Drew & Rogers PunchOut Catalog for Stationery Products

Drew & Rogers is a PunchOut catalog in Workday for printing services (business cards, letterhead, note pads, envelopes, and buck slips) products. All requisitions for Drew & Rogers must be entered through the PunchOut process (i.e. W.B. Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply), using University Contracts as the Requisition Type and contract number 1340.

**NOTE –** The items listed in the PunchOut are for negotiated, standard configurations products. As with all other punch outs, PunchOut requests cannot be edited, canceled or a change order cannot be created once they have been submitted in the system. For assistance purchasing products outside of the standards or any changes to the original request, contact Drew & Rogers Sales Representative, Stella Corodemus-Lukas, via e-mail at stella@drew-rogers.com.

To create a PunchOut Requisition:

1. In the Workday search bar, type Create Requisition, and select the same from the list of results displayed.

   ![Create Requisition Task](image)

   The Create Requisition screen displays.

2. Select University Contract in the Requisition Type field.

3. Confirm the Cost Center, Division, and Additional Work Tags are correct, or change as needed.

4. Click the OK button.
5. Select **Connect to Supplier Website** to access the Supplier Catalog.

6. Go to the PunchOut name for the supplier, and click **Connect** to be directed to the corresponding homepage.
The system displays the following message while the homepage loads:

![Message](image)

The supplier's homepage displays.

7. Select the thumbnail from the screen that represents the product type to purchase.

![Product Thumbnails](image)

8. When the product category items display, select the **View Product** button for additional information on the targeted item.

![View Product Button](image)
Depending on the type of product (business cards, letterhead, note pads, envelopes, and one of the buck slips) being purchased, additional information may be needed.

9. Complete the form and click **Next Step** to continue.
10. Review the displayed proof and select **Yes** beside **I approve this proof** to confirm the information is correct.
11. Once completed, select the quantity needed, click **Add to Cart**.

12. Review the product(s) successfully added to your cart, and click the **Continue shopping** or **Proceed to checkout** button.
13. On the Shopping-Cart Summary screen, adjust the line item(s) quantity (increase, decrease or remove) as needed.
14. Fill out the information on bottom the left by choosing Building Location for delivery and the Room Number.
15. Click the Submit Purchase Order button to submit your order.

**Refer to the Procurement Lifecycle reference guide for further directions on how to complete the requisition process.**