Procurement Services
MONTCLAIR STATE UNIVERSITY

Active Supplier Contract: Information Sheet

Overview: The Office of Procurement Services aims to create and maintain Active Supplier Contracts that are available for use by the campus community on an as needed basis. This document provides information regarding an active supplier contract so that faculty and staff may become familiar with the scope of work and take advantage of the already established agreement.

Benefits of Utilizing an Active Supplier Contract:

- All procurement and compliance requirements have been satisfied, and therefore reducing the time and resources required to place orders.
- The selected Vendor was evaluated by University stakeholders and deemed to be advantageous, price and other factors considered.
- May be utilized by any department.

On-Line Office Supplies Program

Project Description:	On-Line Ordering of Office Supplies (via Workday General Information)
Contract Reference:	RFP 1652 Office Supplies
Term:	July 1, 2026 to June 30, 2031
Awarded Vendor:	W.B. Mason Company, Inc.
Awarded Vendor Contact Information:	**Primary Customer Service Representative:** Wendy Kupersmith **Phone**: 888.926.2766 (dial 1 to enter extension, then extension 8059) **Email**: Wendy.Kupersmith@wbmason.com **Secondary Customer Service Representative**: Martina Brown **Phone**: 888.926.2766 (dial 1 to enter extension, then extension 1534) **Email**: Martina.Brown@wbmason.com **Designated Account Executive**: Stephan Savastano **Phone**: 888.926.2766 (dial 1 to enter extension, then extension 8327) Cell: 862.579.9702 **Email**: Stephan.Savastano@wbmason.com **Sales Manager**: Carl Betz **Phone**: 888.926.2766 (dial 1 to enter extension, then extension 8555) **Email**: Carl.Betz@wbmason.com
University Contact Information:	**Representative**: Jessica Moore **Phone**: 973-655-6793 Email: moorebernatj@montclair.edu

ON-LINE OFFICE SUPPLY PROGRAM TOPICS

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ON-LINE ORDERING VIA WORKDAY GENERAL INFORMATION

-Important Tips When Entering Punchout Orders in Workday-

1. Orders must be placed through the WB Mason Punchout catalog in Workday.
2. Complete desktop delivery information (**name, building, room number, and phone extension**) must be entered in the "**Memo to Suppliers**" field for every order to help facilitate the desk top delivery process.
3. Punchout order cannot be modified or canceled once approved by the Cost Center Manager. You must follow the return item instructions below to correct any orders or line items entered in error. If you are unsure, please contact the Workday Customer Care Group, by email wccsupport@montclair.edu or phone, 973-655-5000, for guidance.
4. Three (3) business days or less desktop delivery service is required for orders with complete desktop shipping information that are approved prior to the cutoff time of 3:00 p.m.
5. Once the items are delivered, all items must be received by the requester in Workday to allow for payment.
6. Pictures of products are available within the WB Mason catalog.
7. Restricted products must be purchased separately in accordance with University procurement procedures.

RETURNING ITEMS TO W.B. MASON

1. Most items may be returned within 30 days of delivery if they are in original packaging and resalable condition, except for items marked as nonreturnable.
2. **WB Mason Return Process**:
   - Contact WB Mason Customer Service to obtain a Return Merchandise Authorization (RMA) number.
   - Attach the RMA number to the returned item packaging to ensure credit is issued against the applicable purchase order.
   - WB Mason will arrange pickup of approved return items within 24 hours of the request.
   - Note: Damaged, defective, or missing items must be reported within 14 days of delivery. A refund or exchange may be requested.

3. **Workday Process**:
   - Once you have physically received the item(s), complete the receipt in Workday. This step is required before a return can be processed.
   - After obtaining the RMA number from WB Mason, create a Return in Workday for all returned items using the RMA number provided by WB Mason.
   - Important: Requesters must first receive the item in Workday and then create the Return transaction using the RMA number provided by WB Mason. Credits cannot be processed until both steps have been completed.

