**MRA International Punch Out catalog for Printers**

MRA International is a punch-out catalog in Workday for HP printers only – color or monochrome. All requisitions for MRA must now be entered through the punch-out process (i.e. W.B. Mason, Grainger, and Dell Marketing, etc.), using Co-op NASPO Cooperative as the Requisition Type and contract number 1329C.

**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 the MRA Sales Representative, Diane Dalton, via e-mail at diane@mrainternational.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 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 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: Please wait until page is loaded.](image)

The supplier's homepage displays.

![Suppliers homepage](image)

7. Enter the quantity(s) of the item(s) to purchase in the corresponding Quantity field(s).
8. Click the **Add to Cart** button when all items have been identified.

![Cart with Add to Cart button](image)

8. Click the cart to view the selected items.
9. Click the **View and Edit Cart** button to continue.
10. By clicking View and Edit Cart, the shopping cart displays and allows for the following functionality:
   1) Clear the shopping cart
   2) Increase or decrease item quantities
   3) Save cart as a quote
   4) Update Shopping Cart to reflect any changes made
   5) Delete a line(s)
   6) Edit to go back and edit the product
   7) Transfer the cart

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