



# HD Supply Punch-Out Catalog for MRO and Janitorial Supplies

1. From the Requisition Worklet menu **Ordering Methods**, choose “**Connect to Supplier Website**”

**Ordering Methods**

[Request Non-Catalog Items](#)  
Special Request...

[Connect to Supplier Website](#)  
Punch-Out Catalogs...

[Add from Templates and Requisitions](#)  
Select from Requisition templates and past Requisitions

[Select from My Procurement Favorites](#)  
Select from my Favorite items

2. From the list of available Punch-Outs, select **HD Supply**

**Connect to Supplier Website**

Company  
Montclair State University

Requester  
Shawn Laidlaw

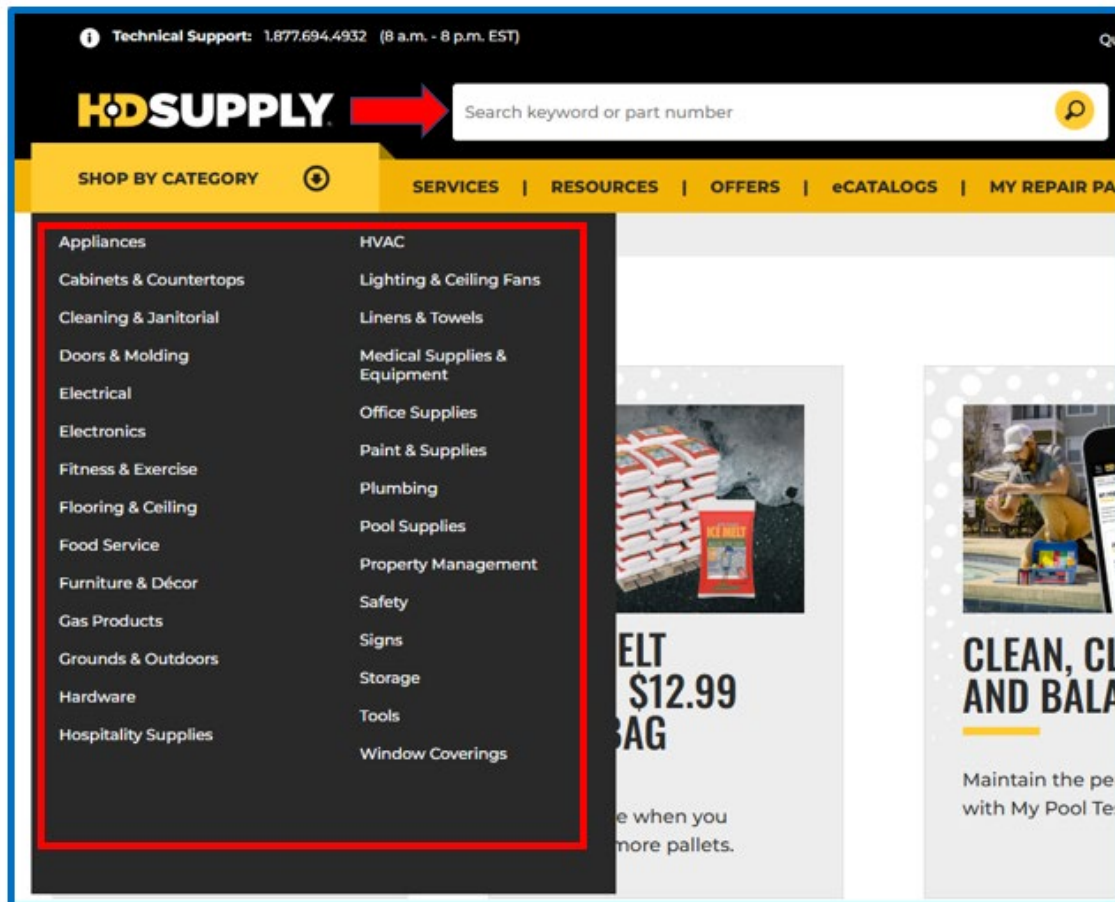
Currency  
USD

Supplier Websites 12 items

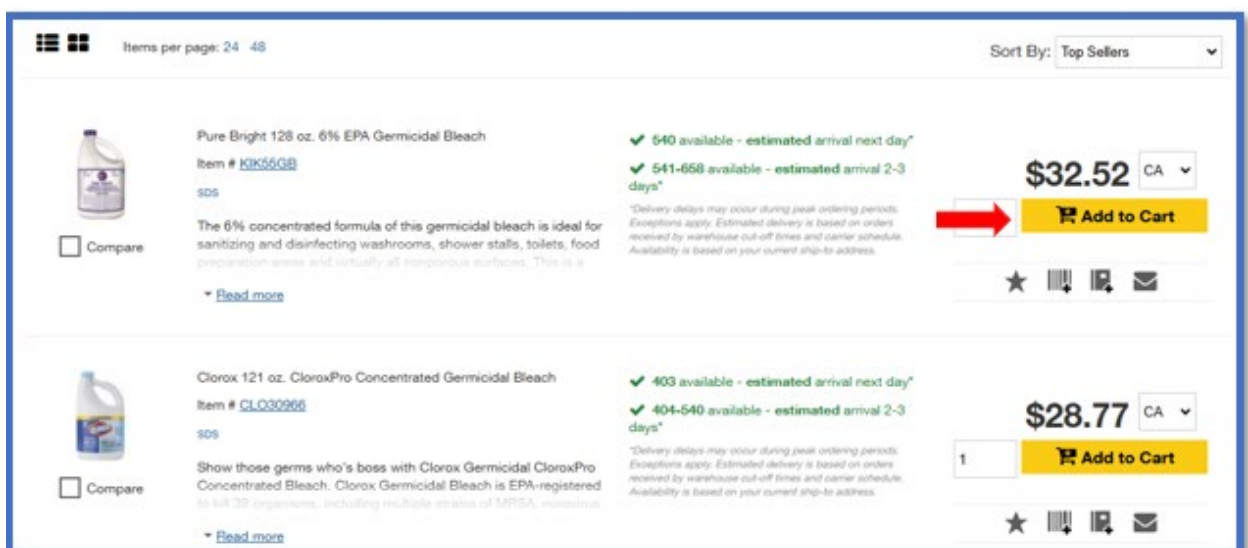
	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
		CDW	<input type="checkbox"/>	CDW GOVERNMENT LLC (PUNCH OUT)	CDW	<a href="#">Connect</a>
		Fisher Scientific	<input type="checkbox"/>	FISHER SCIENTIFIC - (PUNCH OUT)	Fisher Scientific	<a href="#">Connect</a>
		Gourmet Dining	<input type="checkbox"/>	GOURMET DINING SERVICES (PUNCH OUT)	Gourmet Dining	<a href="#">Connect</a>