RESTRICTED ITEMS LISTING

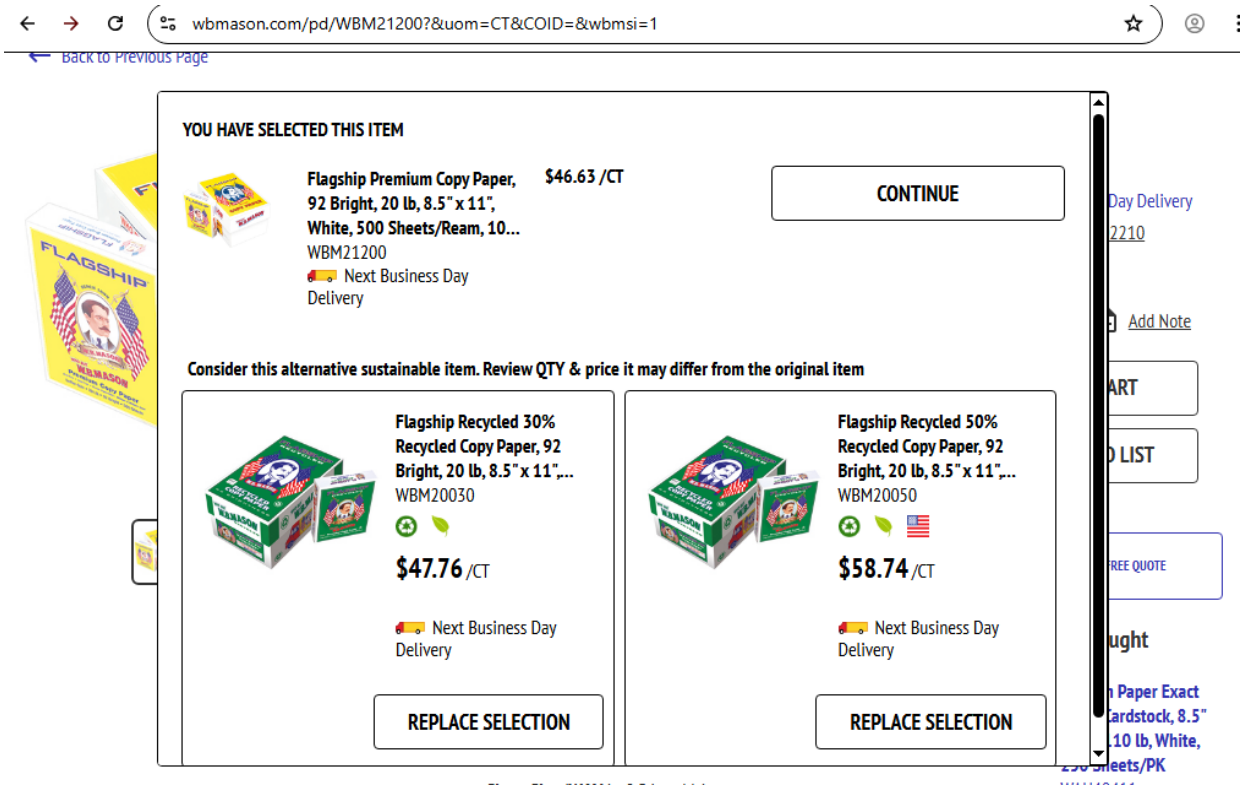
1. The following items are not available through the on-line office supply program. Restricted items can be purchased, outside of the office supply program, as a Special Order in Workday, and compliant with the University's Procurement Policies and Procedures.
   - Appliances
   - Beverage and Food Items: Cocoa, Coffee Tea, Creamers, Water, Coffee Supplies, Drinks, Cookies, Snacks, Nuts and Candy
   - Break Room Supplies
   - Cameras
   - Carts
   - Cash Registers, Price Markers and Shopping Bags
   - Cleaners and Cleaning Supplies: Air Fresheners, General Purpose, Bathroom, Furniture, Glass, Disinfectants, Cleaning Accessories: Mops, Dusters, Brushes, Brooms, Buckets, Wringers
   - Coffee Brewing Systems
   - Custom Printed Items: Checks, Envelopes, Forms, Letterhead, Presentation Folders, Signage, Pens, Books, Labels
   - Disposable Paper, Plastic and Foam: Plates, Cups, Cutlery, Towels, Dispensers
   - Facial Tissue, Bathroom Tissue
   - Engraved Signage excluding desk name plates
   - Janitorial Supplies
   - Magazine and Literature Organizers
   - Mailroom Systems, Equipment and Postal Scales
   - Network Printers
   - *Office Furniture: A/V Carts and Stands, Bookcases, Chairs, Computer, Computer Printer/Fax Stands, Conference Tables, Drafting, File Cabinets, Folding Tables, Machine Stands, Modular Systems, Panels, Reception Room, Stacking and Folding Chairs, Storage Cabinets, Suites, Training Tables, Workstations (***NOTE***: small furniture purchases will be permitted, but not for furnishing for a complete office or suite).
   - Restroom Supplies
   - Room Divider Systems
   - Safety Equipment, Supplies and Locks

