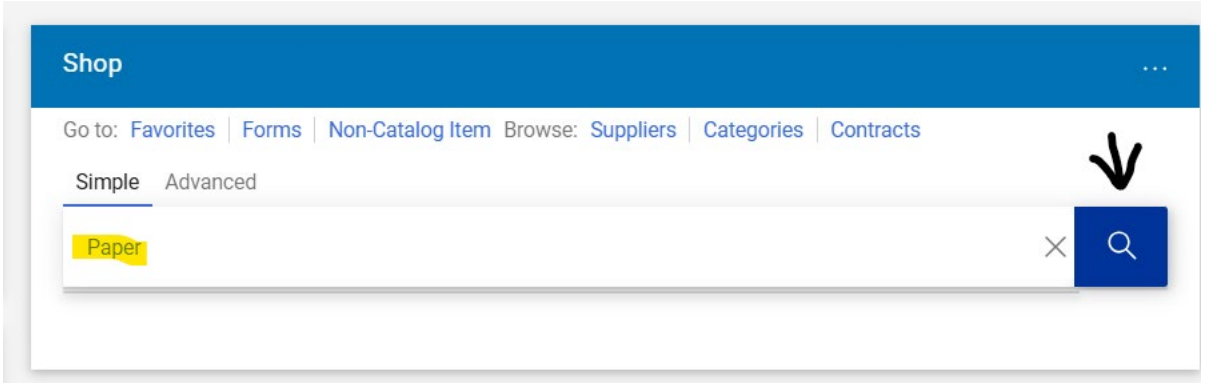
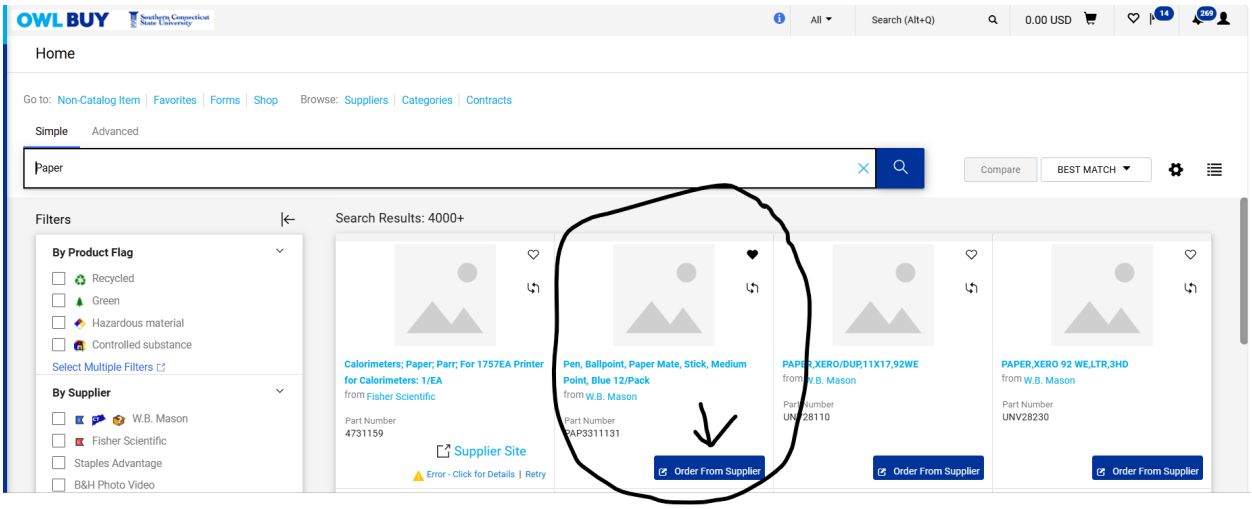
Shopping and Searching Catalogs

- The **Search Bar** is the primary tool used to locate products, suppliers, contracts, forms, and non-catalog purchasing options within OWL Buy.

