

# **Approving Orders**

W.B. Mason Ecommerce Workflow/Order Management

Welcome, Demo User1 of Boston Demo Account (C1128221 - Swap N Save Demo) Logout





Federal Government Customers Click Here











**♥** FAVORITES

Selected List Best Value Ite...

CHECKOUT







**Order Confirmation** 



# Thanks! Your order is complete and your order number is: \$033799347

#### 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: S033799347

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

### Payment and Additional Info

Purchase Order #: 0001 Payment: Bill Me On Account

Item Number Item Description

Price/UOM

Ext. Price QTY

Copy Paper, 8 1/2" x 11", 20lb., 92 Bright, 5000/CT WBM21200





\$69.99/CT

10 \$699.90



# Sample Email (End User)

Note: This order is awaiting approval from someone within your organization. You will receive additional emails with updates on the status of this order.

Test User,

You have just placed an order for \$38.54 with WB Mason.

Order Number: S011111244 Order Date: 04/17/2013

Shipping Address: Southern Ocean County Hospital

21 Commerce Drive Cranbury, NJ 08512

Attention:

Billing Address: Southern Ocean County Hospital

21 Commerce Drive Cranbury, NJ 08512

FOLDER, SUPER TAB, LTR, MLA

Payment Method: On Account

PO Number:

Item Number

QUA90020

SMD10301

Cost Center: 999111-Med Surg

> Total Description Qty Price ENV,#10 WHT 500BX \$21.10/BX \$21.10

> > **Product Subtotal:** \$36.36 Tax Subtotal\*: \$2.18 Order Total: \$38.54

\$15.26/BX

Note: This order is awaiting approval from

will receive additional emails with updates

someone within your organization. You

on the status of this order.

\$15.26



# Sample Email (Approver)

Order Number: S011111244 Customer Number: C2165823 Order Date: 04/17/2013

Test User (Branch Employee Experience)

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

\* Order total is over specified limit

Your Approval Options:

#### Review & Edit Order Online

Use this linkto login to WBMason.com to review or edit this order. Copy and Paste the following link into your browser if necessary http://www.wbmason.com/Orders/AwaitingApproval.aspx

#### Click Hereto Approvethis Order Now 'As - Is'

Use One Click Approved in sorting instantly approve this order.

Copy and Paste the following link into your browser if necessary

http://www.wbmason.com/Approval Results.aspx?GUID={AE25D706-0AF0-44A3-952F-7D1869.DE5E85}

Shipping Address: Southern Ocean County Hospital

21 Commerce Drive

Cranbury, NJ 08512

Attention:

Billing Address: Southern Ocean County Hospital

21 Commerce Drive Cranbury, NJ 08512

Payment Method: On Account

PO Number:

Expense Allocations:

Cost Center: 999111-Med Surg **Your Approval Options:** 

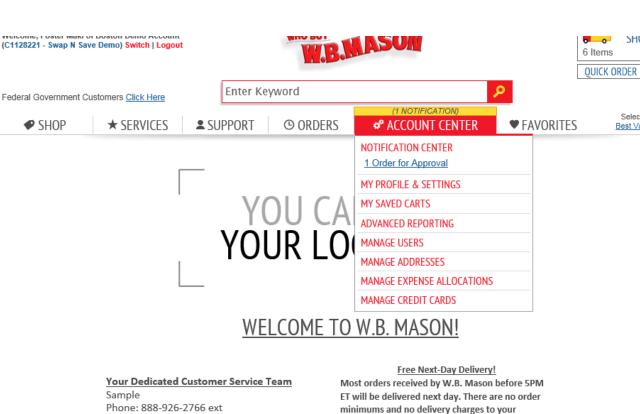
Order Total:

**Review & Edit Order Online (Traditional Method)** 

Click Here to Approve this Order Now "As-Is"

\$38.54

ltem Number	Description	Ωty	v. Price	Total
QUA90020	ENV,#10 WHT 500BX	1	\$21.10/BX	\$21.10
SMD10301	FOLDER, SUPER TAB, LTR, MLA	1	\$15.26/BX	\$15.26
		Product Subtotal:		\$36.36
		Tax 9	Subtotal*:	\$2.18



Email: sample@wbmason.com

#### Your Dedicated Account Executive

Sample

Phone: 508-436-1231

Email: sample@wbmason.com



Click the thumbnail above to view the Tip Sheet.

location!