- Safety Glasses & Supplies
- Soaps and Hand Cleansers
- Smoking, Waste and Recycling, Specialty Waste Receptacles
- Steel Lockers and Book Trucks
- Stools and Ladders
- Trash Can Liners

SUSTAINABLE ITEMS SOFT SWAP

Effective October 9, 2025, when you add items to your cart through the punchout and proceed to checkout, WB Mason will provide the requestor with a SOFT SWAP that allows the requestor to continue proceeding to checkout with the original item requested or to switch to a sustainable item offered through WB Mason. Requestors are not required to switch products, but this was implemented to make requestors aware that a more sustainable product may be available for consideration. After making your choice(s) you can complete your order through the "Check Out" Process. **Note: The price listed in the alternate item does not account for any reductions (or increases) in quantity; please review carefully before proceeding.**

Example Soft Swap:



= Recycled Items Identified by WB Mason

= Green Items Identified by WB Mason

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WORKDAY W.B. MASON PUNCH-OUT OFFICE SUPPLIER JOB AID

(Job Aid Begins on the Following Page)



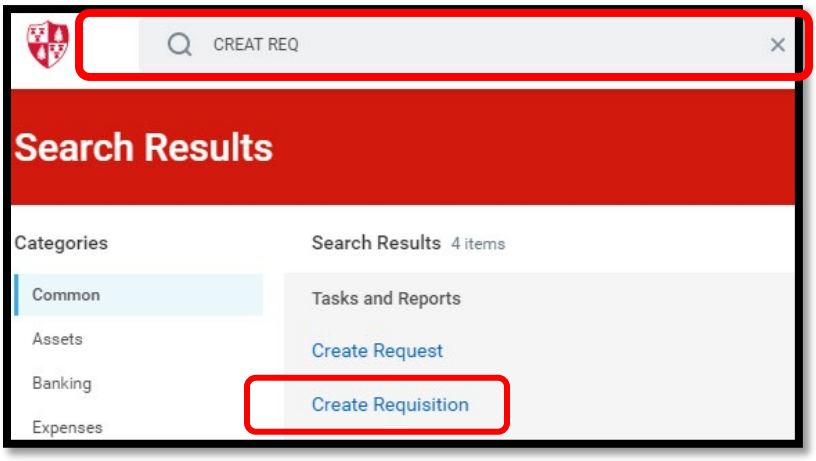
Workday WB Mason Punch-Out Office Supplier Job Aid

WB Mason is a punch-out catalog in Workday for office supply products. All requisitions for WB Mason must now be entered through the punch-out process (i.e. WB Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply), **using "Punch-Out Catalogs"** as **the requisition type**.