Searching for Products and Services

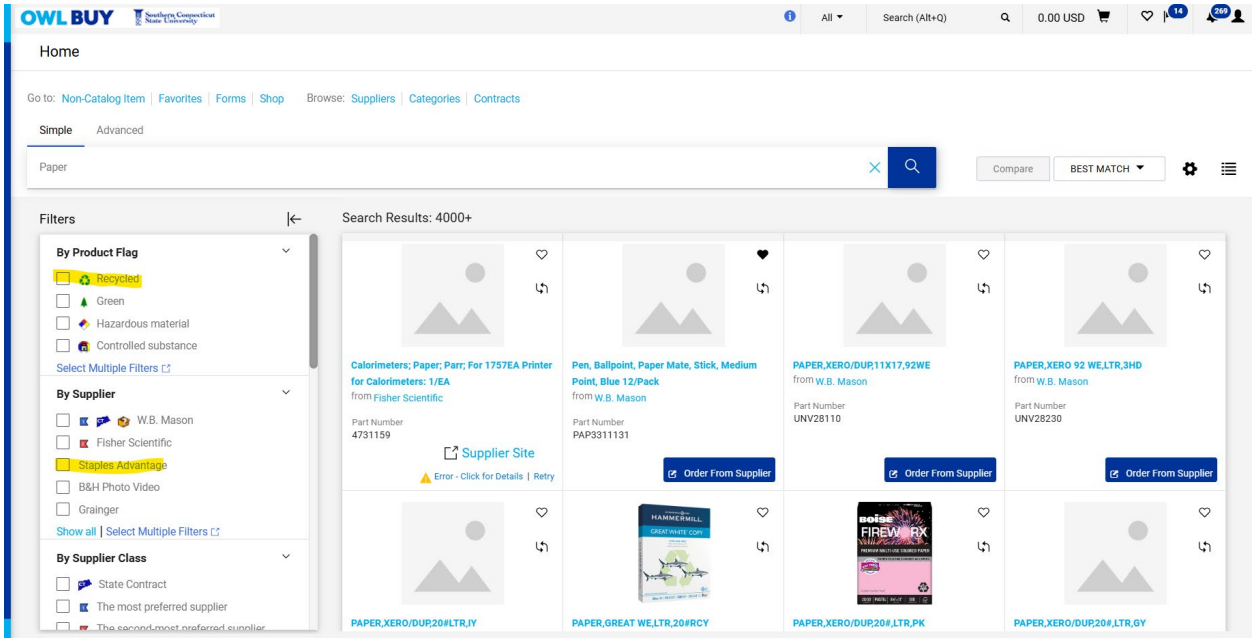
- To search for an item:
    - Enter a keyword, product name, manufacturer, supplier name, or part number in the search bar.
    - Select the **Search** icon (magnifying glass) or press **Enter**.
    - Review the search results.
    - Select the desired item.
    - Add the item to your shopping cart.





- **Search Tips**
    - Use specific keywords whenever possible.
    - Search by manufacturer part number when known.
    - Use alternative keywords if initial results do not return the desired item.

- Apply available filters to narrow results by supplier, category, contract, or price.
- Search by supplier name or contract number when looking for existing agreements.



- **Simple Search vs. Advanced Search**
  - **Simple Search**: Performs a basic keyword search across products, suppliers, forms, and contracts.
  - **Advanced Search:** Provides additional filtering options that help users locate specific products, suppliers, contracts or documents more efficiently.

Browsing Supplier Catalogs

University-approved supplier catalogs can be accessed in several ways:

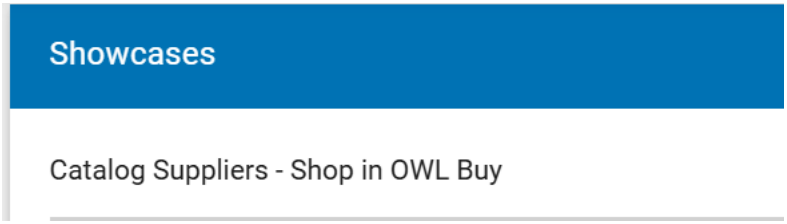
- Select a supplier from the **Showcases** section.
- Browse through **Suppliers** or **Categories**.
- Search directly using the search bar.

