



Approving Orders

W.B. Mason Ecommerce Workflow/Order Management

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



SHOPPING CART
0 Items **\$0.00**

[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#)

- SHOP
- SERVICES
- SUPPORT
- ORDERS
- ACCOUNT CENTER
- FAVORITES

Selected List
[Best Value It...](#)

- CHECKOUT
- Shipping
 - Expense
 - Billing
 - Preview
 - Order Confirmation**



**Thanks! Your order is complete
and your order number is: S033799347**

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	Type	Price/UOM	QTY	Ext. Price
WBM21200	Copy Paper, 8 1/2" x 11", 20lb., 92 Bright, 5000/CT		\$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
Payment Method: On Account
PO Number:

Cost Center: 999111-Med Surg

Item Number	Description	Qty	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 Subtotal*: \$2.18
Order Total: \$38.54

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



Sample Email (Approver)

Order Number: S011111244
Customer Number: C2165823
Order Date: 04/17/2013
Orderer: 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 link to 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/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://www.wbmason.com/ApprovalResults.aspx?GUID={AE23D706-0AFD-44A3-952F-7D1869DE5EB5}>

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:

[Review & Edit Order Online \(Traditional Method\)](#)

[Click Here to Approve this Order Now "As-Is"](#)

Item Number	Description	Qty	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 Subtotal*:				\$2.18
Order Total:				\$38.54



YOU CAN
YOUR LOGO

- NOTIFICATION CENTER
[1 Order for Approval](#)
- MY PROFILE & SETTINGS
- MY SAVED CARTS
- ADVANCED REPORTING
- MANAGE USERS
- MANAGE ADDRESSES
- MANAGE EXPENSE ALLOCATIONS
- MANAGE CREDIT CARDS

WELCOME TO W.B. MASON!

Your Dedicated Customer Service Team

Sample
Phone: 888-926-2766 ext
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.

Free Next-Day Delivery!

Most orders received by W.B. Mason before 5PM
ET will be delivered next day. There are no order
minimums and no delivery charges to your
location!

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](#)



 **SHOPPING CART**
6 Items **\$315.34**

[QUICK ORDER](#) [CHECKOUT](#)

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
S033799347	0001 Edit	1/14/2016 - 9:25 AM	Demo User1	C1128221-Swap N Save Demo	\$743.64	<input type="checkbox"/>
Message to Orderer: <input type="text"/>						<input type="checkbox"/>
						<input type="checkbox"/>

[APPROVE](#)
[REJECT](#)

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



SHOPPING CART
6 Items **\$315.34**
[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#)

SHOP

SERVICES

SUPPORT

ORDERS

(1 NOTIFICATION)
ACCOUNT CENTER

FAVORITES

Selected List
[Best Value It...](#)

ORDER AWAITING APPROVAL

[REJECT THIS ORDER](#) [APPROVE THIS ORDER](#)

[< return to orders awaiting approval](#)

REVIEWING ORDER: S033799347

Order Number S033799347
Order Date 1/14/2016 09:25:18 am
Ordered By Demo User1
Order Method WEB
Order Status Waiting approval
Invoice Number(s)
Account Number C1128221
Group GCL0303534 - Swap N Save Demo

* Messages entered in the form below will appear in the update e-mail sent to the original 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		Foster Maki	foster.maki@wbmason.com	foster.maki@wbmason.com	

YOUR ORDER:

Shipping Address
Boston Demo Account
647 Summer St
Boston, MA 02210

[Edit Shipping](#)

Expense Allocation
Cost Center: BPO-0342 - Marketing

[Edit Allocations](#)

Billing Address
Primary Address
647 Summer St
Boston, MA 02210

[Edit Billing](#)

Payment and Additional Info
Purchase Order #: 0001
Payment: On Account



Enter Keyword



SHOPPING CART

6 Items

\$315.34

YOUR ORDER:

Shipping Address

Boston Demo Account
647 Summer St
Boston, MA 02210

Edit Shipping

Expense Allocation

Cost Center: BPO-0342 - Marketing

Edit Allocations

Billing Address

Primary Address
647 Summer St
Boston, MA 02210

Edit Billing

Payment and Additional Info

Purchase Order #: 0001
Payment: On Account

YOUR ITEMS:

Edit Items

- 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

Item Number	Item Description	Type	Price/UOM	QTY Ordered	Ext. Price
WBM21200 Quick View	Copy Paper, 8 1/2" x 11", 20lb., 92 Bright, 5000/CT Swap		\$69.99/CT	10 delete	\$699.90

Product Subtotal \$699.90
 Tax Subtotal \$43.74
(may include bottle deposits)
 Order Total \$743.64

REJECT THIS ORDER

APPROVE THIS ORDER