

State P-Card Shopping & Ordering: WB Mason

Using a P-Card with WB Mason is for State P-Cards **ONLY**, not Research Foundation Credit Cards! Contact statep_cards@stonybrook.edu to update your State P-Card information into WolfMart!


1

To shop and order from WB Mason with a State P-Card, click on the WB Mason PunchOut on the WolfMart Homepage

MRO Supplies

 Grainger Reseller-Cert MWBE		 Three Gals-WBE Resellers Avail
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Office Supplies

 State & RF P-Cards ONLY	 State & RF P-Cards ONLY	
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2

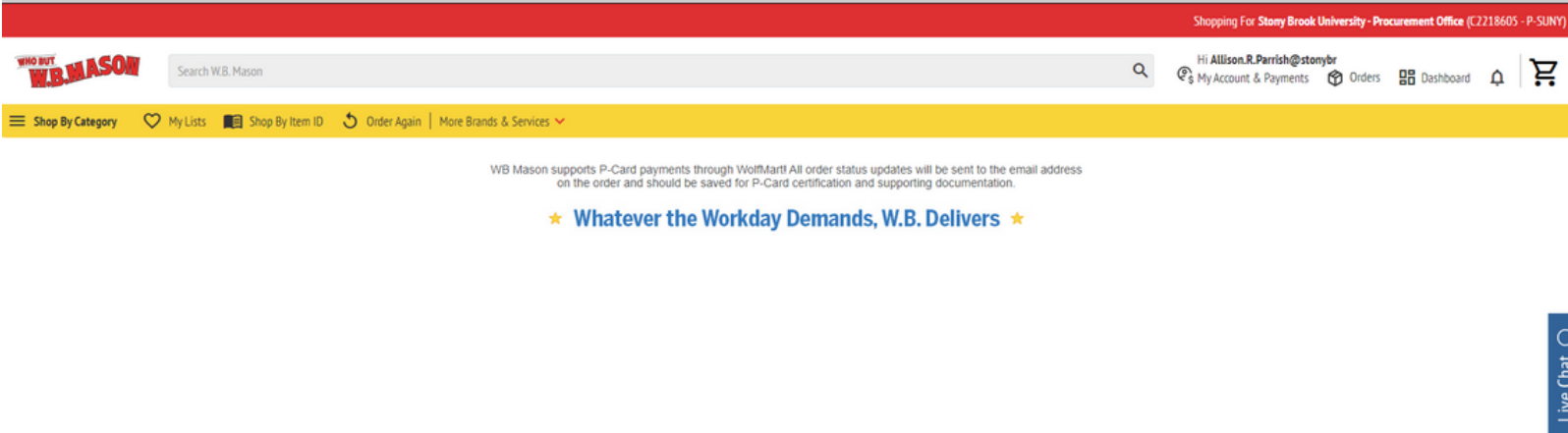
This message will appear

Connecting to PunchOut. Please wait.



3

The PunchOut will take you to the WB Mason website



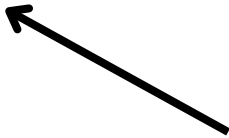
4

Shop for items as normal. When you're ready to check out, click "Continue to Checkout"

The item has been added to your cart!

 **SHOPPING CART**
5 Items **\$24.84**

CONTINUE TO CHECKOUT



Sharpie Accent Highlighters, Assorted
SAN25053

\$10.43 ST

QTY: 1

Ext. Price: **\$10.43**

CONTINUE SHOPPING

5

You will be brought back to WolfMart

Stony Brook University | WolfMart 360 **TEST** All ▾

Shopping Cart • 3733768

Simple Advanced ...

Search for products, suppliers, forms, part number, etc. 🔍



3 Items □ ▾

WB Mason Company Incorporated • 5 Items • 24.84 USD ... □

SUPPLIER DETAILS 🌐 📄 📧 📞 📧 📧 📧 📧 📧 📧 050-SFS: PO Box 981101, Boston, Massachusetts ... ▾

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 3/17/2023 11:43:29 AM

- Wirebound Notebook, College Rule, 5 x 7, Perforated, White, 100 sheets
- G2 Premium Retractable Gel Ink Pen, Refillable, Black Ink, .7mm, DZ
- Accent Highlighters, Assorted