Catalog Types

OWL Buy supports two types of supplier catalogs.

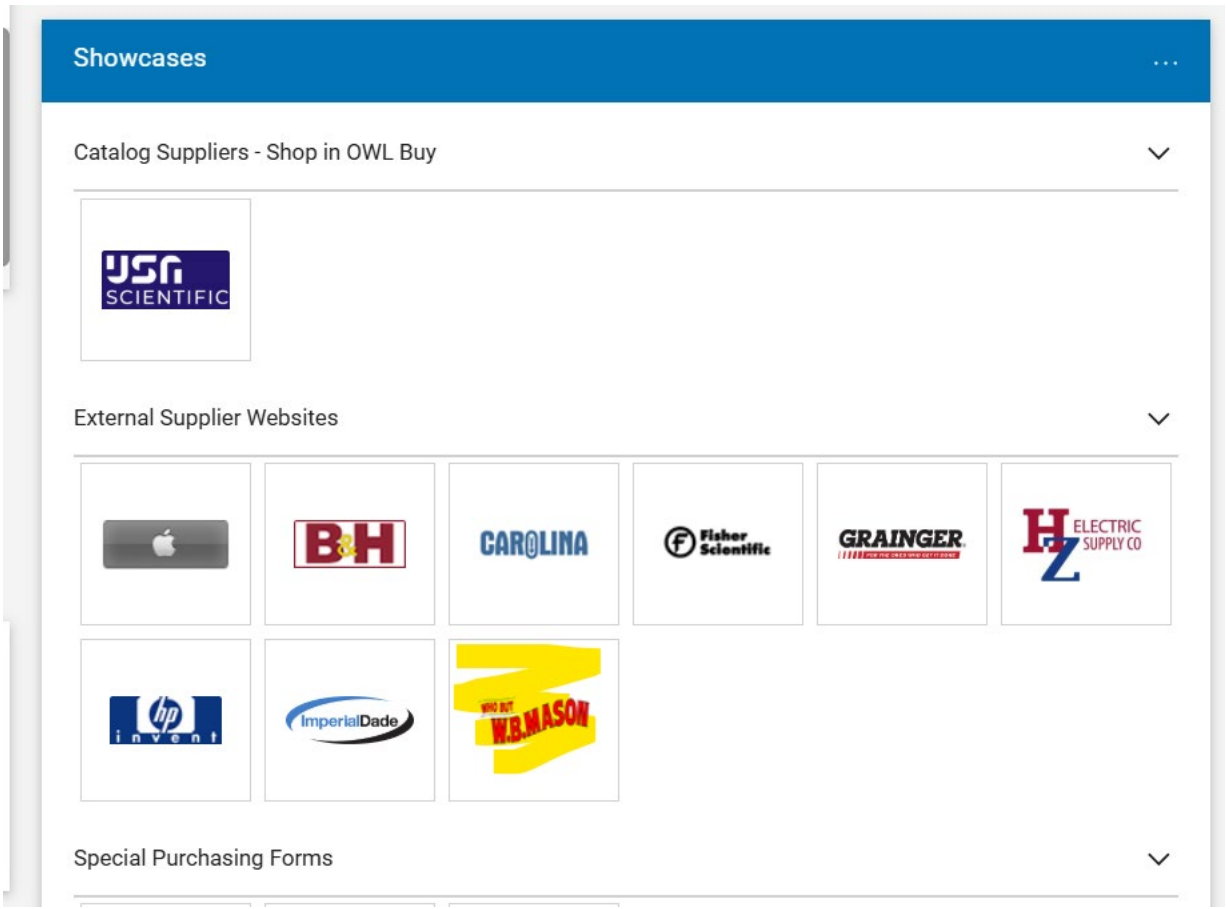
- **Hosted Catalogs-** Hosted catalogs display supplier products directly within OWL Buy. Users can:
  - Search for products
  - Compare items

