

Ordering Guide

This guide will show you how to effectively navigate and checkout using W.B. Mason website.



How do I order from W.B. Mason? Go to www.wbmason.com and use your username and password to log in.

Welcome, Foster Maki* of Champlain Valley Physicians Hospital-
CVPH Cost Center Co
(C2222567) [Login](#) | [Switch](#)

**WHO BUT
W.B.MASON**

0 Items **\$0.00**

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

Federal Government Customers [Click Here](#)

Enter Keyword 

[SHOP](#) | [SERVICES](#) | [SUPPORT](#) | [ORDERS](#) | [ACCOUNT CENTER](#) | [FAVORITES](#) [Selected List](#)
[CVPH Core List](#)

LOGIN / REGISTER

You have been successfully logged out.

RETURNING CUSTOMERS - PLEASE LOGIN

USERNAME

PASSWORD

Log me in automatically when I visit wbmason.com
(Do not check if on a public/shared computer.)

[LOGIN](#)

Forgot your password?
[Click Here](#) to have your password sent to you by email.

Federal Government Customers [Click Here](#)

NEW CUSTOMERS - PLEASE REGISTER

If you don't have a WB Mason account please register
on wbmason.com now.

[REGISTER](#)

CUSTOMER SERVICE

1-888-WBMA SON

Check out our [Customer Service Page](#) for information about our site and answers to your questions.

Once you have successfully logged in you should see this home page and your name in the top left corner of the web page:

Welcome, Gary Monaco of Gary Monaco Demo Account
(C1382764) [Switch](#) | [Logout](#)



0 Items **\$0.00**

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

[Federal Government Customers](#)

Enter Keyword 

[SHOP](#) | [SERVICES](#) | [SUPPORT](#) | [ORDERS](#) | [ACCOUNT CENTER](#) ^(1 NOTIFICATION) | [FAVORITES](#) | [Selected List Preferred Item...](#)

Welcome to W.B. Mason!

DID YOU KNOW?

W.B. Mason Delivers Advanced Business Controls

With W.B. Mason's Advanced Business Controls you can let your employees order direct without losing control. Review orders, limit products purchased and specify how orders are placed to save your business time and money.

Account Shopping Lists
Create a shared list of products you want your employees to buy from. You can even limit purchases to just the products you select.

Order Approval
When an order is created, an e-mail can be sent to a designated Approver. The Approver logs in to wbmason.com to review, edit and approve the order.

HELPFUL LINKS

[WhattaBargain Discount Stores](#)
[W.B. Mason Interiors](#)
[Go Green!](#)
[View Our Locations](#)

Connect With Us:





You can access all of your best value items by selecting a favorites list in the top right corner:

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0 Items **SHOPPING CART** \$0.00
[QUICK ORDER](#) [CHECKOUT](#)

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Enter Keyword 

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES Selected List [CVPH Core List](#)

YOU ARE NOW VIEWING: [CVPH CORE LIST](#)

Showing items 1 to 12 of 86  Sort by: **Most Popular** Results Per Page: **12**

[Add Selected to Cart](#) [Compare Selected](#) [Add To List](#) 0 Selected [Grid View](#) [List View](#)

[Select All](#) | [Update List](#)

CATEGORY

- Binders (5)
- Clips & Clamps (6)
- Copy & Multipurpose Paper (7)
- Envelopes & Mailers (4)
- Highlighters (5)
- Labels (2)
- Markers (11)
- Pads & Notebooks (6)
- Page Flags (2)
- Pens (4)
- Self-Stick Pads (3)
- Tape (4)

View More...

BRAND

- Avery® (4)
- BIC® (4)
- EXPO® (4)
- Sharpie® (12)
- Universal One™ (5)
- Universal® (31)

View More...

PRICE

- \$0-\$20 (82)
- \$20-\$40 (7)

| | | |
|--|--|--|
|  |  |  |
| ACCO® Mini Binder Clips, Steel Wire, 1/4" Cap., 1/2"w, Black/Silver, Dozen | Avery® Permanent Glue Stics, White Application, .26 oz, Stick | Avery® Removal Labels, 2 x 4, White |
| ✓ | ✓✓ | ✓ |
| ACC72010 \$0.33 /DZ | AVE00166 \$0.13 /EA | AVE05444 \$2.84 /PK |
| QTY <input type="text" value="1"/> ADD TO CART | QTY <input type="text" value="2"/> ADD TO CART | QTY <input type="text" value="2"/> ADD TO CART |
| <input type="checkbox"/> Select Add To List | <input type="checkbox"/> Select Add To List | <input type="checkbox"/> Select Add To List |

Add Items to your shopping cart, or to a personal shopping list.

