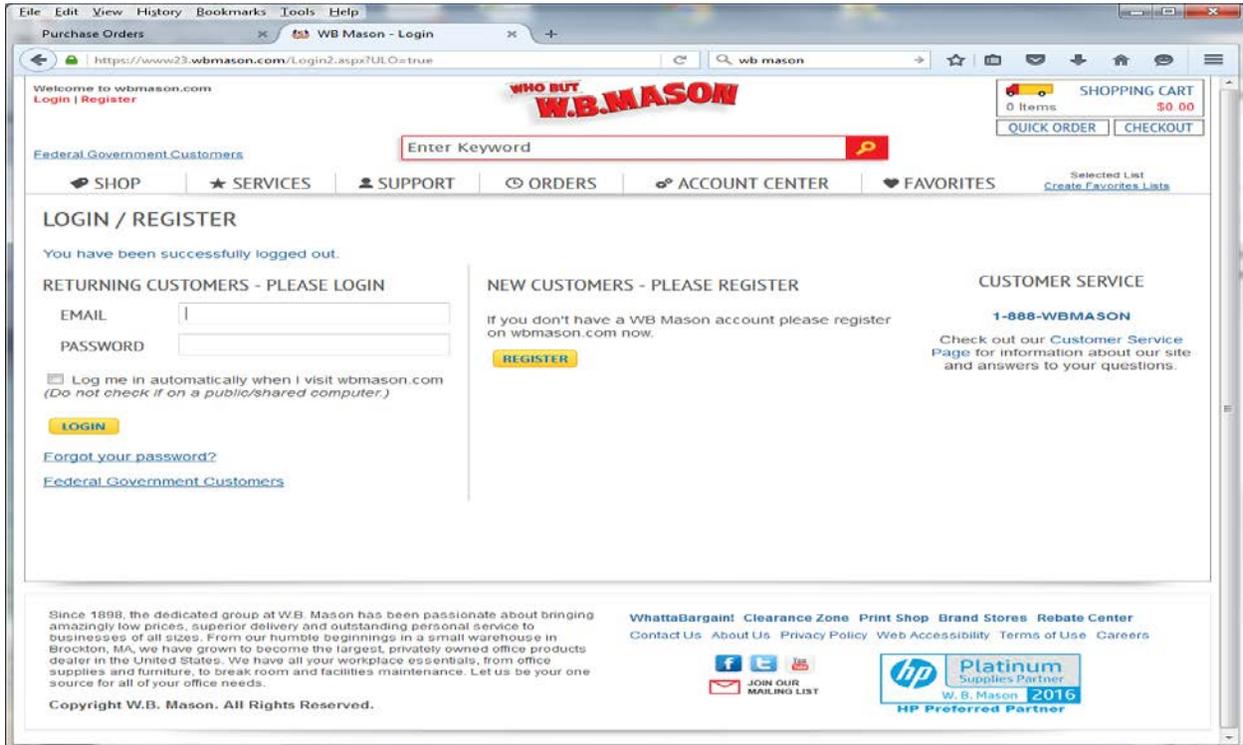
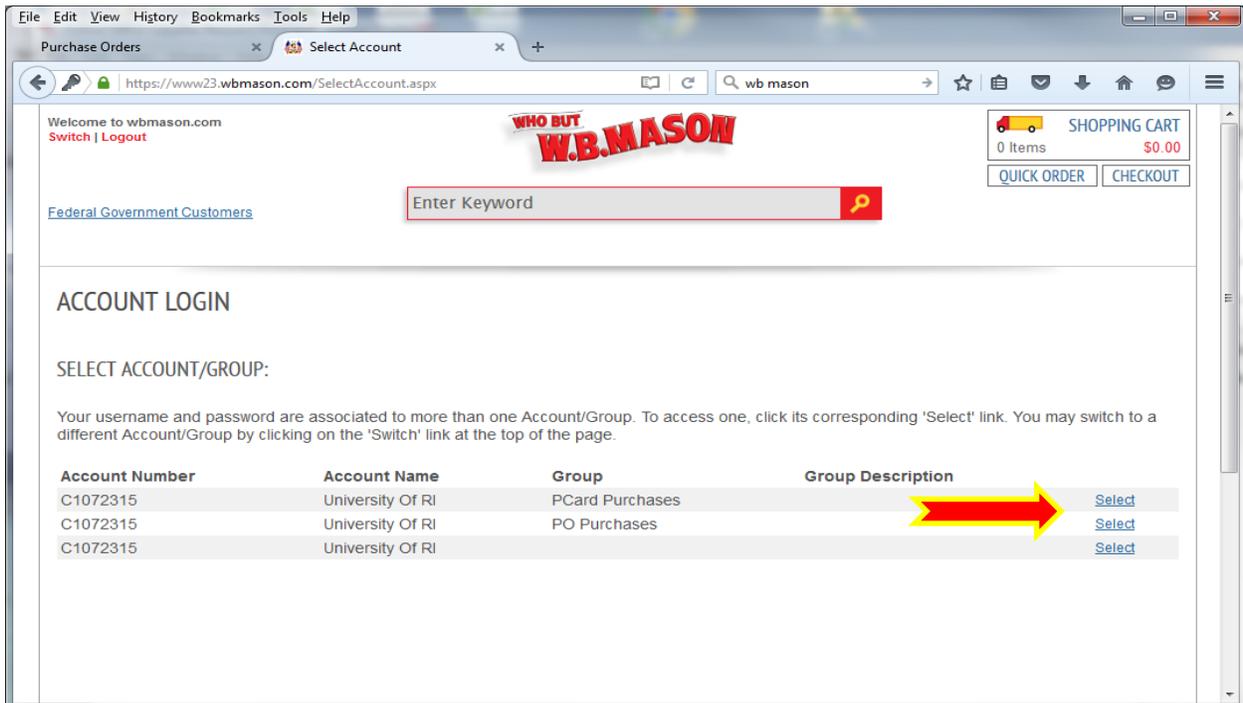