- Add items to their cart
- Complete shopping without leaving the system



- **Punch-Out Catalogs-** Punch-out catalogs connect directly to a supplier's website. To purchase from a punch-out supplier:
  - Select the supplier's catalog.
  - Shop on the supplier's website.
  - Add items to the supplier cart.
  - Select **Checkout** on the supplier website.
  - The selected items will automatically transfer back to your OWL Buy cart.
  - Continue shopping or proceed to checkout.

Items from multiple suppliers may be combined into a single shopping cart.



Redirecting to supplier. Please wait.

Shopping For **WB Mason Punchout Test (Tax-Exempt)** (C3165542 - P-Test 62)

WHO BUT W.B. MASON

Pencils

Hi **coten1@southernct.edu**
My Account & Payments | Lists | Orders | Dashboard

Shop By Category | Shop By Item Number | Order Again | More Brands & Services



Southern Connecticut State University
SCSU

Welcome to W.B. Mason!

Here at W.B. Mason we know you will find our service fast and friendly. Here are some important things to know about the services available to you through W.B. Mason and who you should contact with questions:

W.B. MASON CONTACT INFORMATION

Client Relations Specialist

Jessica Belair
Email: jessica.belair@wbmason.com

Sales Representative

Sean Rayball
Email: sean.rayball@wbmason.com

W.B. MASON SERVICES

Free Next-Day Delivery!

All orders received before 5PM EST will be delivered next-day to your office. There are no order minimums and no delivery charges.

Local Dedicated Service Team

W.B. Mason maintains a dedicated customer service and management team specifically for your account. Use the "Contact Us" tab to reach your local team directly

Please provide your sales order number (example:

We're Offline
No representatives ...

Shop By Category | Shop By Item Number | Order Again | More Brands & Services

Results for **"PENCILS"** (232 Items)

Brand
Price
Pencil Type
Lead Color
Pencil Lead Size
Pencil Lead Type
Printed Text
Barrel Color
Total Recycled Content Percent
Go Green!
Unit Of Measure

Sort By Most Popular

1 - 24 of 232 Items



BIC Xtra-Smooth Mechanical Pencils, 0.7 mm, #2 HB, Clear Barrel, Dozen
BICMP11

$9.98 /DZ
$0.83 /pencil
Next Business Day Delivery

Add Note
1 ADD TO CART



Ticonderoga Pencils, Pre-Sharpened, #2 HB, Yellow Barrel, 30/Carton
DIX13830

$12.99 /PK
Delivers In 1-2 Business Days

Add Note
1 ADD TO CART



Paper Mate Sharp Writer Mechanical Pencils, 0.7 mm, #2 HB, Yellow Barrel, Dozen
PAP3030131

