

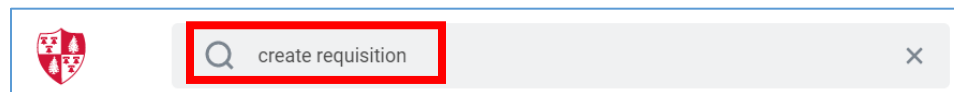
Fisher Scientific Punch Out

All requisitions for Fisher Scientific must now be entered through the punch-out process (i.e. W.B. Mason, Dell Marketing, MRA, and Grainger), using **US Communities Coop** as the purchasing methodology and contract number **C15-JL-12**.

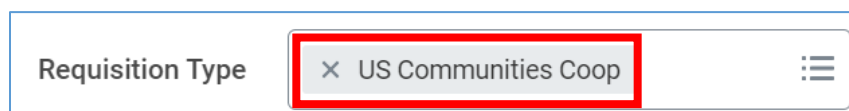
**** NOTE** – Punch Out requests cannot be edited or canceled once they have been submitted in the system. For any changes to the original request, contact Fisher Scientific, Stephanie Shupp, via e-mail at stephanie.shupp@thermofisher.com, mobile: (732) 207-5903.

Create a Punch-Out Requisition

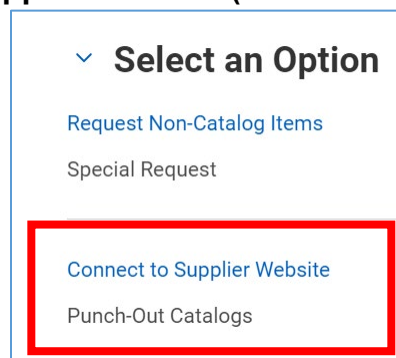
1. In Workday, go to search bar and type in **Create Requisition** and select enter.

A screenshot of the Workday search bar. On the left is the Montclair State University logo. The search bar contains the text "create requisition" with a magnifying glass icon to its left. A red rectangular box highlights the search bar area. A small "x" icon is on the right side of the search bar.

2. The Create Requisition screen displays. Type **US Communities Coop** as the **Requisition Type**. You can also change the **Cost Center**, **Division**, and **Additional Worktags**.
3. When finished, select **OK** to continue to connect to the website.

A screenshot of the "Requisition Type" dropdown menu. The text "Requisition Type" is on the left. The dropdown menu is open, showing "US Communities Coop" with a red "x" icon to its left. A red rectangular box highlights the dropdown menu area. A menu icon (three horizontal lines) is on the right side of the dropdown.

4. Select the **Connect to Supplier Website (Punch-Out Catalogs)**.

A screenshot of the "Select an Option" dropdown menu. The text "Select an Option" is at the top with a downward arrow. Below it are three options: "Request Non-Catalog Items", "Special Request", and "Connect to Supplier Website". The "Connect to Supplier Website" option is highlighted with a red rectangular box. Below it is the text "Punch-Out Catalogs".







5. Select the supplier's website for the purchase, and click the **Connect** button.

Connect to Supplier Website

Requester
Erskine Shoullars

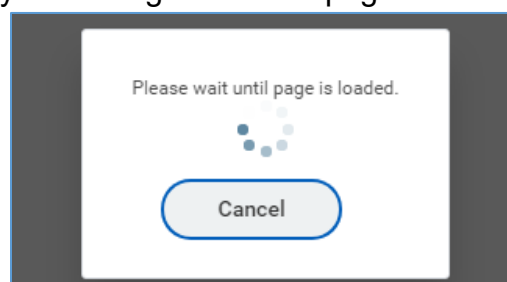
Company Montclair State University

Supplier Websites 6 items

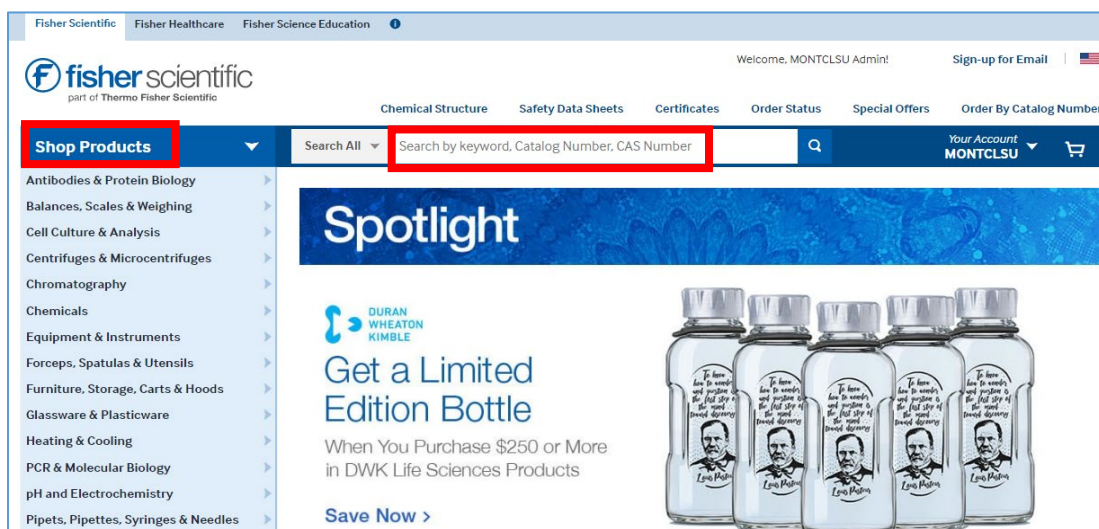
Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	W W GRAINGER INC		W W GRAINGER INC (PUNCH OUT)		Connect
	Dell		Dell Computers (PUNCH OUT)		Connect
	W B Mason		W B MASON (PUNCH OUT)		Connect
	HD Supply		HD SUPPLY FACILITIES MAINTENANCE LTD (Punch Out)		Connect
	Drew & Rogers		DREW & ROGERS (PUNCH OUT)		Connect
	Fisher Scientific		FISHER SCIENTIFIC (Punch Out)		Connect