	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	 Wirebound Notebook, College Rule, 5 x 7, Perforated, White, 100 sheets	MEA45484	EA	2.77	<input type="text" value="3"/> EA	8.31	... □
ITEM DETAILS ⬇							
Commodity Code		<input type="text" value="14111514-5020000-530010"/> 🔍		Paper pads or notebooks			
2	 G2 Premium Retractable Gel Ink Pen, Refillable, Black Ink, .7mm, DZ	PIL31020	DZ	6.10	<input type="text" value="1"/> DZ	6.10	... □
ITEM DETAILS ⬇							

6

Click "Proceed to Checkout" in upper right corner

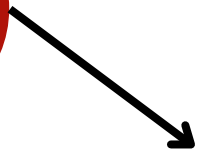
All ▾ Search (Alt+Q) 🔍 24.84 USD 🛒 ❤️ 🗨️ 🔔 👤

☰ 🖨️ ... Assign Cart **Proceed To Checkout**

... **Details** ▾

7

On the requisition, click
the pencil icon next to
"Billing"



Billing



Bill To

Procurement Office, Stony Brook University (SUNY)
Research and Development Campus
(631) 632-6010
accountspayable@stonybrook.edu
BLDG 17 Development Drive
Stony Brook, NY 11794-6000
United States

Credit Card Info

No credit card has been assigned.

Billing Options

Accounting Date *no value*

8

Scroll down to "Credit Card Info" and select your State P-Card by clicking on the circle. Input the Card Security Code. Click "Update" to save

Edit Billing

Zip Code 11794-6000
Country United States

Procurement - Procurement Office, Stony Brook University (SUNY), Research and Development Campus, (631) 632-6010, accountspayable@stonybrook.edu, BLDG ...

Search additional Results Per Page 10

Credit Card Info

Select one of your credit cards

PCard Visa

Select no credit card

No credit card assigned

Cardholder Name Carl Cardrequestor

Card Number XXXXXXXXXXXX1881

Card Security Code

Expiration Date 1/2026

★ Required fields

****NOTE**** If your State P-Card does not appear on this screen to select, contact the Travel & Card Programs team at statep_cards@stonybrook.edu

Your State P-Card is now attached to the requisition

Billing



Bill To

Procurement Office, Stony Brook University (SUNY)
Research and Development Campus
(631) 632-6010
accountspayable@stonybrook.edu
BLDG 17 Development Drive
Stony Brook, NY 11794-6000
United States

Credit Card Info

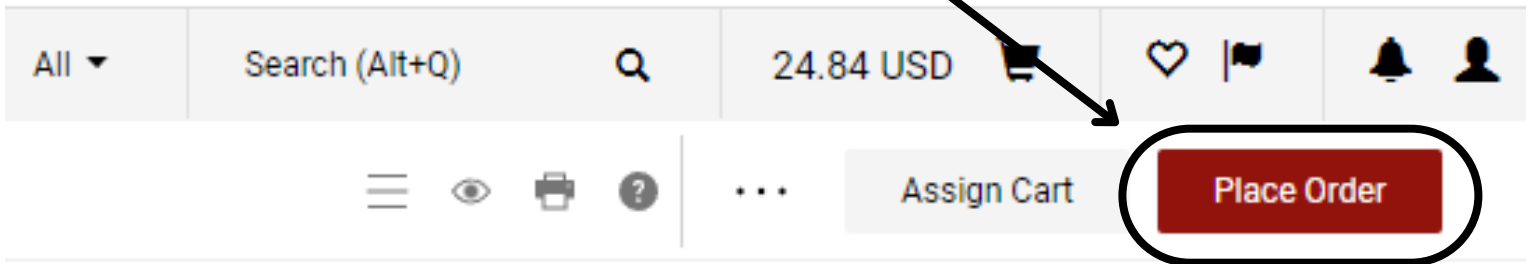
Cardholder Name	Carl Cardrequestor
Card Number	XXXXXXXXXXXX1881
Card Security Code	XXX
Expiration Date	1/2026

Billing Options

Accounting Date	<i>no value</i>
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10

Click "Place Order"
in the upper right
corner



11

A "Requisition Submitted"
screen will appear with
your Requisition Number

✓ Requisition 3733768 Submitted

Summary

Requisition number	3733768
Requisition status	Pending
Cart name	2023-03-16 STB-CCardrequest 01
Requisition date	3/17/2023
Requisition total	24.84 USD
Number of line items	3

Options

- [Print](#)
- [Recent orders](#)
- [Return to your home page](#)

****NOTE** To view your Requisition, click on the Requisition Number in BLUE text. When submitting your State P-Card backup paperwork, you must submit an itemized VENDOR RECEIPT. A copy of the Requisition WILL NOT SUFFICE.**