$8.89 /DZ
$0.74 /pencil
Next Business Day Delivery

Add Note
1 ADD TO CART

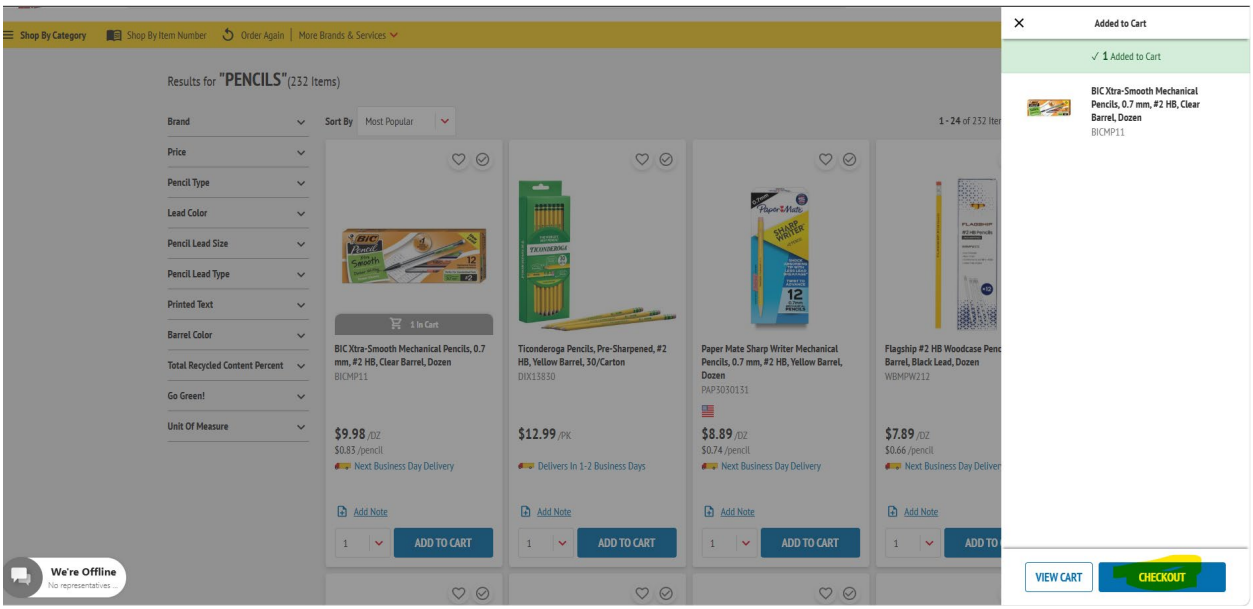


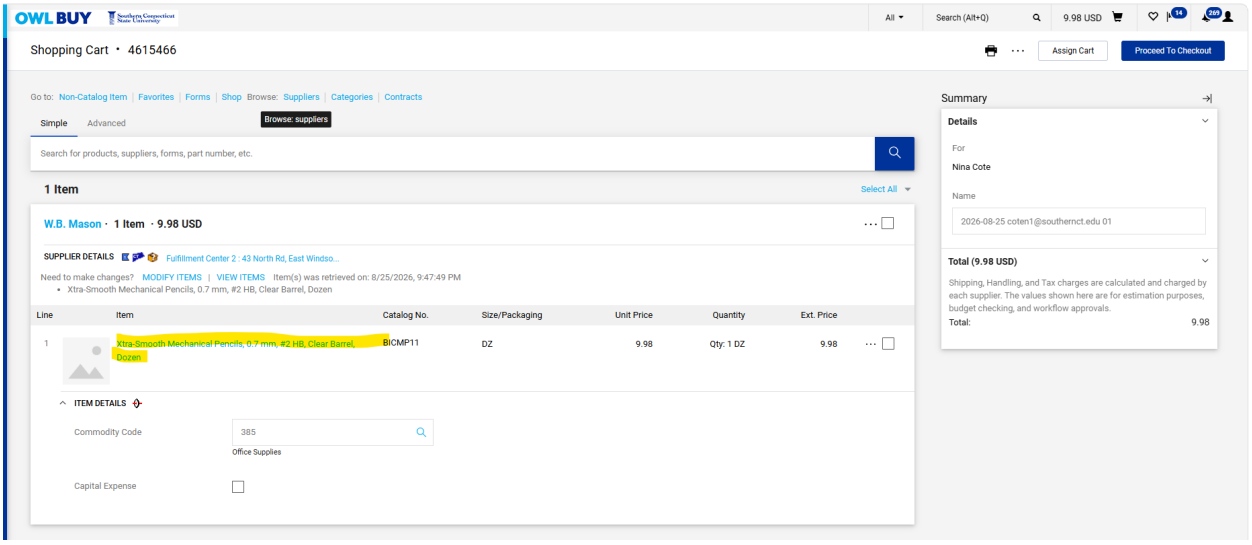
Flagship #2 HB Woodcase Pencil, Yellow Barrel, Black Lead, Dozen
WBMPW212

