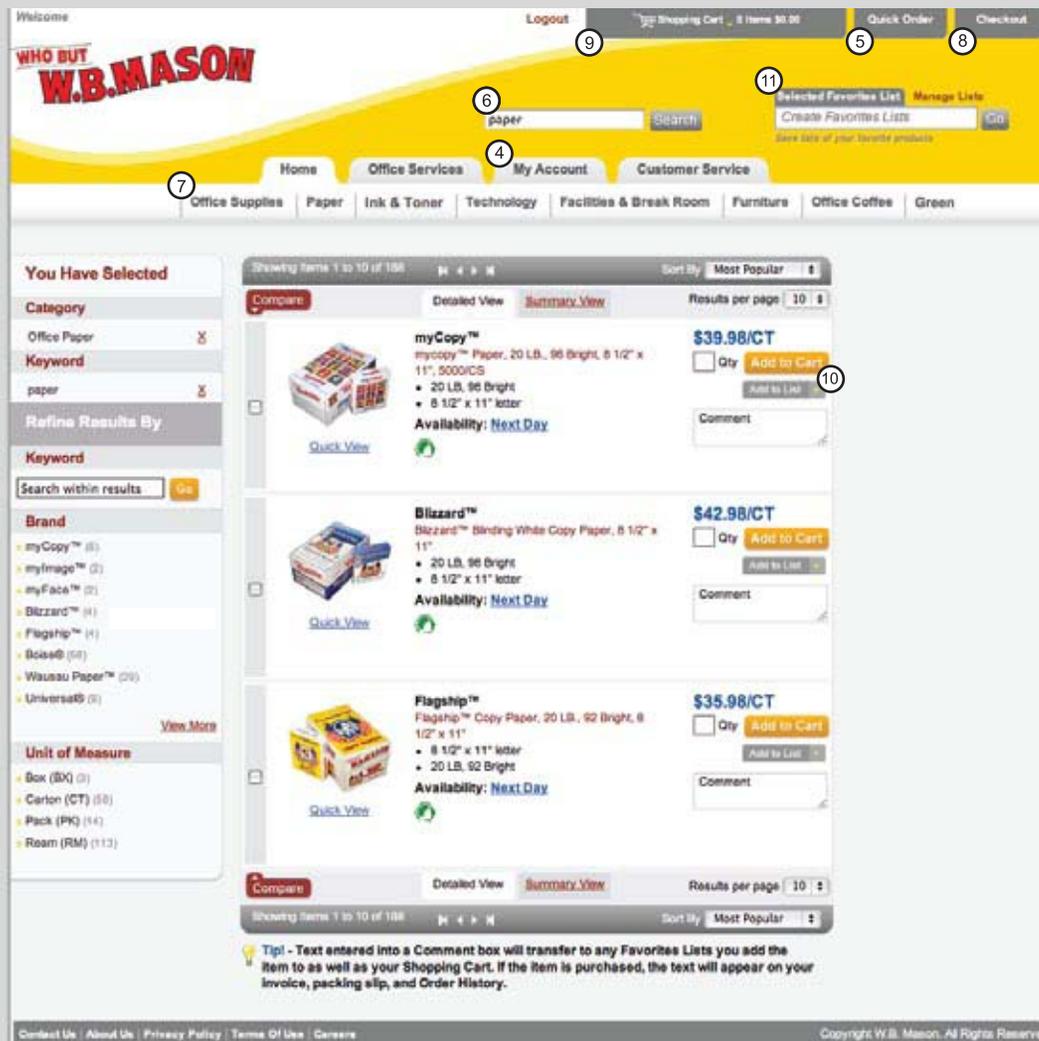
- 8 **Check Out**
Click here to jump straight to the check-out process.

- 9 **Shopping Cart**
Click on Shopping Cart to view the details.

- 10 **Add To Cart / To List**
Click the image to add products to your shopping cart or any favorites list.