- 1) This will be your initial screen where you will enter the email address associated with your account and the password provided to you from WB Mason.



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



- 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.

The screenshot shows the WB Mason website interface. At the top, there is a navigation bar with links for SHOP, SERVICES, SUPPORT, ORDERS, ACCOUNT CENTER, and FAVORITES. A search bar is present with the text 'Enter Keyword'. Below the navigation, there are filters for CATEGORY (Chairs, Stools & Seating Accessories, Chairs & Stools) and BRAND (BALTO, basyx, HON, Iceberg, Mayline, Saico, SuperSeats). The main content area displays three office chairs, each with a product name, description, and availability status. A red callout box points to the 'Unavailable' status for all three items, with the text: 'Please note that items not allowed indicate to switch to PO'. The 'Unavailable' message for each item reads: 'Based on URI Settings, this item cannot be purchased using your P-Card. You may submit an order for this item on the Purchase Order account.'

WHO BUY
W.B.MASON

Welcome, Kevin Caswell of University Of RI
(C1072316 - P-Card Purchases) [Switch](#) | [Logout](#)

Shopping Cart: 0 Items \$0.00
[QUICK ORDER](#) [CHECKOUT](#)

Enter Keyword

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES

Showing items 1 to 12 of 693
Sort by: Most Popular Results Per Page: 12
0 Selected

YOUR SELECTIONS

CATEGORY

- Chairs, Stools & Seating Accessories
- Chairs & Stools

REFINE RESULTS

BRAND

- BALTO (6)
- basyx (84)
- HON (282)
- Iceberg (21)
- Mayline (11)
- Saico (107)
- SuperSeats (24)

SUPERSEATS™ "The Aviator" High-Back Executive Swivel Tilt Chair
Availability: [Rapid Delivery](#)

SST25202

Unavailable
Based on URI Settings, this item cannot be purchased using your P-Card. You may submit an order for this item on the Purchase Order account.

SUPERSEATS™ "HEADLINER" Mid Back Vinyl Covered Mesh Chair, Black
Availability: [Rapid Delivery](#)

SST25610BK

Unavailable
Based on URI Settings, this item cannot be purchased using your P-Card. You may submit an order for this item on the Purchase Order account.

