

Procurement: Lenovo Punch-Out



Lenovo US, Inc. Punch-Out Catalog

Effective October 12, 2020, Lenovo US, Inc. (Supplier ID: S-00006718) has been created as a punch-out catalog in Workday. **ALL** requisitions for Lenovo US, Inc. must now be entered through the punch-out process (i.e. W.B. Mason and Grainger. etc.), using “**NJ NASPO State Contracts**” as the **Requisition Type** and **contract number 40121** for the questionnaire.

Requisition Type

× NASPO Coop



NOTE: The items listed in the punch out are for negotiated, standard configurations and their peripherals. For assistance purchasing products outside of the standards, please send an email to itservicedesk@montclair.edu.

As with all other punch-outs, Lenovo requests cannot be edited, canceled and/or a change order cannot be created, once they have been submitted in the system. For any changes to the original request, contact the **Lenovo US, Inc. Sales Representative, Whitney Cheek**, via e-mail at wcheek@lenovo.com or phone number: 919-874-2932.

To create a Punch-Out Requisition:

1. In Workday, go to **Create Requisition**, and select **OK**.
2. Select **Connect to Supplier Website** under *Select an Option* heading.

Create Requisition

Instructions

Supplier **MUST** be approved in the system. Please use the Find Supplier Report to check for status of Supplier.
Dollar Threshold: \$250 - \$1,999 **Requirements:** Suggested - 1 quote attached to requisition **Policy & Regulations:** N/A
Dollar Threshold: \$2,000 - \$6,879 **Requirements:** Suggested - 2 quotes attached to requisition Required 1 quote **Policy & Regulations:** N/A
Dollar Threshold: \$5,160 and above **Requirements:** [Business Registration Certificate \(BRC\)](#) **Policy & Regulations:** State of NJ Requirement Cumulative across the University
Dollar Threshold: \$6,880 - \$34,399 **Requirements:** Required 3 quotes **Policy & Regulations:** [Procurement Policy #1](#)
Dollar Threshold: \$17,500 and above **Requirements:** Chapter 51 (Political Contributions Disclosure Form) **Policy & Regulations:** State of NJ Requirement Cumulative across the University
Dollar Threshold: \$34,400 and above **Requirements:** Publicly advertised bid or non-advertised bid, please contact the Procurement Services Department for assistance
The University **MUST** award business based on price & other factors for goods & services and construction.
[Policy and Procedure link](#)
[Board of Trustees Training Document](#)
[Procurement Lifecycle Reference Guide](#)

Select an Option




[Request Non-Catalog Items](#)

[Special Request](#)

[Connect to Supplier Website](#)

[Punch-Out Catalogs](#)

3. Click the **Connect** button on the **Lenovo** line.

Connect to Supplier Website					
		Company Montclair State University	Requester Alyssa Rivera	Currency USD	Requisition Type NASPO Coop
Supplier Websites 8 items					
Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	Fisher Scientific		FISHER SCIENTIFIC - (PUNCH OUT)	Fisher Scientific	<button>Connect</button>
	MRA		MRA INTERNATIONAL INC (PUNCH OUT)	MRA	<button>Connect</button>
	Lenovo		LENOVO US INC (PUNCH OUT)	Lenovo	<button>Connect</button>


The Lenovo US, Inc. page displays tabs (**Laptops & Ultrabooks, Tablets, Desktops & All-In-Ones, Workstations, & Accessories & Upgrades**) of the standard configuration items available for purchase at MSU.



Please refer to the Division of Information Technology's webpage for details of the Lenovo US, Inc. Standard Configurations.






<https://www.montclair.edu/information-technology/2019/12/04/out-with-the-old-in-with-the-new/>


To purchase an item

1. Click the corresponding tab below the Lenovo logo or above the "Welcome to Montclair State University" logo. When a tab is selected, the standard configurations items will appear to begin purchasing.


