

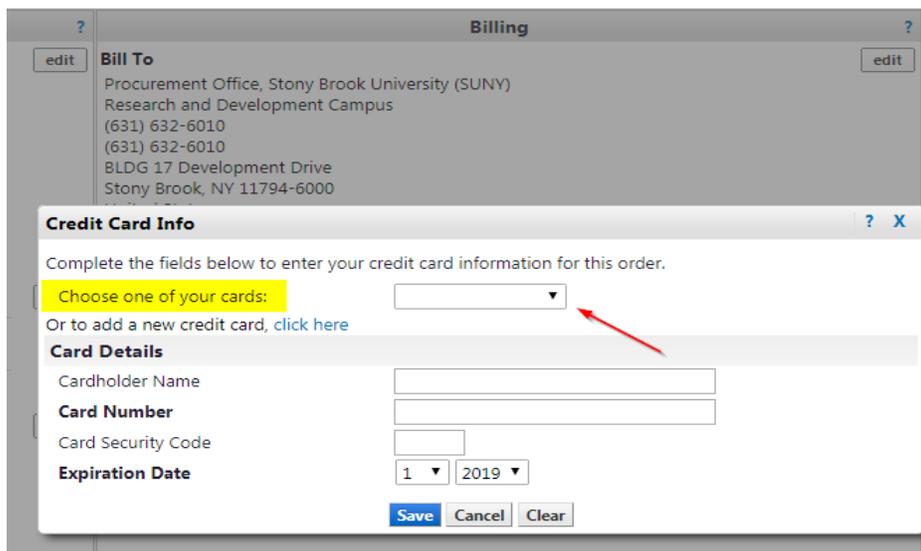
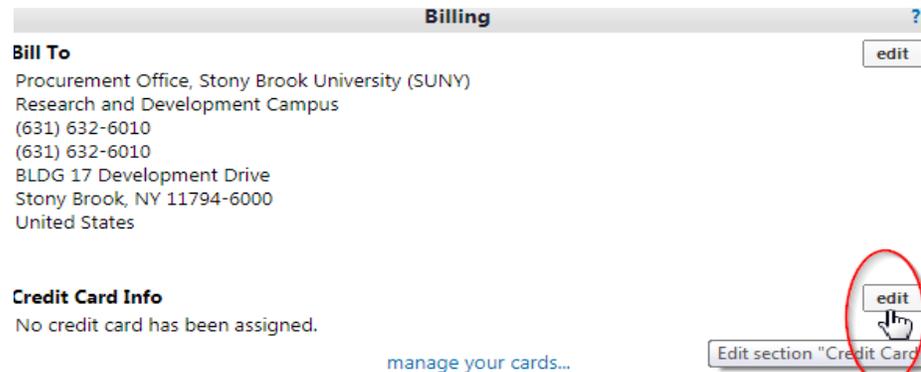
VISA PROCUREMENT CARD IN WOLFMART WITH W.B. MASON

After completing your order with W.B. Mason, your cart will be routed back to WolfMart to complete and submit your requisition for approval. ***If you do not have a P-Card***, you can forward your cart to the appropriate staff member in the department that is a P-Card holder. ***Please Note:** Orders that are associated with the W.B. Mason OGS Contract (PC67805) should **NOT** use a P-Card when creating their non-catalog requisition.

1. Click “Proceed to Checkout” to complete all necessary and/or required information and **update the “Billing” section** on the Requisition to select your credit card for payment purposes. See Billing tab image below:



2. Under the Billing section, click “edit” (**next to Credit Card Info**) to select your credit card from the drop down menu.



Credit Card Info ? X

Complete the fields below to enter your credit card information for this order.

Choose one of your cards: Jackie's Test Card ▼

Or to add a new credit card, [click here](#)

Card Details

Cardholder Name Jackie Smith

Card Number XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Card Security Code

Expiration Date 2 ▼ 2019 ▼

Save
Cancel
Clear

After you have selected your State Visa Procurement Card, the card information will populate under “**Card Details**”.

3. **Click Save** to use your credit card information for payment purposes on the order.
4. **Please Note:** Accounting Codes must still be entered in your WolfMart requisition (i.e. Account Source = S, Fiscal Year = 2019, Account = SUNY Account Number). This does not replace the reconciliation that will be completed at the end of the month as part of the State Procurement Card reconciliation process.

Accounting Codes ? X

Account Source	Project-RF	Task-RF	Org-RF	Award-RF	Exp Major-RF	Exp Minor-RF	Fiscal YR-SUNY	Account-SUNY	add split
S <small>Select from profile values... Select from all values...</small>	N/A <small>Select from all values...</small>	2018 <small>Select from profile values... Select from all values...</small>	 <small>Select from all values... Required field</small>						

recalculate / validate values

Save
Cancel

5. **Submit Requisition.** Once the requisition has been submitted, it will continue through the normal approval process. Upon approval, a purchase order will be generated and W.B. Mason will receive the order electronically.

Shipping

Billing

Accounting Codes

Internal Notes and Attachments

External Notes and Attachments

Final Review

Submit Requisition

Assign Cart

[Return to shopping cart](#) [Continue Shopping](#)

✔ All done! The required information has been completed and this request is ready to be submitted.

Once you have reviewed the details, you may continue by clicking the button at the top of the page.

6. Users will receive an order acknowledgement from W.B. Mason sent to the Stony Brook email address associated with the PO. Any additional changes to your order will be reflected in an email from W.B. Mason to the user placing the order via WolfMart. **Please include this as support documentation for your monthly P-Card reconciliation.**

PLEASE NOTE: To view additional step-by-step WolfMart instructions, please access the [Training Links](#) found on the Stony Brook [WolfMart web page](#). Click [HERE](#) to review State Visa Procurement Card Guidelines. If you are notified your card has been declined, please reach out to your P-Card Administrator to update your credit card in WolfMart.