1) This will be your initial screen where you will enter the email address associated with your account and the password provided to you from WB Mason.

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2) Once logged in you have the ability to select between P-Card or PO Purchases.

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3) The P-Card cannot be used for certain purchases including, but not limited to, Food and Beverages, Furniture and purchases for Fund 500. Please remember that P-Card policies do apply. If you are trying to purchase something that is not allowed on the P-Card you have the ability to switch over to Purchase Orders mid order.



4) The shopping process is similar to most online websites; you will shop and add items to your cart. When you are done shopping, you will proceed to checkout, where you will have the option to select your shipping address that was provided on the access form.

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5) You will then be required to enter the department that is being charged. This is in order to track who has online access for each department and will be printed on your invoice for your own tracking.

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6) You will then provide either your P-Card info or a valid PO#. The screens will be different depending on which was selected when you logged on.

P-Card

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7) You will then preview and place the order. If your purchase was on the P-Card, please print you confirmation and submit along with your P-Card reconciliation. If it was on a PO, sign and submit your receiving report once the items have arrived, and the invoice will be sent directly to AP for processing.

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