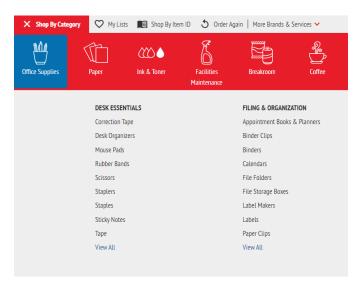
- 1. You will receive a Welcome email from WB Mason Company with your username and password information.
- 2. Once you follow the set-up instructions, you will then be able to log in and start ordering at <u>www.wbmason.com</u>.

| LOGIN | |
|--------------------|-------------|
| Please Login To Ye | our 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.





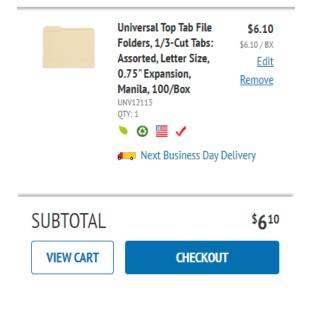
WB Mason New User Instructions

| Shop by Keyword | |
|------------------------|---------------------------------------|
| WHO BUT | file folder |
| 😑 Shop By Category 🛛 🛇 | Q file folders |
| | Q file folders letter size |
| | Q file folder labels |
| | Q file folders assorted colors |
| | Q file folders legal |
| | |
| Shop by Item # | |
| | |
| WHO BUT | UNV12113 |
| | |
| E Shop By Category | 🗸 🗢 🗘 My Lists 🛛 🗾 Shop By Item ID |
| | |

4. 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.



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



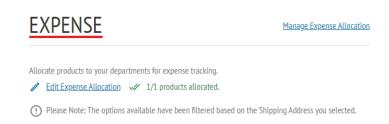
5. In the Delivery section, select your shipping address and entering an Attention. If you do not see your shipping address listed, please contact <u>the Procurement Office</u>.

| 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 <u>must</u> 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 <u>the Procurement Office</u>.

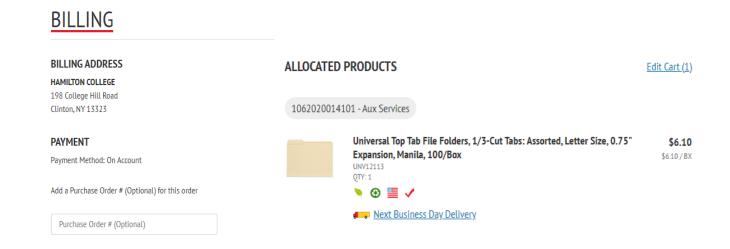
| Illocate products to your departments for expense tracking <u>Add Expense Allocation</u> | | |
|---|--|---|
| Please Note: The options available have been filtered | based on the Shipping Address you selected. | |
| XPENSE Manage Expense Allocation | n EXPENSE Manage Expense Allocation | EXPENSE Manage Expense Alloc |
| elect Allocations to apply. Cost Center | Select Allocations to apply. Cost Center 1062020014101 - Aux Ser¥ | Select Allocations to apply. Cost Center 1062020014101 - Aux Ser ¥ |
| RODUCTS | 1062020014101 - Aux Services 🕲 | 1062020014101 - Aux Services O PRODUCTS APPLY |
| Universal Top Tab File \$6.10 Folders, 1/3-Cut Tabs: \$6.10/BX Assorted, Letter Size, 0.75" Expansion, Manila, 100/Box UNI22113 QTY:1 | Universal Top Tab File \$6.10 Folders, 1/3-Cut Tabs: \$610/BX Assorted, Letter Size, 0.75° Expansion, Manila, 100/Box UNV12113 QT: 1 | Universal Top Tab File \$6.10 Folders, 1/3-Cut Tabs: 56.10/EX Assorted, Letter Size, 0.75° Expansion, Manila, 100/Box UNV12113 QY:1 20 2 2 2 2 |
| 🔌 🛞 🔚 🗸 | 💊 🕲 🔚 🗸 | |

WB Mason New User Instructions



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

7. 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.



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

| Subtotal | \$6.10 |
|-------------------------------|--------|
| Estimated Sales Tax* | \$0.00 |
| (May include bottle deposits) | |
| TOTAL | \$610 |
| Have a coupon code? | |