



Welcome to the University of Hartford's new Ink and toner ordering Program

On Monday June 4th, WB Mason will be introducing you to the U of H's new toner and ink program in Auerbach 113.

Session #1 10:30-11:30

Session #2 11:30-12:30

In these sessions, we will give a tutorial on how to order your ink and toner, search for the correct products, and input your P-Card information.

Feel free to browse the site before your training. The navigation and ordering process is very user friendly. Ordering your ink and toner is as easy as 1-2-3.

- ★ From the Purchasing website [uhaweb.hartford.edu/purchase/]
- ★ In the middle column under the heading Office Supplies - select "WB Mason"
- ★ To get your user name & password, click on the *** *This will open up an email window for you to send your request.*

The complete list of ink and toner items that the U of H receives Preferred Pricing on is available by clicking "Shopping Lists" at the upper right of the web page, then choose in the dropdown box, either "Original Brand Toners" or "Compatible Brand Toners".

You can also create your own personalized List with only the items you typically order.

We will go into more detail during our training sessions. I will also be available for 1-1 tutoring.

Orders placed before 5:00 pm will be delivered next day.

We look forward to doing business with you all!

If you have any questions prior to our training, please feel free to contact my inside Sales Executive, Lindsey Hebler at Lindsey.Hebler@wbmason.com 888.926.2766 Ext 1743, or myself at Thomas.Mayfield@wbmason.com 860.234.0229.

Refreshments will be served.

Best Regards,

Thomas Mayfield
Account Executive

43 North Rd East Windsor, CT 06088 Tel:888-926-2766 Fax: 800-262-1622