Grainger Punch-out Catalog for MRO Industrial Supplies

Grainger (MRO) is a punch-out catalog in Workday for MRO Industrial supply products. All requisitions for Grainger must be entered through the punch-out process (i.e. W.B. Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply), using **University Contract** as the **Requisition Type** and state contract number 79785.

**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 assistance purchasing products outside of the standards or any changes to the original request, contact Grainger Sales Representative, Jason Roach, @ 732-539-9115, or via e-mail at jason.roach@grainger.com.**

**To create a Punch-Out Requisition:**

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

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 Punch-Out 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. Click the **All Products** dropdown or the **View All Product Categories** link to display the related items.

![Homepage](image)

8. Input the quantity in the box for the corresponding items to purchase, and click **Add to Cart**.

![Product List](image)

The Product List page displays.
9. Click either the **Continue Shopping** or **View Cart** button.

10. Review the cart to confirm, change, or remove quantity, then click **Submit Cart** to checkout.

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