

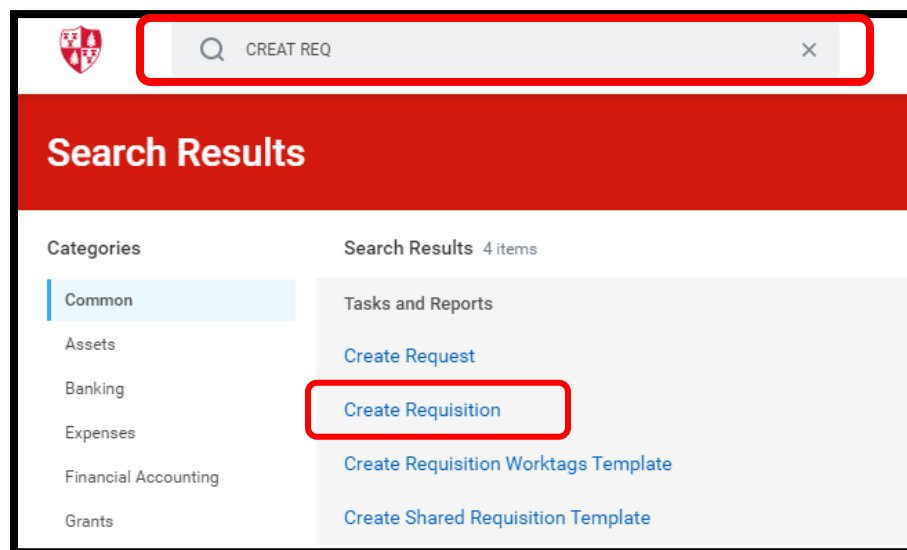
Workday WB Mason Punch-Out Office Supplier Job Aid

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**, contract number **1453C**.

****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 any changes to the original request, contact Stephan Savastano via email - stephan.savastano@wbmason.com****

To create a Punch-Out Requisition:

1. In Workday, go to the search bar and type in **“Create Requisition”**. Results will appear for you to select **“Create Requisition”**.



- The requisition screen will appear for you to begin to create a requisition. Enter **University Contract** in the **Requisition Type** area. Confirm that your Cost Center, Division, and Additional Work Tags are correct or need to be changed. If so, make the change and select **“Ok”**.

The screenshot shows a 'Create Requisition' form with the following fields and values:

- Company: * Montclair State University
- Requester: * Shahd Almoshwer
- Currency: * USD
- Requisition Type: (Empty, highlighted with a red box)
- Deliver-To: 150 Clove Road
- Ship-To: * 150 Clove Road Little Falls, NJ 07424 United States of America
- Cost Center: CC10294 Purchasing (highlighted with a red box)
- Division: D53 Finance and Treasury
- Additional Worktags: Fund: F10 Unrestricted Operating Fund, Program: N15 Institutional Support (highlighted with a red box)

At the bottom, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

- You will be directed to the instruction page. Here is where you would select **“Connect to Supplier Website”** which will have our current Punch-Outs. You will be able to 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

Dollar Threshold: \$34,400 and above **Requirements:** Publicly advertised bid or non-advertised bid, please contact the Procurement Services Department for assistance Cumulative across the University

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](#)

[Cancel Out Catalog](#)







4. By selecting “**Connect**”, it will direct you to the WB Mason homepage.

Connect to Supplier Website

Requester: Erskine Shoulars | Currency: USD | Requisition Type: Other

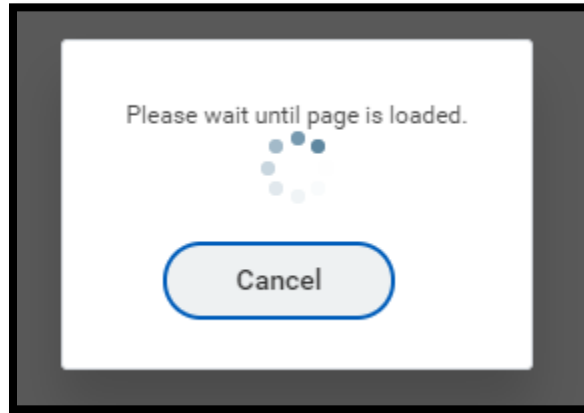
Company: Montclair State University

Supplier Websites: 6 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	W W GRAINGER INC		W W GRAINGER INC (PUNCH OUT)		Connect
	Dell		Dell Computers (PUNCH OUT)		Connect
	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
	Fisher Scientific		FISHER SCIENTIFIC (Punch Out)		Connect

[Continue Shopping](#)