$7.89 /DZ
$0.66 /pencil
Next Business Day Delivery

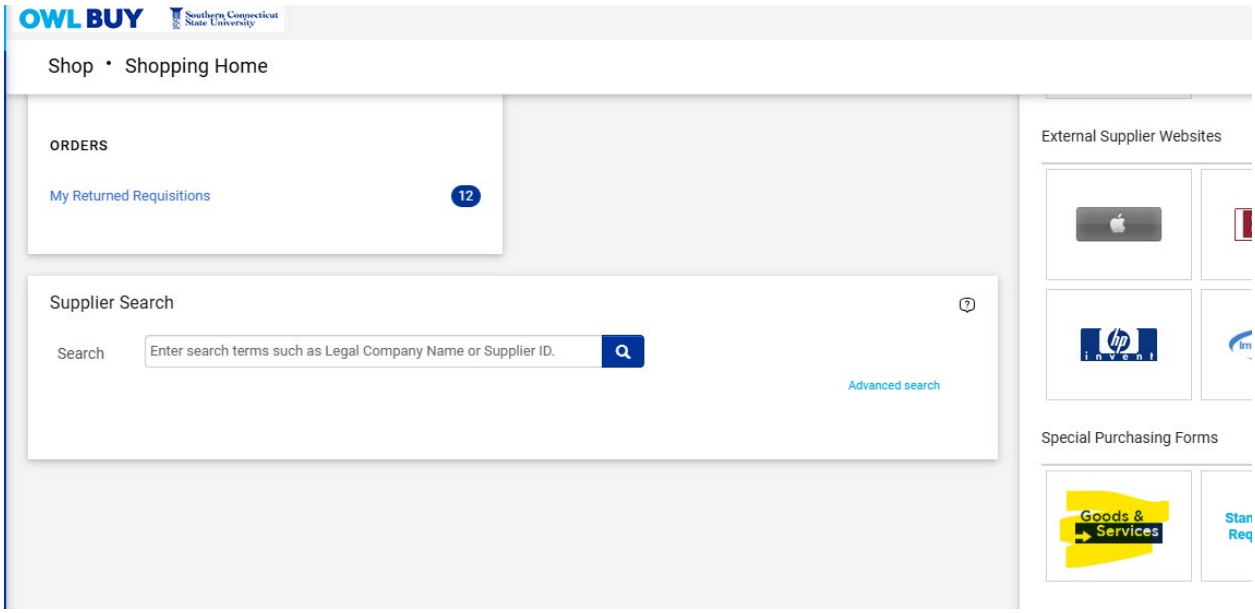
Add Note
1 ADD TO CART

We're Offline
No representatives ...





- **Non-Catalog Purchases-** If an item cannot be located through an approved supplier catalog, select the **Goods and Services Form**.
    - **Best Practice:** Before creating a non-catalog request, search approved supplier catalogs to confirm the item is not already available. Catalog purchases generally provide the most efficient ordering process and may offer contracted pricing and negotiated terms.



- The **Non-Catalog Item Form** guides users through the information required to create a compliant requisition. During the process, users will be prompted to:
    - Select the supplier from the list of suppliers already available in OWL Buy.
    - Identify the appropriate sourcing method and procurement category.
    - Indicate whether the purchase is for **goods** or **services**.
    - Determine the number of requisition lines.
    - Complete required item attributes.
    - Enter pricing and quantity information.
    - Attach quotes, proposals, contracts, or other supporting documentation when required.
    - Provide any additional information necessary for Procurement Services to review the request.

  The questions presented on the form may vary depending on the type of purchase being requested. Completing the form accurately will help ensure that the requisition is routed correctly and processed as efficiently as possible.