SUPERSEATS™ "Director" Mid Back Executive Swivel Tilt Chair, Black Mesh
Availability: [Rapid Delivery](#)

SST25520

Unavailable
Based on URI Settings, this item cannot be purchased using your P-Card. You may submit an order for this item on the Purchase Order account.

SERIES NAME

basvx-VL Series (12)

Please note that items not allowed indicate to switch to PO

- 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.

Shopping Cart Summary:

Item	Item Price	Total Cost
HP HP 90A (CE390A) Black Original LaserJet Toner Cartridge	\$156.96 EA	\$156.96
PURELL Advanced Green Certified Instant Hand Sanitizer Gel, 8oz Pump	\$4.99 EA	\$14.97
Sub-Total:		\$171.93

Checkout - Shipping Step

SELECT A SHIPPING ADDRESS

Selected	Name	Address	City	State	Zip Code	Attention	Phone
<input checked="" type="checkbox"/>	URI	Carlotti Bldg 75 Lower College Rd	Kingston	RI	02881	Christine Sullivan	(401) 874-2378

SPECIAL INSTRUCTIONS: Identify where your package should be delivered.

Floor & Room: 110 Carlotti Admin Bldg

Click 'Next' to proceed to Expense Allocation Options **NEXT**

- 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.

The screenshot shows a web browser window with the URL 'WB Mason - Select Expens...'. The page header includes a search bar and navigation links for 'SHOP', 'SERVICES', 'SUPPORT', 'ORDERS', 'ACCOUNT CENTER', and 'FAVORITES'. A shopping cart icon indicates 4 items for a total of \$171.93. The main content area is titled 'CHECKOUT' and shows a progress bar with steps: Shipping, Expense (highlighted), Billing, Preview, and Order Confirmation. Below this, the 'SELECT EXPENSE ALLOCATION' section is active, with a red asterisk indicating required information. A text input field labeled 'Dept # & Name *' contains the text '4001 Controller'. At the bottom right, there is a yellow 'NEXT' button with the text 'Click 'Next' to proceed to Billing Options'.

- 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

nts x WB Mason – Billing Address x +

land Departm...

Welcome, Christine Sullivan of University Of RI
(C1072315 - PCard Purchases) [Switch](#) | [Logout](#)

WHO BUT W.B.MASON

SHOPPING CART
4 Items \$171.93
[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#) Enter Keyword

[SHOP](#) | [SERVICES](#) | [SUPPORT](#) | [ORDERS](#) | [ACCOUNT CENTER](#) | [FAVORITES](#) [Selected List](#)
[Create Favorites Lists](#)

CHECKOUT Shipping Expense **Billing** Preview Order Confirmation

PAYMENT & ADDITIONAL INFORMATION * Required Information

Payment Method*
Procurement Card

Enter Procurement Card Below:

Nickname ?

Name on Card*

Card Type*

Procurement Card Number*

Expiration Date*

[Manage Credit Cards](#) Save as Personal Card for future use.

BILLING ADDRESS

Name	Primary Address
Attention	Judy/Accts Payable
Street Address	Carlotti Admin Bldg
City	Kingston
State	RI
Zip Code	02881
Phone Number	

ORDER INFORMATION

Coupon Code	<input type="text"/>	<input type="button" value="Apply"/>	Product Subtotal	\$171.93
			Tax Subtotal	60.00

PO

Welcome, Christine Sullivan of University Of RI
(C1072315 - PO Purchases) [Switch](#) | [Logout](#)

WHO BUT W.B.MASON

[Federal Government Customers](#)

Enter Keyword

SHOPPING CART
1 Items **\$2.04**

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

[SHOP](#) | [SERVICES](#) | [SUPPORT](#) | [ORDERS](#) | [ACCOUNT CENTER](#) | [FAVORITES](#) Selected List
[Create Favorites Lists](#)

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

PAYMENT & ADDITIONAL INFORMATION * Required Information

Payment Method*
Please select one of the payment options below.

