William B. Meyer’s Online Retrieval Process

1. Login to WBM’s secure web portal.

2. Select “Quick Search” From Search Menu
3. Select Item Type that you would like to order.

4. Select appropriate Department. Note: Users will only have the ability to select departments that they have been assigned to.
5. Fill in appropriate known information for the item being searched. Click the “Search” button to find items meeting your entered search criteria.

6. The items matching your search criteria will then be displayed. Check off the items that you would like retrieved under the “Select” column and then click the “Add to Order” button to proceed with placing the item in your shopping cart. Note: The Up-to-date status of the boxes found in the search will be displayed under the “Select” column only if an item is not available for retrieval.
7. The item being ordered is then shown in the shopping cart. Click the “Send Order” button to proceed with sending the order to WBM.

8. Choose appropriate Select Delivery Priority from the dropdown menu.
9. Choose appropriate Charge to Department from the dropdown menu. Note: If User has been assigned to a specific department, they will not have the option to select other departments.

10. Select Delivery Address from the dropdown menu. Note: If User has been assigned to a specific department at a specific address, they will not have the option to select other addresses.
11. Text can be added to the comments window. This text will be printed on the face of the Work Order, which is the paperwork used to process the order. Click “Complete Send Order” to send the order to WBM.

12. The below confirmation with the details pertaining to this order is immediately received by sender.
13. The sender can click of either of the two buttons on the order confirmation window to view basic work order information with a line-by-line listing of the items contained in the order. This report can be saved on the local hard drive or printed and retained for the sender’s records.