Procurement: WB Mason Punch-out

Workday WB Mason Punch-Out Office Supplier Job Aid

WB Mason is a punch-out catalog in Workday for office supply products. All requisitions for WB Mason must now be entered through the punch-out process (i.e. WB Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply), using University Contracts as the requisition type and contract number 1453C.

**NOTE –** The items listed in the punch-out are for negotiated, standard configuration products. As with all other punch-outs, Punch-Out requests cannot be edited or canceled, and a change order cannot be created once they have been submitted in the system. For any changes to the original request, contact Stephan Savastano via email - stephan.savastano@wbmason.com**

To create a Punch-Out Requisition:
1. In the Workday Search bar, type in and select Create Requisition.

2. When the Create Requisition screen displays, enter University Contract in the Requisition Type area.
3. Confirm the Cost Center, Division, and Additional Work Tags are correct, or change as needed, and select OK.
4. On the *Instruction Page* select **Connect to Supplier Website** to view the current Punch-Out list and select **WB Mason**.

5. Select **Connect** to open the WB Mason homepage.
While this page is loading a message appears:

![Message]

6. When the Punch-Out homepage displays, click the Shop button to enter the site.
7. Once a product to purchase is identified, input the required quantity in the box, and select the corresponding **Add to Cart** button.

8. On the next screen, select either **Continue Shopping** or **Continue to Checkout**.

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