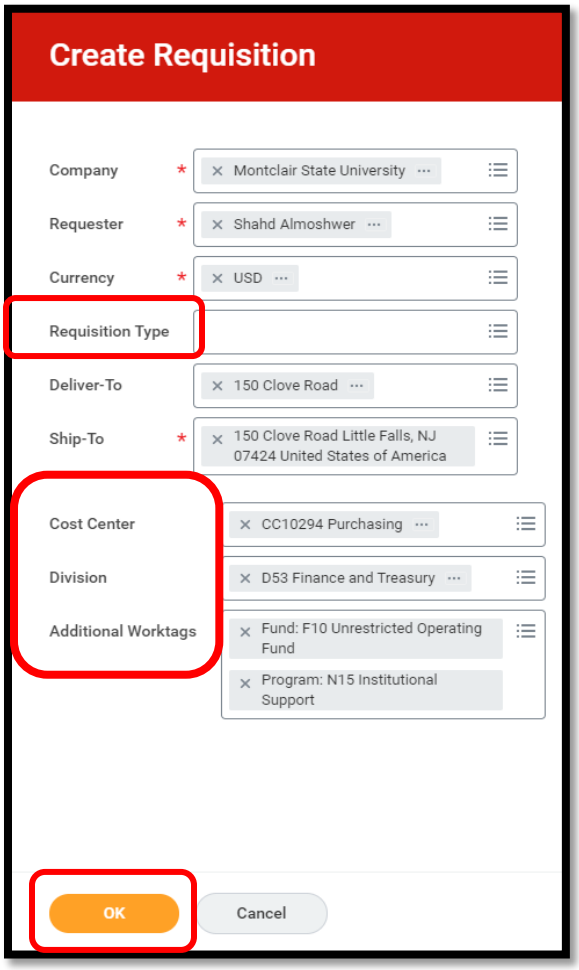
****NOTE – The items listed in the punch-out are for negotiated, standard configurations products. As with all other punch-outs, Punch-Out requests cannot be edited, canceled or a change order cannot be created once they have been submitted in the system. For any changes to the original request, contact Stephan Savastano via email - stephan.savastano@wbmason.com****

To create a Punch-Out Requisition:

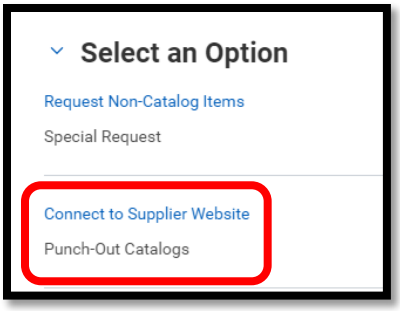
1. In Workday, go to the search bar and type in **"Create Requisition"**. Results will appear for you to select **"Create Requisition"**.