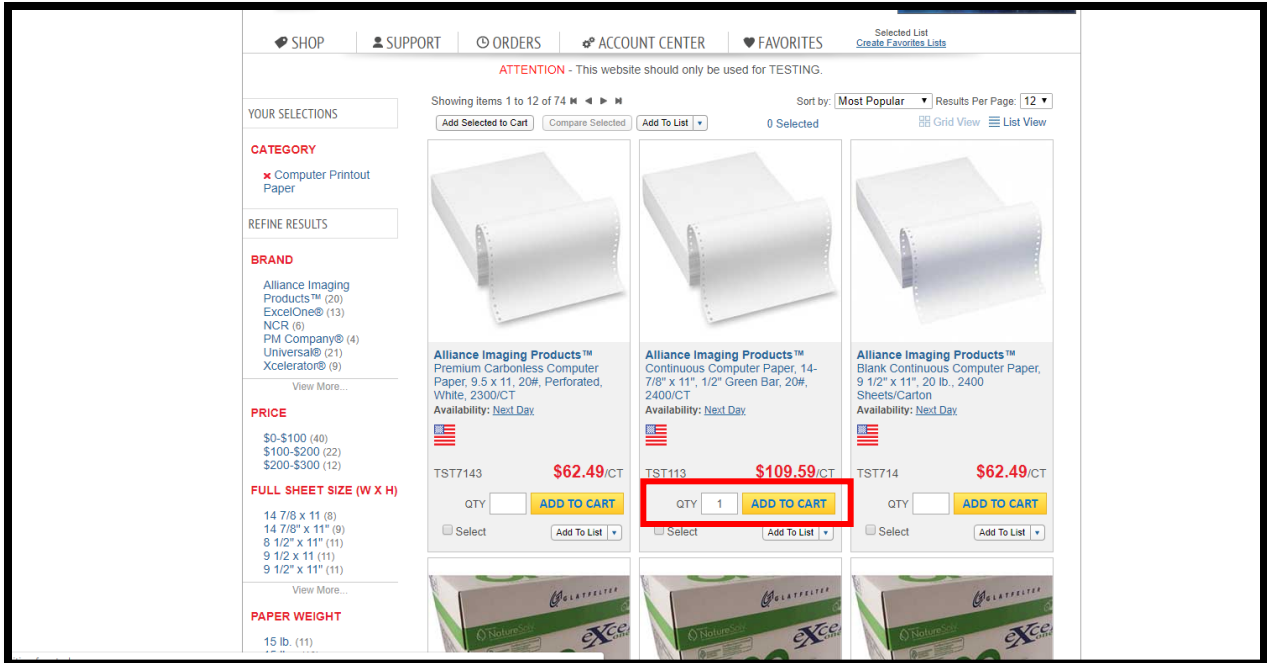
5. While this page is loading you will see this message:



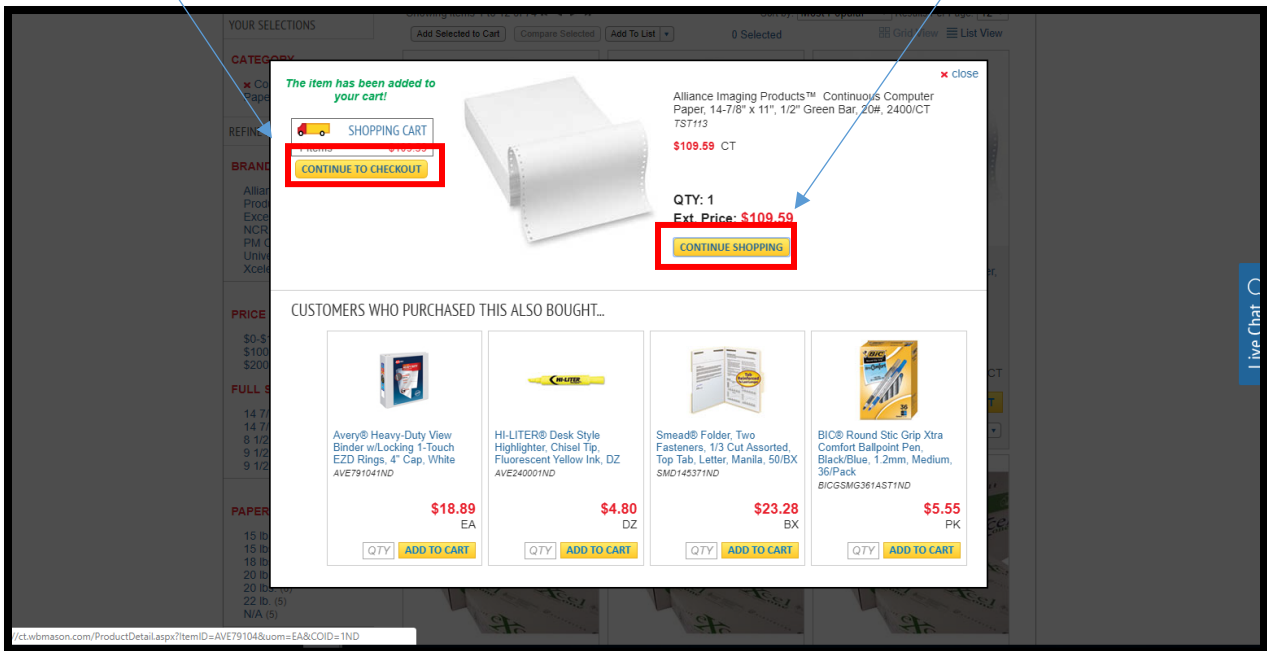
6. The Punch-Out homepage will appear, here is where you can shop.



7. Once you find a product that you would like to purchase, input the quantity in the box, and select **“Add to Cart”**.



8. You will be directed to this page where you can either **Continue Shopping** or **Continue to Checkout**.



**Refer to the [Procurement Lifecycle](#) Job Aid for further directions on how to complete the requisition process. **