Fisher Scientific Punch Out

All requisitions for Fisher Scientific must now be entered through the punch-out process (i.e. W.B. Mason, Lenovo US, Inc., MRA, and Grainger), using “Punch-Out Catalogs” as the Requisition Type.

**NOTE** – Punch Out requests cannot be edited or canceled once they have been submitted in the system. For any changes to the original request, contact Fisher Scientific, Stephanie Shupp, via e-mail at stephanie.shupp@thermofisher.com, mobile: (732) 207-5903.

Create a Punch-Out Requisition

1. In Workday, go to search bar and type in Create Requisition and select enter.

2. The requisition screen will appear for you to begin to create a requisition. Enter Punch-Out Catalogs 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”.
3. Select the **Connect to Supplier Website (Punch-Out Catalogs)** to be directed to the Supplier Websites.

4. Select the supplier’s website for the purchase, and click the **Connect** button.
The system will display a message while the page loads.

The Fisher Scientific home web site displays. A list of products to choose from is displayed on the left side of the page in the Shop Products section, or type the item to purchase in the search field.
5. In the **Quantity** field of the product to purchase, enter the amount to buy and click **Add to Cart**.

The item(s) is added to the cart.

a) To review the items in the cart, either hover over the cart icon on the upper right of the page, or press the View Cart button under the Subtotal line.

The **Shopping Cart** screen displays when **View Cart** is selected. The following options are on this screen:

a) Print – the item(s) being purchased can be printed for record keeping  
b) Share – send the list of item(s) being purchased via email  
c) Cancel This Session – log out of the Fisher Scientific website  
d) Return Cart to Purchasing Application – go to the next screen to finalize the order  
e) Empty Cart – remove all item(s) from the cart  
f) Add all items to a List – **Please Do Not Use**  
g) Keep Shopping – continue adding items to the shopping cart
6. On the Submit screen displays click Submit to finalize the order and return to Workday.

7. The Workday screen displays the line(s) purchased. Select Checkout to continue to create and finish the requisition.
**Refer to the *Procurement Lifecycle* Job Aid for further directions on how to complete the requisition process. **