

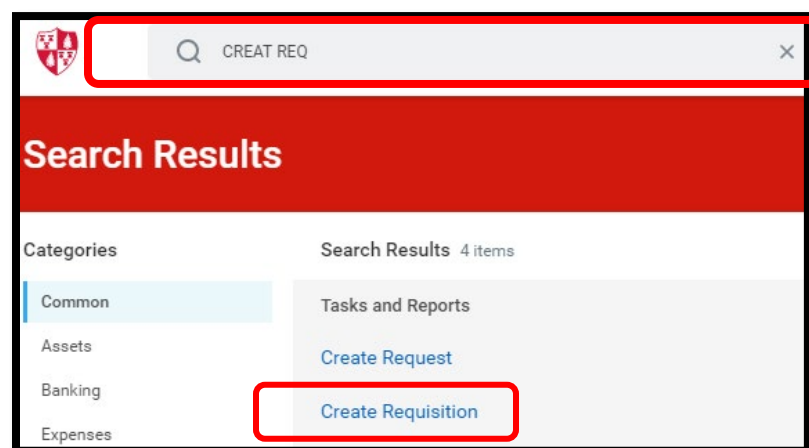
Workday WB Mason Punch-Out Office Supplier Job Aid

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:

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



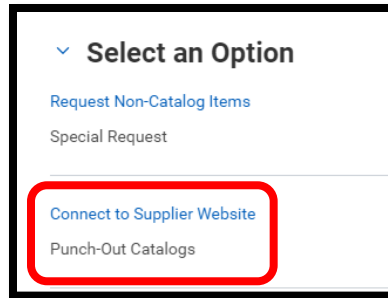
- The requisition screen will appear for you to begin to create a requisition. Enter **Punch-Out Catalogs** in the **Requisition Type** area. Confirm that your Cost Center, Division, and Additional Work Tags are correct or need to be changed. If so, make the change and select **“Ok”**.

The screenshot shows a 'Create Requisition' form with the following fields and values:

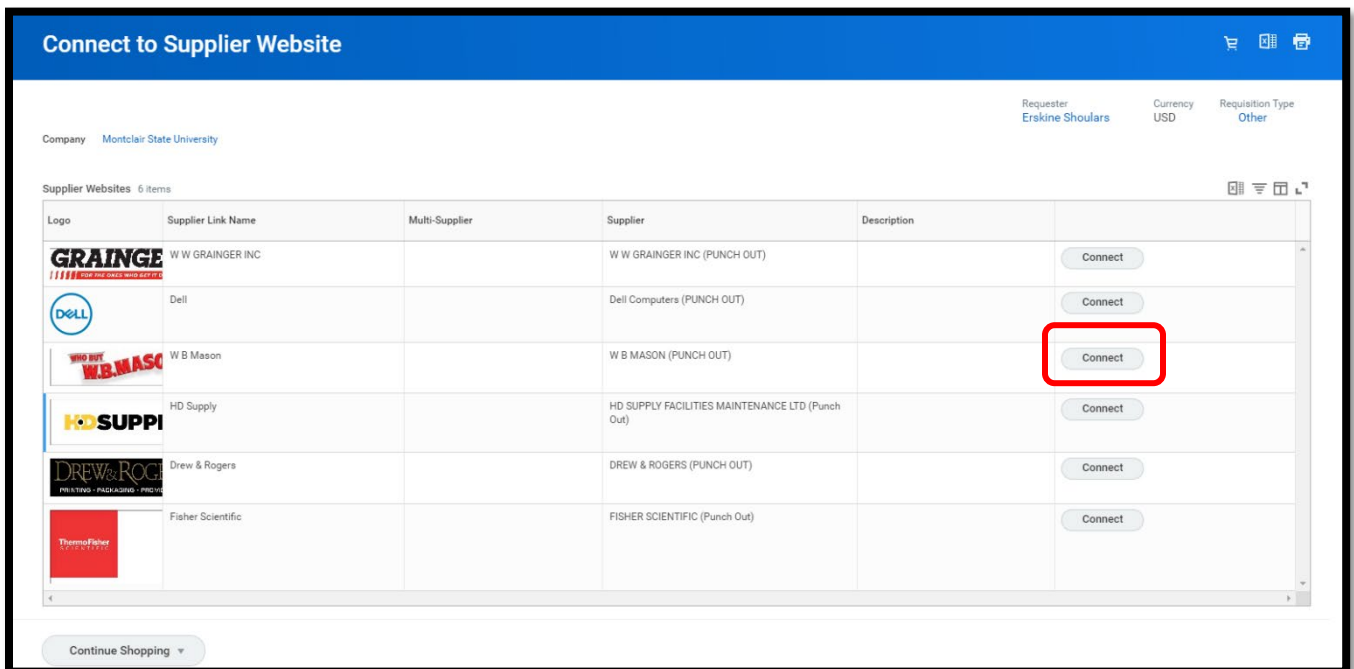
- Company: Montclair State University
- Requester: Shahd Almoshwer
- Currency: USD
- Requisition Type: (highlighted with a red box)
- Deliver-To: 150 Clove Road
- Ship-To: 150 Clove Road Little Falls, NJ 07424 United States of America
- Cost Center: CC10294 Purchasing
- Division: D53 Finance and Treasury
- Additional Worktags: Fund: F10 Unrestricted Operating Fund, Program: N15 Institutional Support

