

WB Mason New User Instructions

1. You will receive a Welcome email from WB Mason Company with your username and password information.
2. Once you follow the set-up instructions, you will then be able to log in and start ordering at www.wbmason.com.

LOGIN

Please Login To Your Account

EMAIL

PASSWORD

Remember Me

LOGIN

3. You may add items to your cart by shopping by category, searching using keyword, or entering item #s.

Shop by Category

Shop By Category | My Lists | Shop By Item ID | Order Again | More Brands & Services

Office Supplies | Paper | Ink & Toner | Facilities Maintenance | Breakroom | Coffee

DESK ESSENTIALS


- Correction Tape
- Desk Organizers
- Mouse Pads
- Rubber Bands
- Scissors
- Staplers
- Staples
- Sticky Notes
- Tape
- View All

FILING & ORGANIZATION

- Appointment Books & Planners
- Binder Clips
- Binders
- Calendars
- File Folders
- File Storage Boxes
- Label Makers
- Labels
- Paper Clips
- View All

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Shop by Keyword




file folder

- file folders
- file folders letter size
- file folder labels
- file folders assorted colors
- file folders legal

Shop By Category


Shop by Item








UNV12113

Shop By Category My Lists Shop By Item ID

- Once you have your items in your cart, you may proceed to Checkout by selecting the Cart icon in the upper right corner and selecting Checkout.



Hamilton College - Bristol Center - 1st Floor, Cli...

	Universal Top Tab File Folders, 1/3-Cut Tabs: Assorted, Letter Size, 0.75" Expansion, Manila, 100/Box	\$6.10
	UNV12113	\$6.10 / BX
	QTY: 1	Edit
	  	Remove
	 Next Business Day Delivery	

SUBTOTAL **\$6.10**

[VIEW CART](#) [CHECKOUT](#)

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5. In the Delivery section, select your shipping address and entering an Attention. If you do not see your shipping address listed, please contact [the Procurement Office](#).

DELIVERY

SHIPPING ADDRESS [Change Address](#)

Auxiliary Services

Hamilton College - Bristol Center - 1st Floor
Clinton, NY 13323

Attention

Phone Number (Optional)

(315) 859-4974

6. In the Expense section, you must add an expense allocation to your items in order to complete the checkout process. To do so, select Add Expense Allocation and then click on Cost Center and select the desired Cost Center. Then you must click the gray arrow and ensure it turns green, click Apply, and click Done. If you have multiple items, you can apply different Cost Centers to each item. If you do not see your cost center listed, please contact [the Procurement Office](#).

EXPENSE

[Manage Expense Allocation](#)

Allocate products to your departments for expense tracking.

[+](#) [Add Expense Allocation](#) ✔ 0/1 products allocated.

! Please Note: The options available have been filtered based on the Shipping Address you selected.

EXPENSE

[Manage Expense Allocation](#)

Select Allocations to apply.

Cost Center

PRODUCTS



Universal Top Tab File
Folders, 1/3-Cut Tabs:
Assorted, Letter Size,
0.75" Expansion,
Manila, 100/Box
UNV12113
QTY: 1



DONE

EXPENSE

[Manage Expense Allocation](#)

Select Allocations to apply.

Cost Center

1062020014101 - Aux Ser*

1062020014101 - Aux Services

PRODUCTS



Universal Top Tab File
Folders, 1/3-Cut Tabs:
Assorted, Letter Size,
0.75" Expansion,
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UNV12113
QTY: 1



DONE

EXPENSE

[Manage Expense Allocation](#)

Select Allocations to apply.

Cost Center

1062020014101 - Aux Ser*

1062020014101 - Aux Services

PRODUCTS



Universal Top Tab File
Folders, 1/3-Cut Tabs:
Assorted, Letter Size,
0.75" Expansion,
Manila, 100/Box
UNV12113
QTY: 1



APPLY

DONE

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EXPENSE

[Manage Expense Allocation](#)

Allocate products to your departments for expense tracking.

[Edit Expense Allocation](#) ✓ 1/1 products allocated.

ⓘ Please Note: The options available have been filtered based on the Shipping Address you selected.

You will then see green checks and a statement similar to “1/1 products allocated” depending on your quantities.

- The Billing and Allocated Products sections will not change and no additional information is required unless you need to make a change to your cart.

BILLING

BILLING ADDRESS

HAMILTON COLLEGE
198 College Hill Road
Clinton, NY 13323

PAYMENT

Payment Method: On Account

Add a Purchase Order # (Optional) for this order

Purchase Order # (Optional)

ALLOCATED PRODUCTS

[Edit Cart \(1\)](#)

1062020014101 - Aux Services



Universal Top Tab File Folders, 1/3-Cut Tabs: Assorted, Letter Size, 0.75"
Expansion, Manila, 100/Box
UNV12113
QTY: 1

\$6.10
\$6.10 / BX



[Next Business Day Delivery](#)

- In the Order Summary section, you may finalize the order by clicking Submit Order.

ORDER SUMMARY

Subtotal	\$6.10
Estimated Sales Tax*	\$0.00
(May include bottle deposits)	

TOTAL **\$6¹⁰**

[Have a coupon code?](#)

SUBMIT ORDER