Grainger Punch-out Catalog for MRO Office Supplies

Grainger (MRO) is a punch-out catalog in Workday for office supply products. All requisitions for Grainger must be entered through the punch-out process (i.e. W.B. Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply), using Punch-Out Catalogs as the Requisition Type.

**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 Grainger Sales Representative, Jason Roach, @ 732-539-9115, or via e-mail at jason.roach@grainger.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”.

![Create Requisition](image)
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. You will be directed to the instruction page. Select **Connect to Supplier Website** to access the Supplier Catalogs.
4. Select the Punch-Out where you would like to make your purchase, then press **Connect** to direct you to the homepage of the website.

5. While the page is loading you will see this message:
6. The HD Supply standard configuration page displays a list of All Products Categories section of item categories. Click the category in the list to display related items.

7. Once you find a product/item that you would like to purchase, input the quantity in the box, and then select “Add to Cart”.
8. You will be directed to this page where you can either **Continue Shopping** or **View Cart**.

![Cart Page](image)

9. Review your cart to confirm, change, or remove quantity. If everything is okay, select **Submit Cart** to checkout.

![Cart Review](image)

**Refer to the **Procurement Lifecycle** Job Aid for further directions on how to complete the requisition process.**