



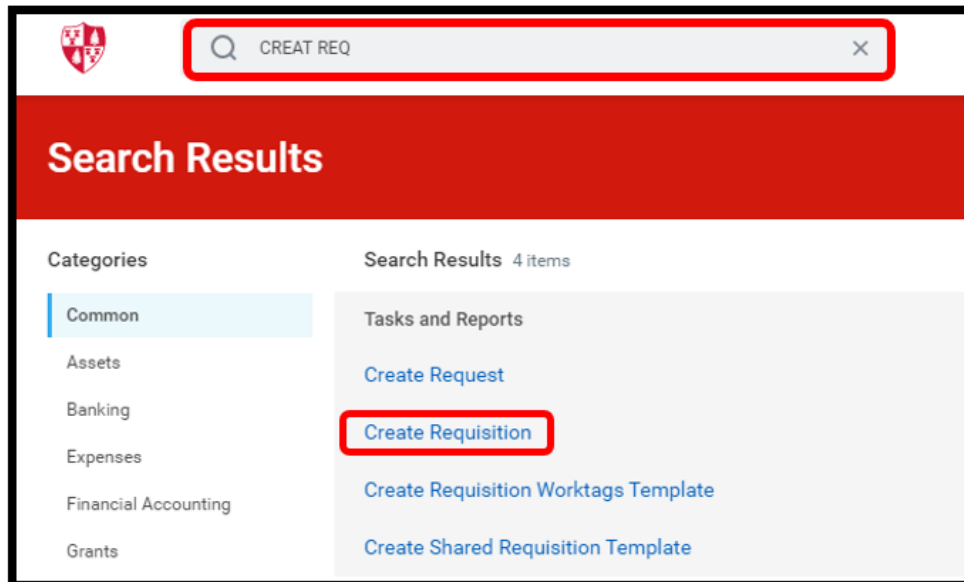
Workday WB Mason Punch-Out Office Supplier Job Aid

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**.

Create Requisition

Company * x Montclair State University ...

Requester * x Shahd Almoshwer ...

Currency * x USD ...

Requisition Type

Deliver-To x 150 Clove Road ...

Ship-To * x 150 Clove Road Little Falls, NJ 07424 United States of America

Cost Center x CC10294 Purchasing ...

Division x D53 Finance and Treasury ...

Additional Worktags x Fund: F10 Unrestricted Operating Fund
x Program: N15 Institutional Support

OK Cancel

4. On the *Instruction Page* select **Connect to Supplier Website** to view the current Punch-Out list and select **WB Mason**.

Create Requisition

▼ **Instructions**

Supplier **MUST** be approved in the system. Please use the Find Supplier Report to check for status of Supplier.
 Dollar Threshold: \$250 - \$1,999 Requirements: Suggested - 1 quote attached to requisition Policy & Regulations: N/A
 Dollar Threshold: \$2,000 - \$6,879 Requirements: Suggested - 2 quotes attached to requisition Required 1 quote Policy & Regulations: N/A
 Dollar Threshold: \$5,160 and above Requirements: [Business Registration Certificate \(BRC\)](#) Policy & Regulations: State of NJ Requirement Cumulative across the University
 Dollar Threshold: \$6,880 - \$34,399 Requirements: Required 3 quotes Policy & Regulations: [Procurement Policy #1](#)
 Dollar Threshold: \$17,500 and above Requirements: Chapter 51 (Political Contributions Disclosure Form) Policy & Regulations: State of NJ Requirement Cumulative across the University
 Dollar Threshold: \$34,400 and above Requirements: Publicly advertised bid or non-advertised bid, please contact the Procurement Services Department for assistance

The University **MUST** award business based on price & other factors for goods & services and construction.
[Policy and Procedure link](#)
[Board of Trustees Training Document](#)
[Procurement Lifecycle Reference Guide](#)

▼ **Select an Option**

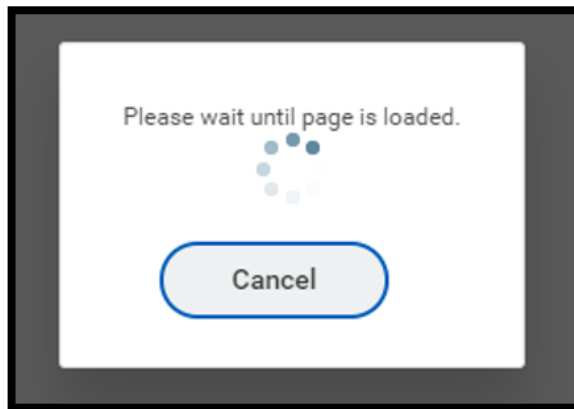
Request Non-Catalog Items
 Special Request

Connect to Supplier Website

5. Select **Connect** to open the WB Mason homepage.

Connect to Supplier Website				
Company: Montclair State University			Requester: Erskine Shoulars	Currency: USD
Supplier Websites: 5 items				
Logo	Supplier Link Name	Multi-Supplier	Supplier	Description
	W W GRAINGER INC		W W GRAINGER INC (PUNCH OUT)	
	Dell		Dell Computers (PUNCH OUT)	
	W B Mason		W B MASON (PUNCH OUT)	Connect
	HD Supply		HD SUPPLY FACILITIES MAINTENANCE LTD (Punch Out)	Connect
	Drew & Rogers		DREW & ROGERS (PUNCH OUT)	Connect

While this page is loading a message appears:



6. When the *Punch-Out homepage* displays, click the **Shop** button to enter the site.

WHO BUT W.B. MASON TEST

Search W.B. Mason

QUICK ORDER | CART | 0 Items \$0.00

CHECKOUT | WHERE'S MY ORDER?