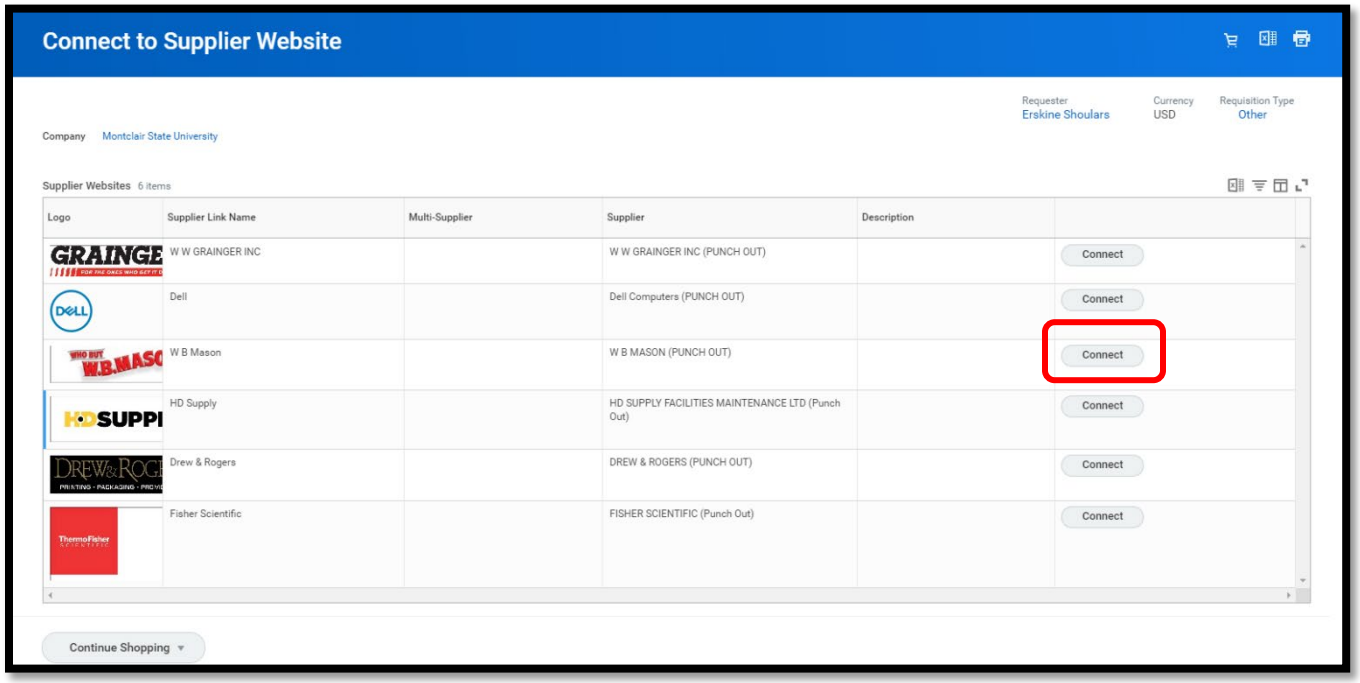
2. The requisition screen will appear for you to begin to create a requisition. Enter **Punch-Out Catalogs** in the **Requisition Type** area. Confirm that your Cost Center, Division, and Additional Work Tags are correct or need to be changed. If so, make the change and select **"Ok"**.



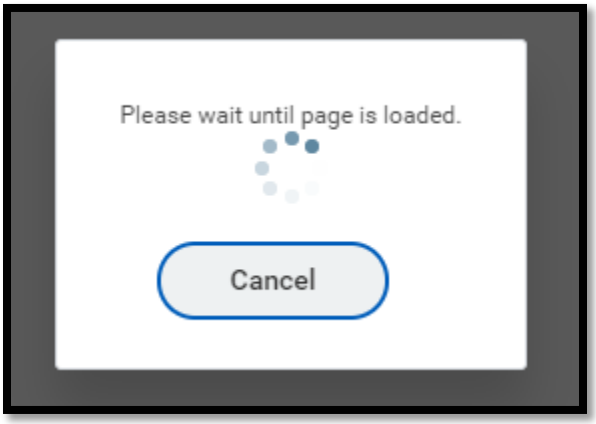
3. You will be directed to the instruction page. Here is where you would select **"Connect to Supplier Website"** which will have our current Punch-Outs. You will be able to select **WB Mason**.