EnterprisePRO
MONTCLAIR STATE UNIVERSITY | US | EN | \$USD

Welcome




Laptops & Ultrabooks

Tablets

Desktops & All-In-Ones

Workstations

Accessories & Upgrades


Saved Carts

MONTCLAIR STATE UNIVERSITY Home >

Welcome to MONTCLAIR STATE UNIVERSITY

Ready To Order?

Product Code
1
-

+ CLICK HERE TO ADD MORE PRODUCTS

ADD TO CART

Find Compatible Accessories

Find by Part Number (7 or 10-digit)

Search by your product:

My Account

Download Product List

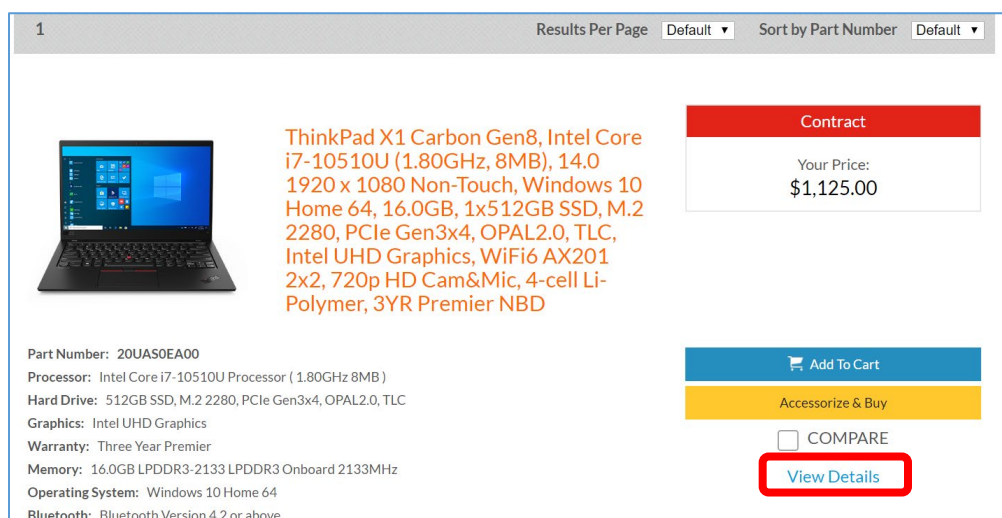
To select individual items

1. Click the corresponding **>Add to Cart** link to the right of the item and below the **Contract: Your Price**.

To view the specifications of a specific item

View Details shows more details about the standard configuration of the item.

1. Click the **>View Details** link on the corresponding line item. Note, only specific items which include additional components (such as some laptops and external drives) are customizable. Most items are standard and customization is NOT available.



1 Results Per Page Default Sort by Part Number Default

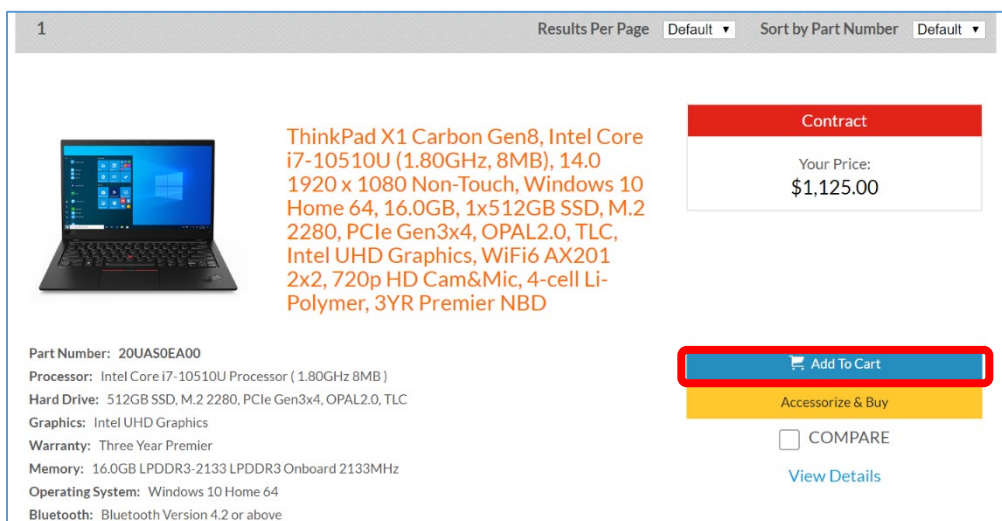
ThinkPad X1 Carbon Gen8, Intel Core i7-10510U (1.80GHz, 8MB), 14.0 1920 x 1080 Non-Touch, Windows 10 Home 64, 16.0GB, 1x512GB SSD, M.2 2280, PCIe Gen3x4, OPAL2.0, TLC, Intel UHD Graphics, WiFi6 AX201 2x2, 720p HD Cam&Mic, 4-cell Li-Polymer, 3YR Premier NBD

