How do I order from W.B. Mason?

Welcome to the HCOM Marketplace!

The HCOM Marketplace will be unavailable during the Oracle R12 upgrade beginning November 15, 2021, and lasting until November 26, 2021. Please complete your purchasing prior to this week-long outage. For more information, please click on this link.

ACROS Organics items can now be purchased through VWR with no shipping costs. To search for the item, use the manufacturer's item number without the "AC" prefix.

New BFS/BDaniels punchout for custom stationary, digital, and offset printing! If your school or department does not have templates set up with BFS/BDaniels, contact Charlie Amorini at (617) 267-0699x259, or email at ca4@fas.harvard.edu.

Radioactive materials should not be purchased through the Marketplace. Please use a Non-Catalog Request in Oracle to generate a PO that you can send to EH&S utilizing their website in the same manner that you ordered radioactive materials prior to HCOM. For more information, please visit the EH&S website.

YWR items labeled as MARKET SOURCE are typically drop-shipped from another supplier, and may incur a shipping cost.

For more information on all of Harvard's preferred vendors and vendor partners, please visit the Strategic Procurement website at http://procurement.harvard.edu/

For each of our punctchout vendors you'll see the following description(s):

- Vendor Partner - Harvard's Strategic Procurement team manages a value-added relationship with this vendor.
- Harvard Pricing - this vendor has offered pricing and other terms not available to the general public.
- HUIT Vendor Partner - University Information Systems manages a value-added relationship with this vendor.
- E3O Consortium Pricing - this vendor offers Harvard the "Educational & Institutional Consortium" pricing.

If you're looking for a particular vendor or type of goods or services and are unable to find it, please let Harvard's

Click Here!
Harvard’s best value on a wide variety of office products can be found in this list.
Search for products within the Harvard Preferred items list by entering a keyword below
Once on the W.B. Mason Website...

**Enhanced Search**: Our new search engine helps you find what you’re looking for by letting you refine your results. Have a favorite brand of battery? Click & filter your results to just that brand. Looking for paper with 96 Brightness – just one click and you can filter by that too. Use our new filters to find exactly what you are looking for and if spelling is not your strong suit, the search engine will auto-correct commonly misspelled words for you.
**Ink & Toner Search**: Customers can find their printing supplies by simply knowing the model of their machine. All relevant supplies are listed within the search results.
Using **Quick Order** allows users to be more efficient. Reduces time spent ordering office supplies. Add 10 items at a time to the Shopping Cart or to a Favorites List.
Favorites List - Have multiple Favorites Lists? By clicking the Manage Lists buttons, you can easily modify and change your list setting. Set a new default, change the sort order, even copy!

1 - Manage Lists
Click Here to go to the Favorites List Page.

2 - Create List
Create new list of frequently ordered items.

3 - Sort By
Sort items by many filters of your choice.

4 - View/Edit Lists
View, Edit, Copy, Delete, or Modify any existing Favorites List.
Menus - With our drop down menus, you can quickly navigate to the products you need. You can even hover over your shopping cart to see what’s in it.

Shopping Cart

1 - Shopping Cart
Shows how many items and keeps a total of the dollar amount within the cart.

2 - Cart Item Preview
Hover over the “Shopping Cart” and it will show the items “within the cart.”

3 - Proceed to Cart
Click Here to view the line-by-line items within your cart and begin the checkout process.

4 - Categories
Hover over any of the categories and a drop down of subcategories will appear.
**Complete Order History** - In the Order History screen, you will be able to see every order you’ve placed, even orders you placed over the phone with your customer service rep. Quickly search your order history by date range, order number, or PO number and even reorder products from previous orders.

1 - **Filters**
Allows to search previous orders from standard time periods, precise dates, order number, or even PO number.

2 - **Orders**
Displays previous orders of which you can shop from for easy re-ordering.
The **Customer Service** tab allows a direct email link between all users and their dedicated customer service representative. Returns or other inquiries can be made via this screen.
We can assist with your Green Initiatives!
Take advantage of our environmentally-friendly products.