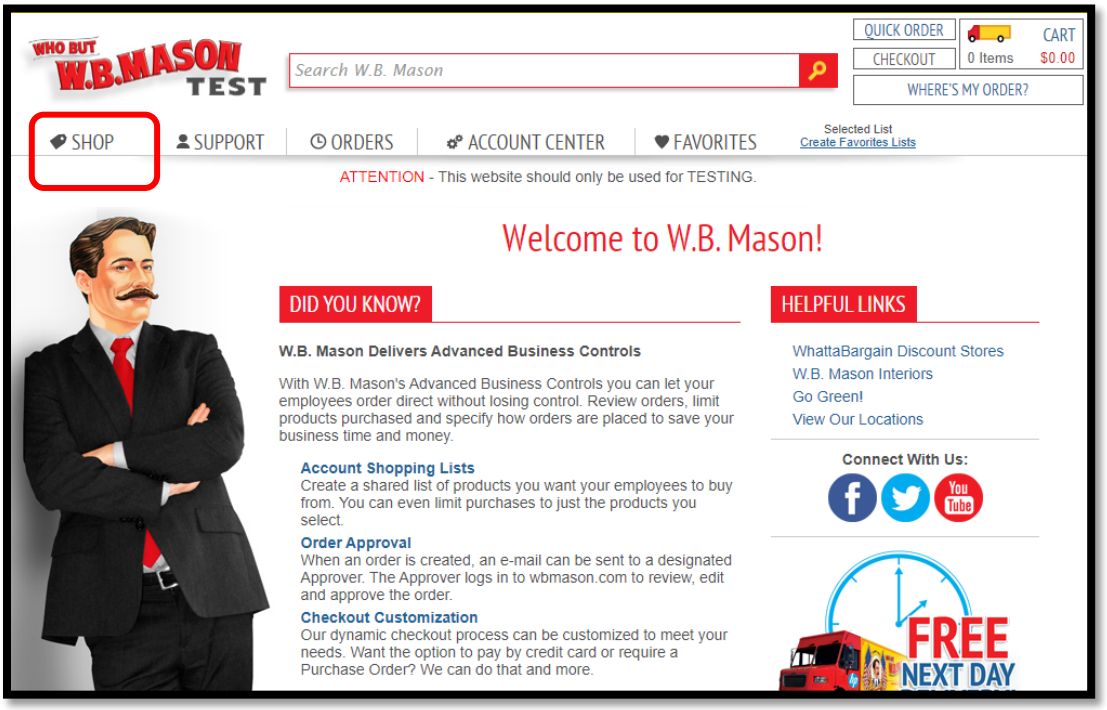
4. By selecting **"Connect"**, it will direct you to the WB Mason homepage.



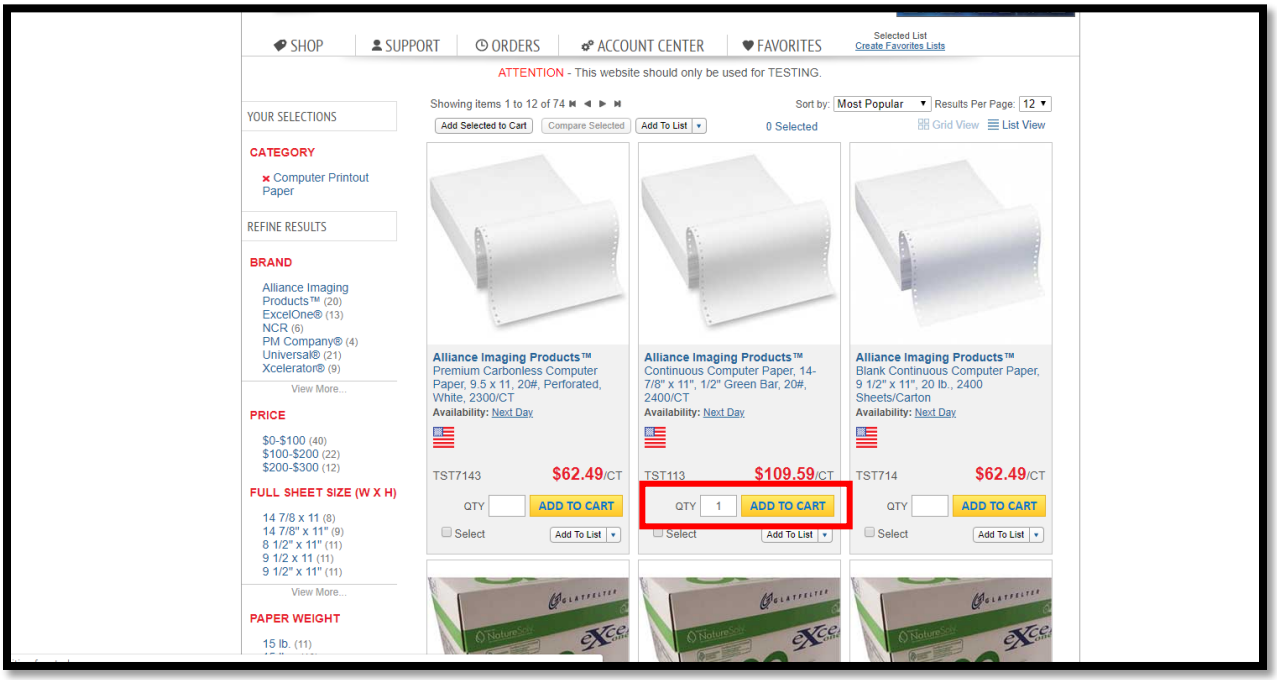
5. While this page is loading you will see this message:



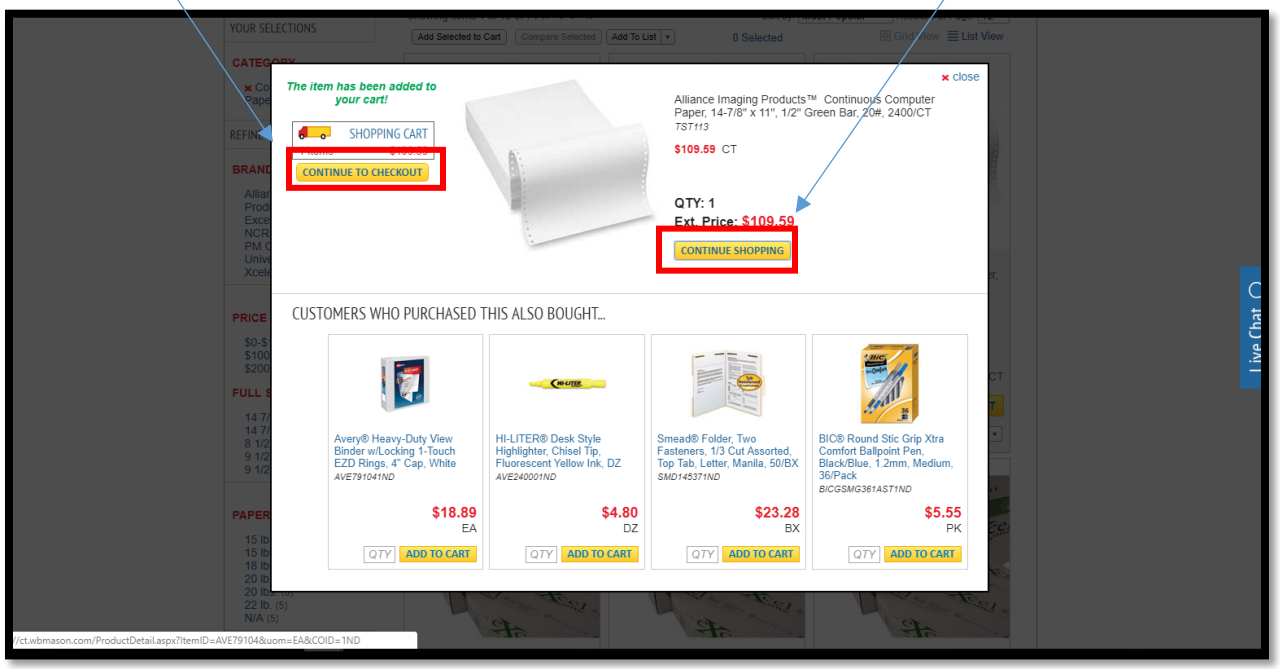
6. The Punch-Out homepage will appear, here is where you can shop.



7. Once you find a product that you would like to purchase, input the quantity in the box, and select **"Add to Cart"**.



8. You will be directed to this page where you can either **Continue Shopping** or **Continue to Checkout**.



**Refer to the *Procurement Lifecycle* Job Aid for further directions on how to complete the requisition process. **