Part Number: 20UAS0EA00
Processor: Intel Core i7-10510U Processor (1.80GHz 8MB)
Hard Drive: 512GB SSD, M.2 2280, PCIe Gen3x4, OPAL2.0, TLC
Graphics: Intel UHD Graphics
Warranty: Three Year Premier
Memory: 16.0GB LPDDR3-2133 LPDDR3 Onboard 2133MHz
Operating System: Windows 10 Home 64
Bluetooth: Bluetooth Version 4.2 or above

Contract
Your Price:
\$1,125.00

Add To Cart
Accessories & Buy
☐ COMPARE
View Details

2. From the **Specifications** screen, to review the item specifications, click the **View Details** button.
3. If the item is to be purchased, click the **Add to Cart** button on the **Review** page.
4. Select the **Add to Cart** button from the **Standard Configurations** screen to add the corresponding items to your cart.



1 Results Per Page Default Sort by Part Number Default

ThinkPad X1 Carbon Gen8, Intel Core i7-10510U (1.80GHz, 8MB), 14.0 1920 x 1080 Non-Touch, Windows 10 Home 64, 16.0GB, 1x512GB SSD, M.2 2280, PCIe Gen3x4, OPAL2.0, TLC, Intel UHD Graphics, WiFi6 AX201 2x2, 720p HD Cam&Mic, 4-cell Li-Polymer, 3YR Premier NBD