SHOP | SUPPORT | ORDERS | ACCOUNT CENTER | FAVORITES

Selected List: Create Favorites Lists

ATTENTION - This website should only be used for TESTING.

Welcome to W.B. Mason!

DID YOU KNOW?

W.B. Mason Delivers Advanced Business Controls

With W.B. Mason's Advanced Business Controls you can let your employees order direct without losing control. Review orders, limit products purchased and specify how orders are placed to save your business time and money.

Account Shopping Lists
Create a shared list of products you want your employees to buy from. You can even limit purchases to just the products you select.

Order Approval
When an order is created, an e-mail can be sent to a designated Approver. The Approver logs in to wbmason.com to review, edit and approve the order.

Checkout Customization
Our dynamic checkout process can be customized to meet your needs. Want the option to pay by credit card or require a Purchase Order? We can do that and more.

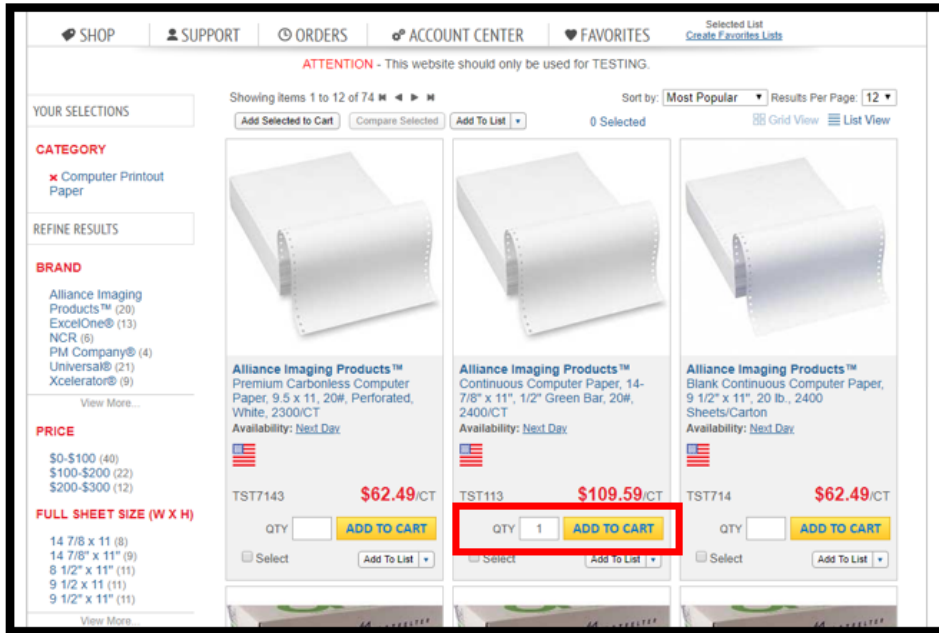
HELPFUL LINKS

WhattaBargain Discount Stores
W.B. Mason Interiors
Go Green!
View Our Locations

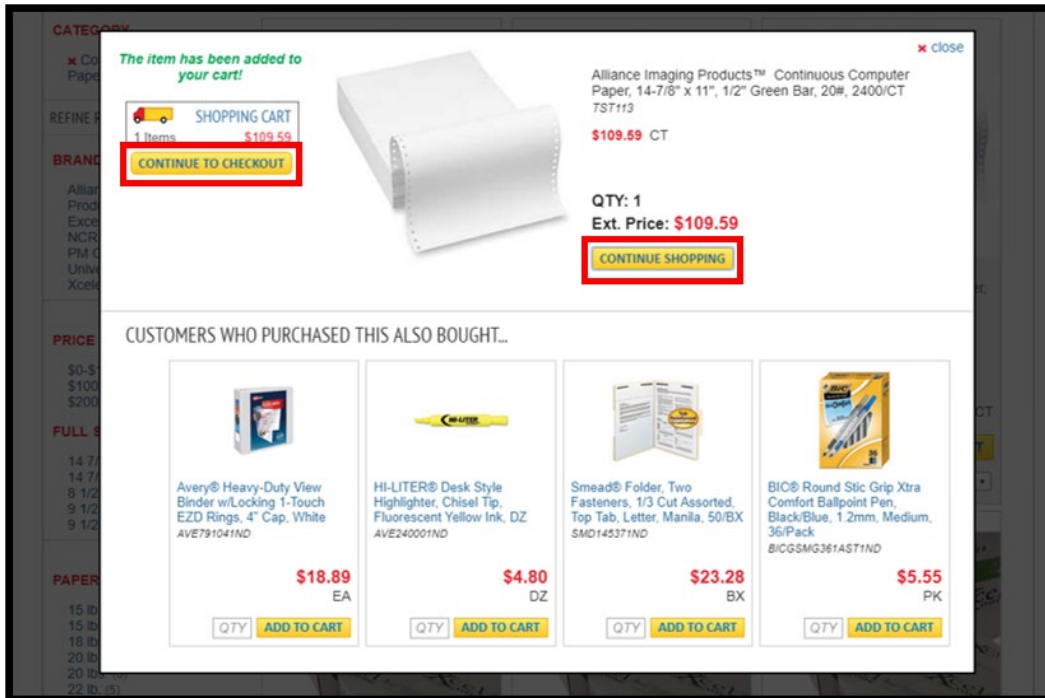
Connect With Us:
Facebook | Twitter | YouTube

FREE NEXT DAY

- Once a product to purchase is identified, input the required quantity in the box, and select the corresponding **Add to Cart** button.



- 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. **