		HD Supply	<input type="checkbox"/>	HD SUPPLY FACILITIES MAINTENANCE LTD (PUNCH OUT)	HD Supply	<a href="#">Connect</a>

[Continue Shopping](#) [Cancel](#)

3. Once in the Supplier's website (Punch-Out), either type on the "Search" bar the name of the item being procured, or select a category from the available list on the top left corner in order to find the products matching your interest.



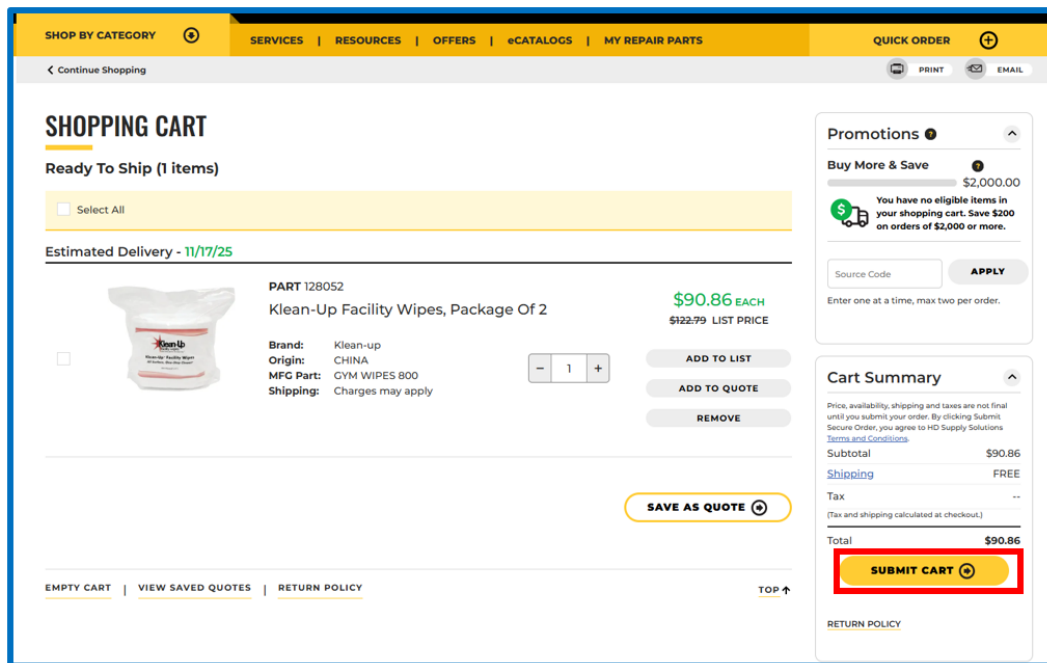
4. Click "Add to Cart" in order to select the desired item(s)



5. Once done shopping, click on the “**My Cart**” icon on the top right of the screen to see the items you are trying to purchase for editing and/or final submission



6. In the “My Cart” page, hit “**Submit Cart**” once, confirming all items and quantities. Lists can be created from this page as well:



7. After clicking “**Proceed to Checkout**,” the website will re-direct you to Workday to finish processing the purchase. Continue to process the PO requisition as it is normally done.

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

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