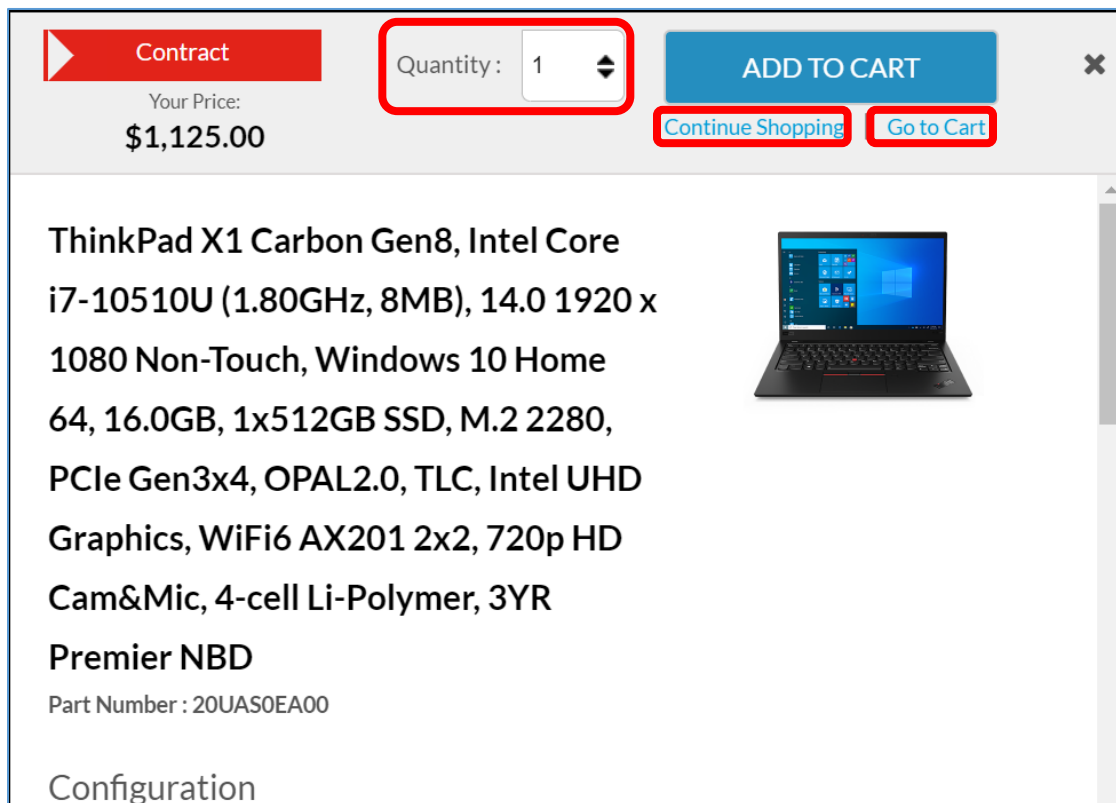
Part Number: 20UAS0EA00
Processor: Intel Core i7-10510U Processor (1.80GHz 8MB)
Hard Drive: 512GB SSD, M.2 2280, PCIe Gen3x4, OPAL2.0, TLC
Graphics: Intel UHD Graphics
Warranty: Three Year Premier
Memory: 16.0GB LPDDR3-2133 LPDDR3 Onboard 2133MHz
Operating System: Windows 10 Home 64
Bluetooth: Bluetooth Version 4.2 or above

Add To Cart
Accessories & Buy
☐ COMPARE
View Details

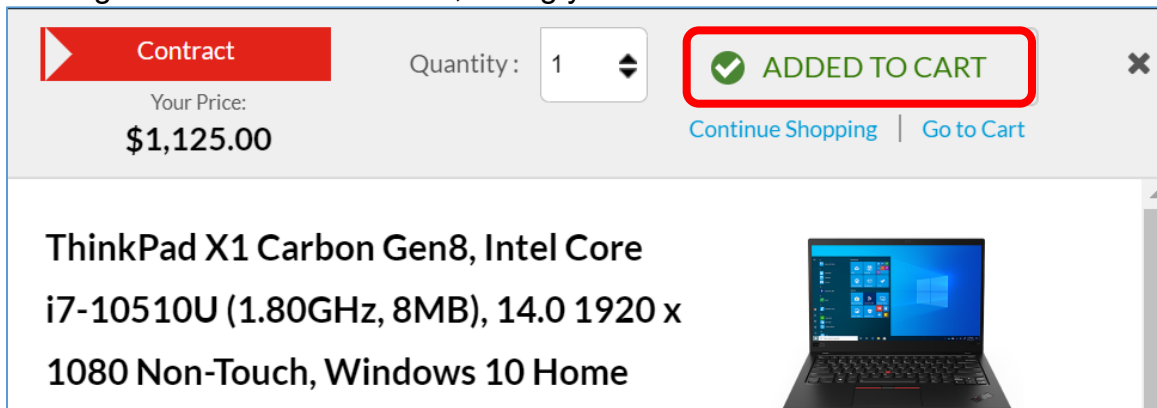
5. To select multiple items for your requisition, click the **Add Selected To Cart** button.