Bill Me On Account

Credit Card 

Select Credit Card:

Purchase Order #*

BILLING ADDRESS

Name	Primary Address
Attention	Judy/Accts Payable
Street Address	Carlotti Admin Bldg
City	Kingston
State	RI
Zip Code	02881
Phone Number	

ORDER INFORMATION

Coupon Code	<input type="text"/>	<input type="button" value="Apply"/>	Product Subtotal	\$2.04
			Tax Subtotal	\$0.00
			<small>(may include bottle deposits)</small>	
			Order Total	\$2.04

You will have a chance to review your order on the next page before you submit it

7) You will then preview and place the order. If your purchase was on the P-Card, please print your 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.

Welcome, Christine Sullivan of University Of RI
(C1072315 - PCard Purchases) [Switch](#) | [Logout](#)



 **SHOPPING CART**
 4 Items \$171.93

QUICK ORDER

CHECKOUT

Federal Government Customers [Click Here](#) 

[SHOP](#)

[SERVICES](#)

[SUPPORT](#)

[ORDERS](#)

[ACCOUNT CENTER](#)

[FAVORITES](#)

Selected List
[Create Favorites Lists](#)

CHECKOUT Shipping Expense Billing Preview Order Confirmation

SUBMIT ORDER

Click Submit Order to place your order

Shipping Address
URI
Carlotti Bldg 75 Lower College Rd
Kingston RI 02881

Additional Shipping
Attention: Christine Sullivan
Phone Number: (401) 874-2378
Floor & Room: 110 Carlotti Admin Bldg

Expense Allocations
Dept # & Name: 4001 Controller

Billing Address
Primary Address
Judy/Accts Payable
Carlotti Admin Bldg
Kingston RI 02881

Payment and Additional Info
Payment: Visa
Name on Card: Christine Sullivan
Card Number: *4111
Expiration Date: 1/2017

Print This Page 

	Item Number	Item Description	Type	Price/UOM	QTY	Ext. Price
	GOJ969112EA	Advanced Green Certified Instant Hand Sanitizer Gel, 8oz Pump Bottle, Clear		\$4.99/EA	3	\$14.97
	HEWCE390A	HP 90A, (CE390A) Black Original LaserJet Toner Cartridge		\$156.96/EA	1	\$156.96
Product Subtotal						\$171.93
Tax Subtotal						\$0.00
(may include bottle deposits)						
Order Total						\$171.93

See our [Returns Policy](#).

Click Submit Order to place your order

SUBMIT ORDER



SHOPPING CART
 0 Items **\$0.00**

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

Federal Government Customers [Click Here](#)

Enter Keyword

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

[Selected List](#)
[Create Favorites Lists](#)

CHECKOUT Shipping Expense Billing Preview Order Confirmation



Thanks! Your order is complete
 and your order number is: S033940227

Thank you for shopping with W.B. Mason!
 Your order has been submitted.

Order Number: S033940227
[Print This Page](#)

Shipping Address

URI
 Carlotti Bldg 75 Lower College Rd
 Kingston RI 02881

Additional Shipping

Attention: Christine Sullivan
 Phone Number: (401) 874-2378
 Floor & Room: 110 Carlotti Admin Bldg

Expense Allocations

Dept # & Name: 4001 Controller

Billing Address

Primary Address
 Judy/Accts Payable
 Carlotti Admin Bldg
 Kingston RI 02881

Payment and Additional Info

Payment: Visa
 Name on Card: Christine Sullivan
 Card Number: *4111
 Expiration Date: 1/2017

Item Number	Item Description	Type	Price/UOM	QTY	Ext. Price
 GOJ969112EA	Advanced Green Certified Instant Hand Sanitizer Gel, 8oz Pump Bottle, Clear		\$4.99/EA	3	\$14.97
 HEWCE390A	HP 90A, (CE390A) Black Original LaserJet Toner Cartridge		\$156.96/EA	1	\$156.96

Product Subtotal \$171.93
Tax Subtotal \$0.00
(may include bottle deposits)

Order Total \$171.93