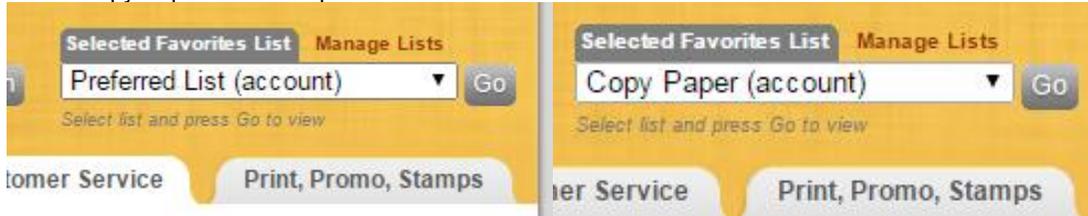
- 11 **Shopping Lists**
Create and manage Favorites Lists for your convenience.

Ordering

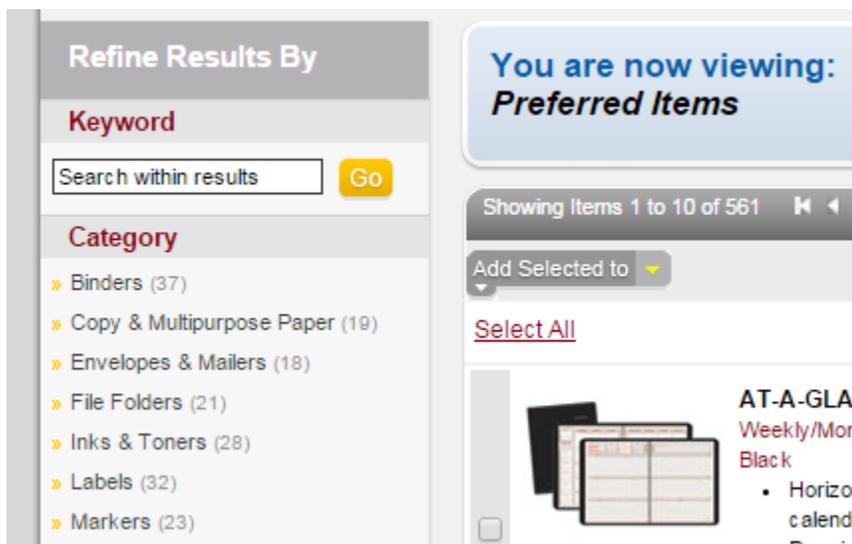


How to find preferred, i.e., low priced items and approved copy paper:

- To get to the items that we negotiated special pricing for go to the upper right hand side of the website and click on "Preferred List" and then on "Go". To get to a list of copy / fax machine paper, you'll find another list called "Copy Paper" in the drop down menu.



- When you go to the "Preferred List", the website will bring you to a long list of items. You can sort through this page by checking out the categories on the left side or searching for a key word



- Generally speaking, the items with the red check marks are the ones with negotiated (better) pricing, preferred items will always come up first when you look in a specific category



- When you search for a product, the preferred, i.e., pre-negotiated item will show up on the top of the list
- You can also search by price

Charging to an INDEX not available on W.B. Mason website:

- Charge to p-card and then charge on paymentnet to correct INDEX
- If paying via p-card is not an option, go to Check-out on the WB Mason website, choose as the Cost Center "Place Holder for INDEX".

Select Expense Allocation

Cost Center *

Selected	Cost Center	Description
<input type="radio"/>	Place Holder for INDEX	

- Go to the next page. Then choose "Bill Me on Account"
- Enter in the "Additional Billing Info" field the INDEX to which you want to charge this order.

Payment & Additional Information

Payment Method *

Please select one of the payment options below.

Bill Me On Account

Credit Card



Enter Credit Card Below

Nickname

Name on Card *

Card Type *

Credit Card Number *

Expiration Date *

[Manage Credit Cards](#)

Additional Billing Info

- Please note that you cannot split the order into several Indices. If you have to order office supplies for various indices using this payment method (instead of using the p-card) you will have to order for one INDEX, go through check-out and enter the appropriate INDEX. Then you would go shopping for the second INDEX, bill that INDEX, and so on.