SHOPPING CART

Selected List

Best Value Ite...

\$315.34

CHECKOUT

#### **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 team directly.

Please provide your sales order number (example: S007590941) when inquiring about any orders, or placing returns.

Welcome, Foster Maki of Boston Demo Account (C1128221 - Swap N Save Demo) Switch | Logout





Federal Government Customers Click Here



SHOP

**★** SERVICES

**≥** SUPPORT

ORDERS

(1 NOTIFICATION)

\*\* ACCOUNT CENTER

**♥** FAVORITES

Selected List Best Value Ite...

# ORDERS AWAITING APPROVAL

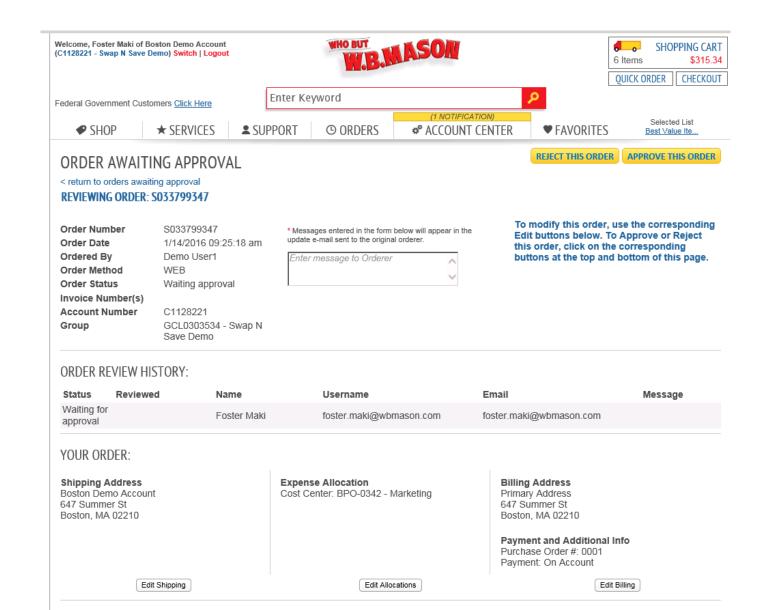
The below orders are awaiting your review. Check the box to the right of the orders you wish to update and click either Approve or Reject. If you would like to view or edit an order, click on the Order Number.

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

Order#	Purchase Order #	Date	Ordered By	Account/Group	Total	APPROVE
<u>S033799347</u>	0001 <u>Edit</u>	1/14/2016 - 9:25 AM	Demo User1	C1128221-Swap N Save Demo	\$743.64	
Message to Orderer:						

APPROVE

REJECT









# Expense Allocation

Cost Center: BPO-0342 - Marketing

## **Billing Address**

Primary Address 647 Summer St Boston, MA 02210

### Payment and Additional Info

Purchase Order #: 0001 Payment: On Account

Edit Allocations Edit Allocations

YOUR ITEMS:

Edit Items

Item Number Item Description

- QUICK ENTRY 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

	·
WBM21200 Quick View	Copy Paper, 8 1/2" x 11", 20lb., 92 Bright, 5000/CT

Type

Price/UOM

QTY Ordered

Ext. Price

\$69.99/CT 10 delete

\$699.90

Product Subtotal Tax Subtotal (may include bottle deposits) \$699.90 \$43.74

Order Total

\$743.64

REJECT THIS ORDER

APPROVE THIS ORDER