Order Process
Select a category to find the specific products you need

Shop by Popular Categories

Shop by Popular Products
Dropdown menu shows what items are in your cart, or click View Cart to see in more detail.

Checkout

Quick Order - if you know item #s
Continue to shop for other items

Make changes to your cart

Continue to Checkout

Continue to Checkout

Sub-Total: $510.17

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.
1. Select shipping address and enter required info

2. Enter any special instructions for your order

3. Fill in custom delivery info so we can bring the products exactly where you want them

4. Click Next to proceed
1. Select expense allocation

Click 'Next' to proceed to Billing Options

2. Click Next to proceed
1. For your convenience, you can pay by credit card or you can pay through your account.

2. Review your order totals

3. Click Next to proceed
1. Review your order info

2. Click to submit order
Your order must now be approved.
Approvers will see an alert that there is an order waiting for approval.
ORDERS AWAITING APPROVAL

The below orders are awaiting your review. Check the box to the right of the orders you wish to update and click either Approve or Reject. If you would like to view or edit an order, click on the Order Number.

1. Click here to review or edit the order

2. Approve or reject the order by checking the box and clicking “approve” or “reject”
1. After clicking the order #, the approver may approve/reject the order or edit info below.

2. Approver may send a message to orderer.

3. Approver has full access to edit all entry fields in the order.

4. Your approval/rejection will be processed after clicking the corresponding button, you will be directed to a message screen.
Click on Account Center to access all account options

Or click Manage Users to go directly to this screen
All of the options to manage your account can be found in the Account Center.

Click here to Manage Users.
View all users within your group

Add new users to your group

Click Edit to alter user settings
1. Enter required info to create new user

2. Click Save to proceed
1. Click Add to Group before selecting the user type

2. Re-enter password and click Save when you are done
Once you’ve selected Add to Group, you may select the User Type.
1. Addresses will be displayed here

2. You may select Expense Allocations here

3. Click Save to finalize the new user process
Thank You!

WHO BUT

W.B. MASON