At the bottom, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

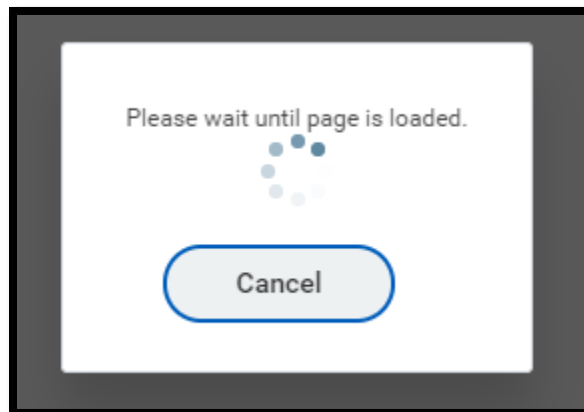
- You will be directed to the instruction page. Here is where you would select **“Connect to Supplier Website”** which will have our current Punch-Outs. You will be able to select **WB Mason**.



4. By selecting **“Connect”**, it will direct you to the WB Mason homepage.



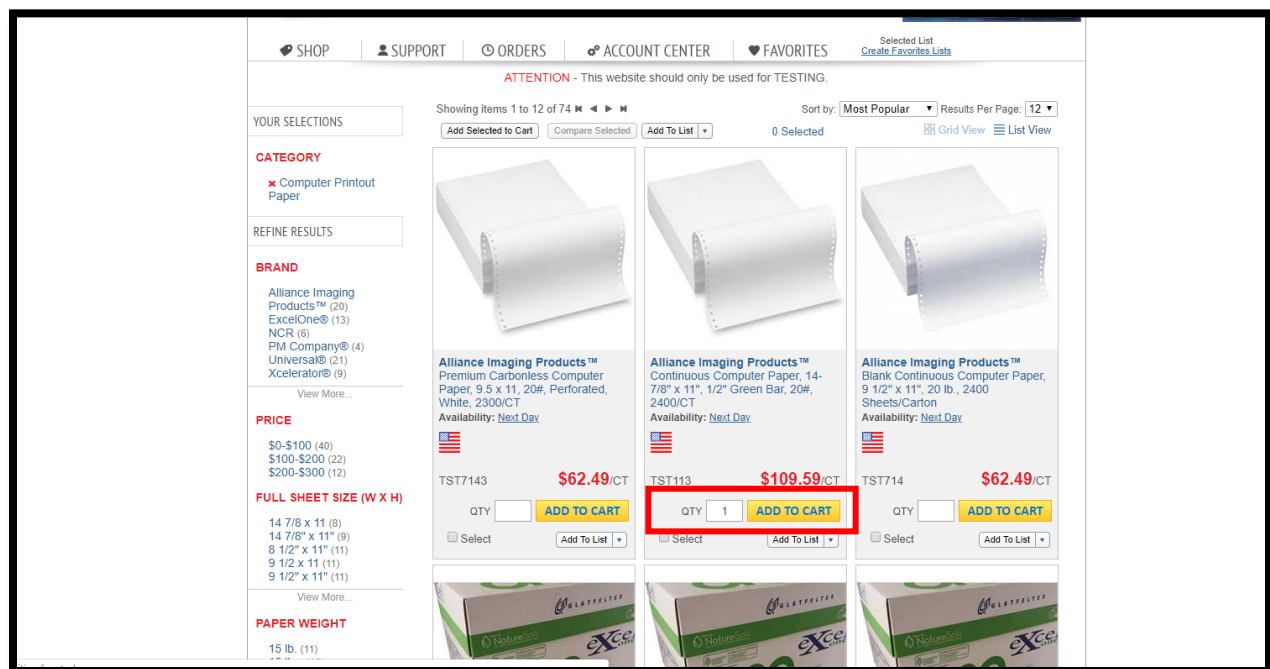
5. While this page is loading you will see this message:



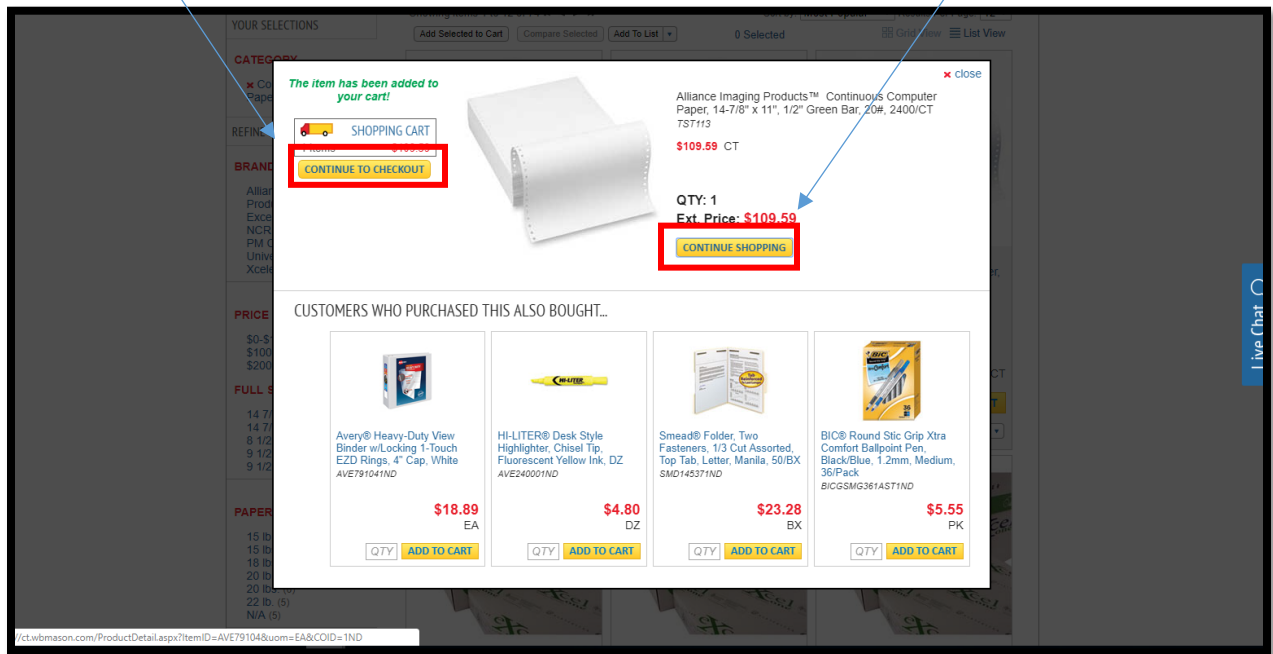
6. The Punch-Out homepage will appear, here is where you can shop.



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**.



****** Refer to the [Procurement Lifecycle](#) Job Aid for further directions on how to complete the requisition process. ******