

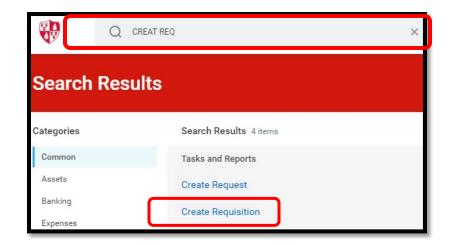
## Workday WB Mason Punch-Out Office Supplier Job Aid

WB Mason is a punch-out catalog in Workday for office supply products. All requisitions for WB Mason must now be entered through the punch-out process (i.e. WB Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply), using "Punch-Out Catalogs" as the requisition type.

\*\*NOTE – The items listed in the punch-out are for negotiated, standard configurations products. As with all other punch-outs, Punch-Out requests cannot be edited, canceled or a change order cannot be created once they have been submitted in the system. For any changes to the original request, contact Stephan Savastano via email - stephan.savastano@wbmason.com\*\*

## To create a Punch-Out Requisition:

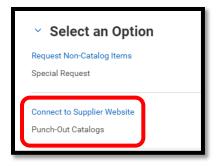
 In Workday, go to the search bar and type in "Create Requisition". Results will appear for you to select "Create Requisition".



 The requisition screen will appear for you to begin to create a requisition. Enter Punch-Out Catalogs in the Requisition Type area. Confirm that your Cost Center, Division, and Additional Work Tags are correct or need to be changed. If so, make the change and select "Ok".

Create Req	uisition
Company *	× Montclair State University … :=
Requester *	× Shahd Almoshwer:=
Currency *	× USD:Ξ
Requisition Type	
Deliver-To	× 150 Clove Road ··· ⋮☰
Ship-To *	× 150 Clove Road Little Falls, NJ 07424 United States of America
Cost Center	× CC10294 Purchasing
Division	× D53 Finance and Treasury …
Additional Worktags	× Fund: F10 Unrestricted Operating ∷ Fund
	× Program: N15 Institutional Support
OK	Cancel

 You will be directed to the instruction page. Here is where you would select "Connect to Supplier Website" which will have our current Punch-Outs. You will be able to select WB Mason.



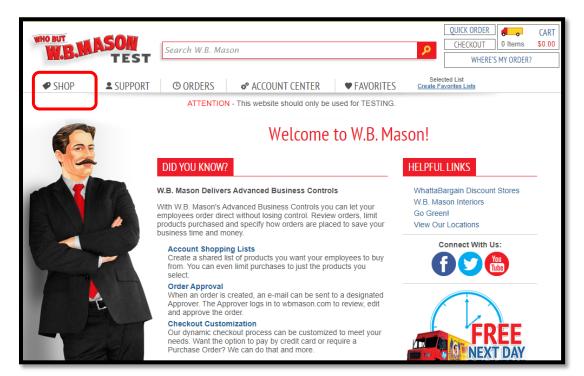
4. By selecting "Connect", it will direct you to the WB Mason homepage.

Company Mont	clair State University				Requester Currency Requisition Type Erskine Shoulars USD Other
Supplier Website					
Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
GRAIN	W W GRAINGER INC		W W GRAINGER INC (PUNCH OUT)		Connect
Deell	Dell		Dell Computers (PUNCH OUT)		Connect
WHO BUT	MSC W B Mason		W B MASON (PUNCH OUT)		Connect
KOSU	PPI HD Supply		HD SUPPLY FACILITIES MAINTENANCE LTD (Punch Out)		Connect
DREW&P			DREW & ROGERS (PUNCH OUT)		Connect
Thermo Fisher	Fisher Scientific		FISHER SCIENTIFIC (Punch Out)		Connect

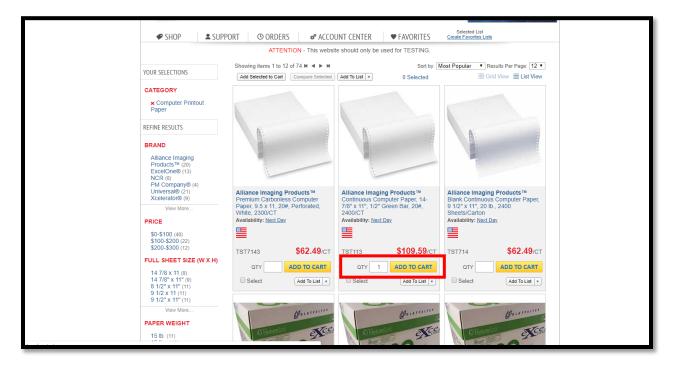
5. While this page is loading you will see this message:

Please wait until page is loaded.	
Cancel	

6. The Punch-Out homepage will appear, here is where you can shop.



7. Once you find a product that you would like to purchase, input the quantity in the box, and select "Add to Cart".



8. You will be directed to this page where you can either **Continue Shopping** or **Continue to Checkout**.

	REFINE	Add Seected to your cart!	Cart ] Compare Solected ] Add To L	Alliance Imaging Products Paper, 14-7/8"x 11", 1/2" ( 7571'3 \$109.59 CT QTY: 1 Ext. Price: \$109.59 CONTINUE SHOPPING	BI Continuous Green Bar, 20#, 2400/CT		c
	PRICE	TOMERS WHO PURCHASED T	HIS ALSO BOUGHT				hat (
	\$0-5 \$100 \$200 FULL \$ 14.7/		(multi		and the first	СТ	l ive Chat
	14 7/ 8 1/2 9 1/2 9 1/2	Avery® Heavy-Duty View Binder w/Locking 1-Touch EZD Rings, 4" Cap, White AVE791041ND	HI-LITER® Desk Style Highlighter, Chisel Tip, Fluorescent Yellow Ink, DZ AVE240001ND	Smead® Folder, Two Fasteners, 1/3 Cut Assorted, Top Tab, Letter, Manila, 50/BX SMD145371ND	BIC® Round Stic Grip Xtra Comfort Ballpoint Pen, Black/Blue, 1.2mm, Medium, 36/Pack BICGSMG361AST1ND	•	
	PAPER	<b>\$18.89</b> EA	<b>\$4.80</b> DZ	\$23.28 BX	<b>\$5.55</b> РК	E.C.	
	15 lb 15 lb 18 lb 20 lb	QTY ADD TO CART	QTY ADD TO CART	QTY ADD TO CART	QTY ADD TO CART		
//ct.wbmason.com/ProductDetail.aspx?l	20 ID5. (0) 22 ID. (5) N/A (5) temID=AVE79104&uom=EA&	COID=1ND	A.	AP AP	4	143 C	

\*\*Refer to the <u>Procurement Lifecycle</u> Job Aid for further directions on how to complete the requisition process. \*\*