To review the items in your shopping cart, click the shopping cart button in the top right, or from the shopping cart view:

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Enter Keyword 

[SHOP](#) | [SERVICES](#) | [SUPPORT](#) | [ORDERS](#) | [ACCOUNT CENTER](#) | [FAVORITES](#) | Selected List [CVPH Core List](#)

SHOPPING CART
[< continue shopping](#)

[Update Cart](#) | [Empty Your Cart](#) | [Save Cart for Later](#) | **Sub-Total: \$6.60** | [CONTINUE TO CHECKOUT](#)

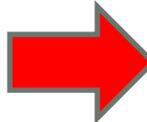
 **Tip!** Text entered into a Note box will appear on your invoice, packing slip, and Order History. This text will not be reviewed by W.B. Mason.

+ **QUICK ENTRY** Add items to cart without leaving the page

| Select Action... | Sort By... | Item Price | Total Cost |
|---|------------|------------------|--|
| <input type="checkbox"/> | | \$0.33 DZ | \$6.60 |
|  ACCO® Mini Binder Clips, Steel Wire, 1/4" Cap., 1/2"w, Black/Silver, Dozen ACC72010 | | | <input type="text" value="20"/> <input type="text" value="Note"/> |
| Remove from cart | | | |

[Update Cart](#) | [Empty Your Cart](#) | [Save Cart for Later](#) | **Sub-Total: \$6.60** | [CONTINUE TO CHECKOUT](#)

[continue shopping >](#)

Checkout here! 

First step of checkout is selecting a shipping address.

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SHOPPING CART
20 Items \$6.60

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

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Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES [Selected List CVPH Core List](#)

CHECKOUT **Shipping** Expense Billing Preview Order Confirmation

SELECT A SHIPPING ADDRESS

1 2 3 4 5 6 7 8 9 10 >

Filters:

| Selected | Name | Address | City | State | Zip Code | Attention | Phone |
|----------------------------------|------------------------------------|--|-------------|-------|----------|----------------------------------|---|
| <input checked="" type="radio"/> | CVPH-7170 LAB-SUPPORT | 75 Beekman St | Plattsburgh | NY | 12901 | <input type="text" value="Bob"/> | <input type="text" value="(234) 567-890_"/> |
| <input type="radio"/> | CVPH-8728 Case Management | 210 Cornelia 2nd Fl Suite 201 Med Office Bldg | Plattsburgh | NY | 12901 | <input type="text"/> | <input type="text" value="() - -"/> |
| <input type="radio"/> | CVPH-7198 Radiology-Admin-Plaza | CPI Plaza 89 Plaza Blvd | Plattsburgh | NY | 12901 | <input type="text"/> | <input type="text" value="() - -"/> |
| <input type="radio"/> | CVPH-7192 RAD-Diagnostic-Plaza | CPI Plaza 89, Plaza Blvd | Plattsburgh | NY | 12901 | <input type="text"/> | <input type="text" value="() - -"/> |
| <input type="radio"/> | CVPH-1184 Etown Transport | Food Service Products - Main Campus (1st Floor) 75 Beekman Street | Plattsburgh | NY | 12901 | <input type="text"/> | <input type="text" value="() - -"/> |

Next step is selecting your cost center from the drop down menu.

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WHO BUT
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20 Items **\$6.60**

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

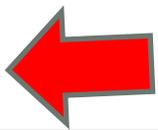
Federal Government Customers [Click Here](#) 

[SHOP](#) | [SERVICES](#) | [SUPPORT](#) | [ORDERS](#) | [ACCOUNT CENTER](#) | [FAVORITES](#) [Selected List](#)
[CVPH Core List](#)

CHECKOUT [Shipping](#) ▶ **[Expense](#)** ▶ [Billing](#) ▶ [Preview](#) ▶ [Order Confirmation](#)

SELECT EXPENSE ALLOCATION * [Required Information](#)

Cost Center *

▼ 

Click 'Next' to proceed to Billing Options [NEXT](#)

Continue through the billing page by clicking next.

