HD Supply Facilities Maintenance Ltd Punch-Out

HD Supply Facilities Maintenance Ltd is a punch-out catalog in Workday. All requisitions for HD Supply Facilities Maintenance Ltd must be entered through the punch-out process (i.e. W.B. Mason, Dell Marketing, MRA, Fisher Scientific, and Grainger), using University Contract as the Requisition Type and contract number 1337C.

**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 HD Supply Sales Representative, Walter Tappe, via e-mail: Walter.Tappe@hdsupply.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.

![Create Requisition](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 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)

7. The HD Supply Standard Configurations page displays a list of categories on the left of the home page, under **Shop by Category**. Select a category to display related items.

![HD Supply Homepage](image)

8. Click the **Add to Cart** button, under an item, to include that item in the order.
9. When done shopping, click the **Cart** button to view the shopping cart, and access the following functionality:
   a. Checkout
   b. Save as a quote
   c. Increase or decrease the quantity
   d. Add to list
   e. Remove the item

Please do not use **Add to Quote** or **Subscribe** options.

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