A Message from CCRI’s Purchasing Department:

WB Mason Online Ordering

The WB Mason on-line ordering system is available for FY 2013 purchases. The value of the FY 13 blanket purchase orders were based on your FY 12 POs using the same numbering sequence. If you need to increase the amount of the blanket PO, you must enter a requisition in Banner for the amount of the increase. The item description should read “Advice of Change to Pxxxxxx.” You must specify the Banner PO number to be increased. If you need to reduce the amount of the blanket PO, send an email to CCRI’s Purchasing Department identifying the PO number and amount of the decrease. Once the increase or decrease is processed by Purchasing, the changes will be transmitted to WB Mason to be reflected in the on-line ordering system.

All packing slips should be sent to Accounts Payable as soon as the contents of your delivery have been verified. The slips should be signed and dated.

Returns/Pickups are to be scheduled using the on-line WB Mason ordering system. This will ensure that a return slip is generated for the driver. Once a return is picked-up by WB Mason, the return slip needs to be signed and dated acknowledging the return and sent to Accounts Payable so that credits can be properly applied to your blanket PO. Returns should not be brought to CCRI’s Receiving department.

To schedule a return/pick-up:

1. Sign in to the WB Mason system using you username and password.
2. Click on the “Contact Us” tab. This will bring up a screen that will allow you to send an e-mail directly to the customer service representative assigned to the State of Rhode Island account.
3. Click on the dropdown menu in the Subject line. Choose “Return/Pick-up” from the list of options.
4. In the “Message” box, type the order number, the item number and the quantity being returned. The pick-up location only needs to be included if it is different than the delivery location.

Once a return is picked-up by WB Mason, the return slip needs to be signed and dated acknowledging the return and sent to Accounts Payable so that credits can be properly applied to your blanket PO.