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SHOPPING CART
20 Items \$6.60

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

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Enter Keyword 

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES [Selected List
CVPH Core List](#)

CHECKOUT Shipping Expense **Billing** Preview Order Confirmation

PAYMENT & ADDITIONAL INFORMATION * [Required Information](#)

Payment Method*
Bill Me On Account

BILLING ADDRESS

| | |
|----------------|-----------------------------|
| Name | CVPH Cost Center Acct |
| Attention | Accounts Payable Department |
| Street Address | 75 Beekman St |
| City | Plattsburgh |
| State | NY |
| Zip Code | 12901 |
| Phone Number | (518) 561-2000 |

ORDER INFORMATION

| | |
|---|---------------|
| Product Subtotal | \$6.60 |
| Tax Subtotal (may include bottle deposits) | \$0.00 |
| Order Total | \$6.60 |

You will have a chance to review your order on the next page before you submit it [NEXT](#)



Complete your order by clicking submit after reviewing it for accuracy!

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CVPH Cost Center Co
(C2222567) [Switch](#) | [Logout](#)

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20 Items **\$6.60**

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

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CHECKOUT [Shipping](#) | [Expense](#) | [Billing](#) | **[Preview](#)** | [Order Confirmation](#)

SUBMIT ORDER *Click Submit Order to place your order*

Shipping Address
CVPH-7170 LAB-SUPPORT
75 Beekman St
Plattsburgh NY 12901

Additional Shipping
Attention: Bob
Phone Number: (123) 456-7890
Special Instructions: First floor

Expense Allocations
Cost Center: 7170 - LAB-SUPPORT

Billing Address
CVPH Cost Center Acct
Accounts Payable Department
75 Beekman St
Plattsburgh NY 12901

Payment and Additional Info
Payment: Bill Me On Account

[Print This Page](#)

| Item Number | Item Description | Type | Price/UOM | QTY | Ext. Price |
|--|--|---|-----------|-----|------------|
|  ACC72010 | Mini Binder Clips, Steel Wire, 1/4" Cap., 1/2"w, Black/Silver, Dozen |  | \$0.33/DZ | 20 | \$6.60 |

Product Subtotal \$6.60
Tax Subtotal \$0.00
(may include bottle deposits)

Order Total \$6.60

See our [Returns Policy](#).

Click Submit Order to place your order **SUBMIT ORDER**

If your order requires approval, it will automatically be sent to your approver for review. You will receive an email anytime it is changed, rejected or approved! You can also check the status in the order history tab.



For Help with any order or to place a return, click on the customer service tab to send an email to your dedicated customer service rep.

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SHOPPING CART
20 Items \$6.60
[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#)

Enter Keyword 

SHOP | ★ SERVICES | **SUPPORT** | ORDERS | ACCOUNT CENTER | FAVORITES [Selected List CVPH Core List](#)

CUSTOMER SERVICE

1 (518) 561-4300

CONTACT US

Your Information:
Foster Maki*
foster.maki@wbmason.com

Send To:
Heather Diaz
Customer Service Representative
heather.diaz@wbmason.com

Subject:

Message:

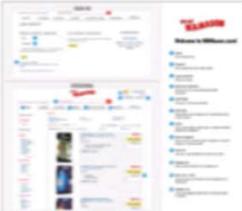
[SUBMIT](#)

CONTACTS 1-888-WBMASON
CSR: [Heather Diaz](#)

SUPPORT REQUESTS

FAQ

HELP PDF



Need help? Check out the Help PDF for tips on how to use WBMason.com

Shopping & Browsing
[Find a Product](#)
[Create an Order](#)
[Create a Shopping List](#)
[Item Type & Color Legend](#)

Placing Your Order
[Payment Methods](#)
[Sales Tax](#)
[Shipping Information](#)
[Completing Your Order](#)

General Information
[FAQs](#)
[Online Security](#)

Policies
[Privacy Policy](#)
[Terms of Use](#)
[Return Policy](#)

We're here to help!

If you run into any trouble while shopping, or you need assistance, contact the your dedicated customer service representative

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W.B. MASON
FAMILY OWNED
SINCE 1898