The following actions are allowed on this screen:

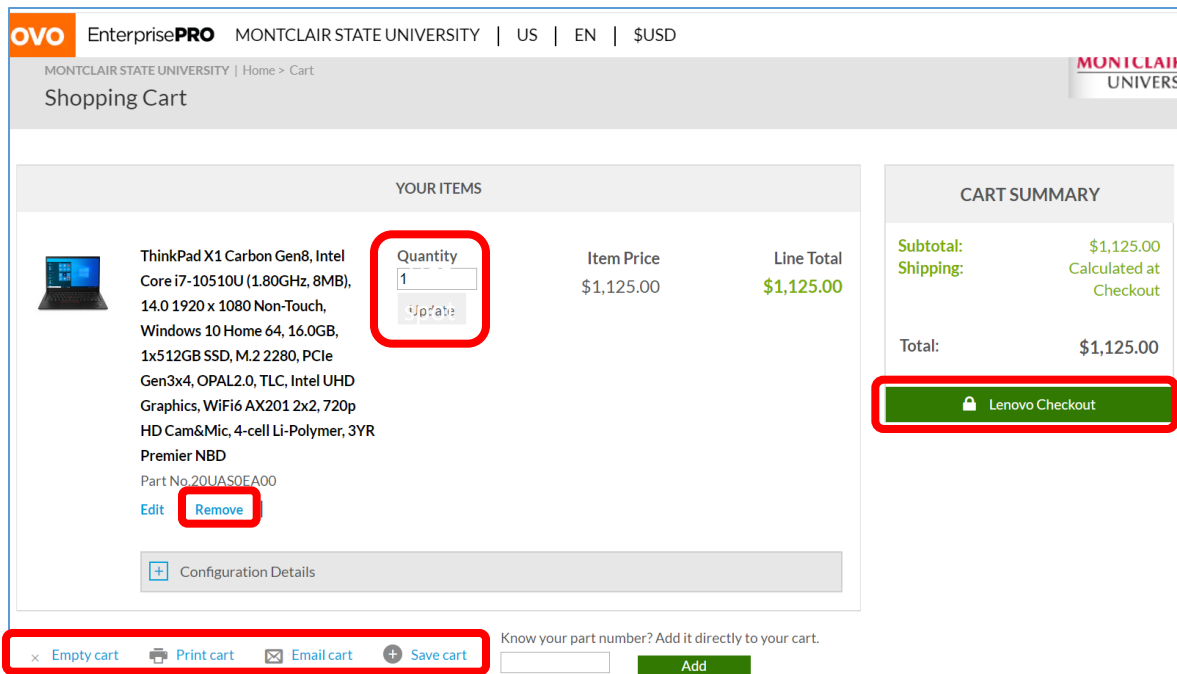
1. Continue Shopping
2. Increase the quantity
3. Go to Cart (Checking Out)



When **ADD TO CART** is selected, the text color will change from blue to green, and the text changes to **ADDED TO CART**, letting you know the item was added to the cart.



6. Select **Go to Cart** to go to the *Shopping Cart*.



The Shopping Cart quantities and items can be adjusted within your cart.

- To remove an item from the cart, click the **Remove** link below the image of the item.
- To change quantity of an item within the cart, enter in a higher number and select the *Update* button in the quantity field of the corresponding item.
- To clear the entire cart, select empty cart at the bottom left of the screen.
- To print cart select the highlighted blue write up.
- To email your cart to yourself or others, select email cart.

Do not use the save your cart (for later) option.

7. To check out of the Lenovo US, Inc. screen and return to the requisition screen, click the **Lenovo Checkout** (green) button. This will bring your items to Workday to continue your requisition.

After the department manager's approval, **all** purchases will be routed in Workday, Inc. to IT for approval, and then Lenovo US, Inc. will receive the purchase order.

Once a request is submitted, the Requester will receive three emails from Lenovo US, Inc., as follows:

- The first email will be sent immediately after the request has been submitted through Workday and will confirm that the request was received (PO Acknowledgement).
- The second email indicates that Lenovo US, Inc. has processed the Purchase Order and is working on fulfilling the request (PO Confirmation).
- The last email confirms that the request has been shipped from Lenovo US, Inc. (Shipment Confirmation).