Continue Shopping

The system will display a message while the page loads



The Fisher Scientific home web site displays. A list of products to choose from is displayed on the left side of the page in the Shop Products section, or type the item to purchase in the search field.

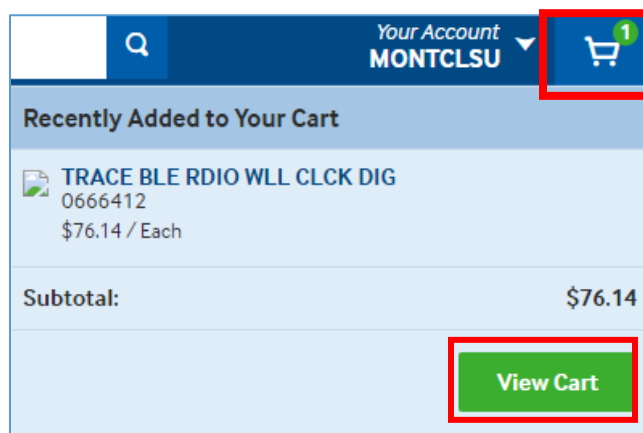


6. In the **Quantity** field of the product to purchase, enter the amount to buy and click **Add to Cart**.

Catalog Number	Description	Price	Quantity	Availability	
06-664-12	Digital Radio Atomic Wall Clock	\$76.14 / Each	<input type="text" value="1"/>	✓ In Stock ⓘ Estimated Delivery 1/29/2020	Add to Cart Add to List

The item(s) is added to the cart.

- a) To review the items in the cart, either hover over the cart icon on the upper right of the page, or press the View Cart button under the Subtotal line.



The *Shopping Cart* screen displays when **View Cart** is selected. The following options are on this screen:

- a) Print – the item(s) being purchased can be printed for record keeping
- b) Share – send the list of item(s) being purchased via email
- c) Cancel This Session –log out of the Fisher Scientific website
- d) Return Cart to Purchasing Application – go to the next screen to finalize the order
- e) Empty Cart – remove all item(s) from the cart
- f) Add all items to a List – **Please Do Not Use**
- g) Keep Shopping – continue adding items to the shopping cart

Shopping Cart

Active Account


Account Name: 584098001 MONTCLSU

Shipment Setting: Multi Ship

[Add all items to a List](#)

[Print](#)
[Share](#)

[Cancel This Session](#)

Items in Your Cart	Price	Quantity	Availability	Item Subtotal
 06-664-12 TRACE BLE RDIO WLL CLCK DIG	\$76.14 / Each	1	In Stock (1) Estimated Delivery 01/29/2020 Available in NAZARETH, PA (EPD)	\$76.14
X Remove Item Add to List				
Order Subtotal				\$76.14

[Add all items to a List](#)
[Empty Cart](#)

Promo Code? *

[APPLY](#)


Cart Total \$76.14

Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

[Keep Shopping](#)

[Return Cart to Purchasing Application](#)

- On the *Submit* screen displays click **Submit** to finalize the order and return to Workday.


Fisher Scientific
A Thermo Fisher Scientific Brand

Log Out of Fisher session
 Your shopping session on the Fisher Scientific website is complete and you have successfully logged out of the site.

Click the 'Submit' button to return the items in your cart to your purchasing application.
 You will lose the items in your cart if you do not click 'Submit' or if you use the browser 'Back' button.
 If you need to make changes to your shopping cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

Shopping Cart

Account Number : 584098-001

Catalog No.	Price	Quantity	Availability	Item Subtotal
06-664-12 TRACE BLE RDIO WLL CLCK DIG	\$76.14 / Each	1	Estimated Delivery: 1/29/2020 From: NAZARETH, PA (EPD)	\$76.14
Order Subtotal				\$76.14
Cart Total				\$76.14

NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.

[Submit](#)

- The Workday screen displays the line(s) purchased. Select **Checkout** to continue to create and finish the requisition.

View Cart

Company

Montclair State University

1 item

Sort By: ▾ ↓

Continuous Computer Paper, 14-7/...

1

\$109.59

Edit

Description

Continuous Computer Paper, 14-7/8" x 11", 1/2" Green Bar, 20#, 2400/CT

Supplier Item Identifier

TST113

Spend Category

(empty)

Supplier

W B MASON (PUNCH OUT)

Supplier Contract

[SCON-000001: W B Mason Punch Out Contract](#)

Quantity

1

Unit of Measure

[Carton](#)

Unit Cost

109.59

Extended Amount

109.59

Memo

Checkout

Continue Shopping ▾

****Refer to the Create a Requisition reference guide for further direction on this part of the process.****