



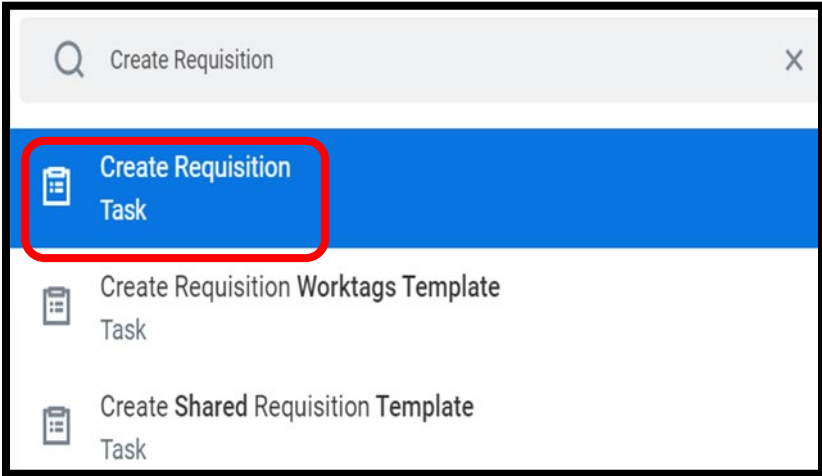
## Grainger Punch-out Catalog for MRO Office Supplies

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](mailto: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”**.



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”**.

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 ...
- Division: D53 Finance and Treasury ...
- Additional Worktags: Fund: F10 Unrestricted Operating Fund, Program: N15 Institutional Support

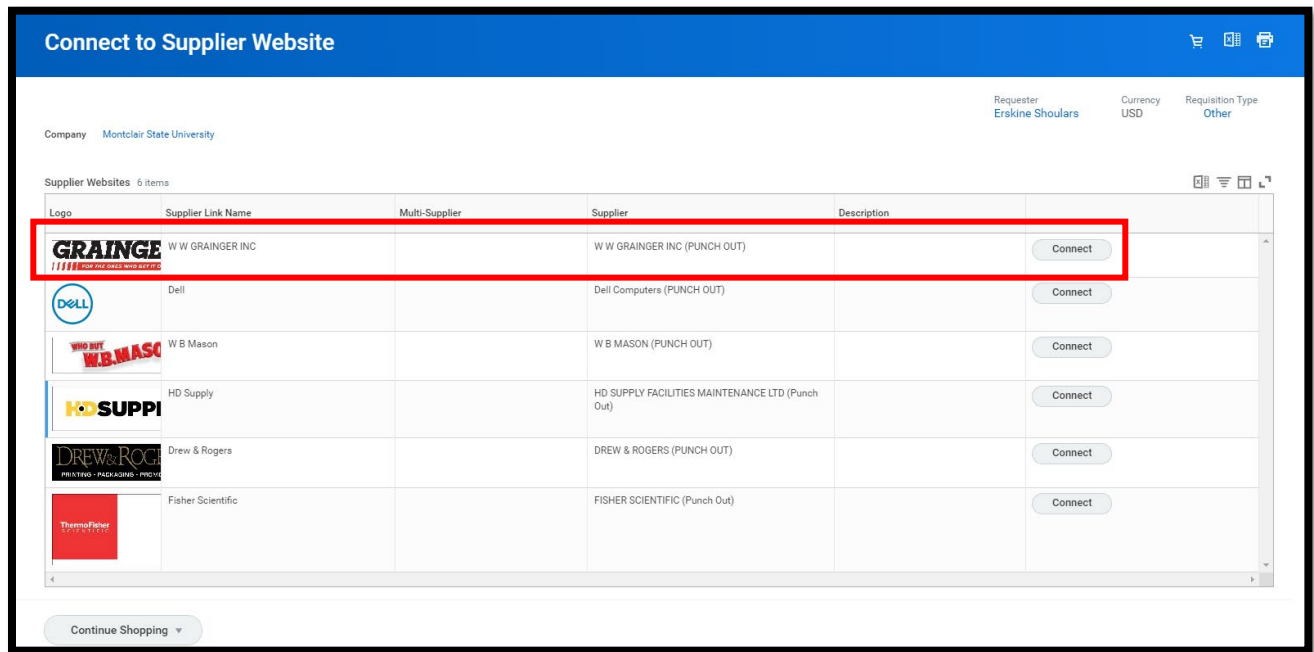
At the bottom, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

3. You will be directed to the instruction page. Select **Connect to Supplier Website** to access the Supplier Catalogs.

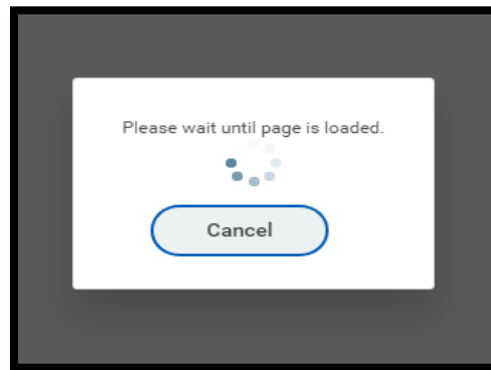
The screenshot shows a dropdown menu titled 'Select an Option' with the following options:

- Request Non-Catalog Items
- Special Request
- Connect to Supplier Website (highlighted with a red box)
- Punch-Out 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.

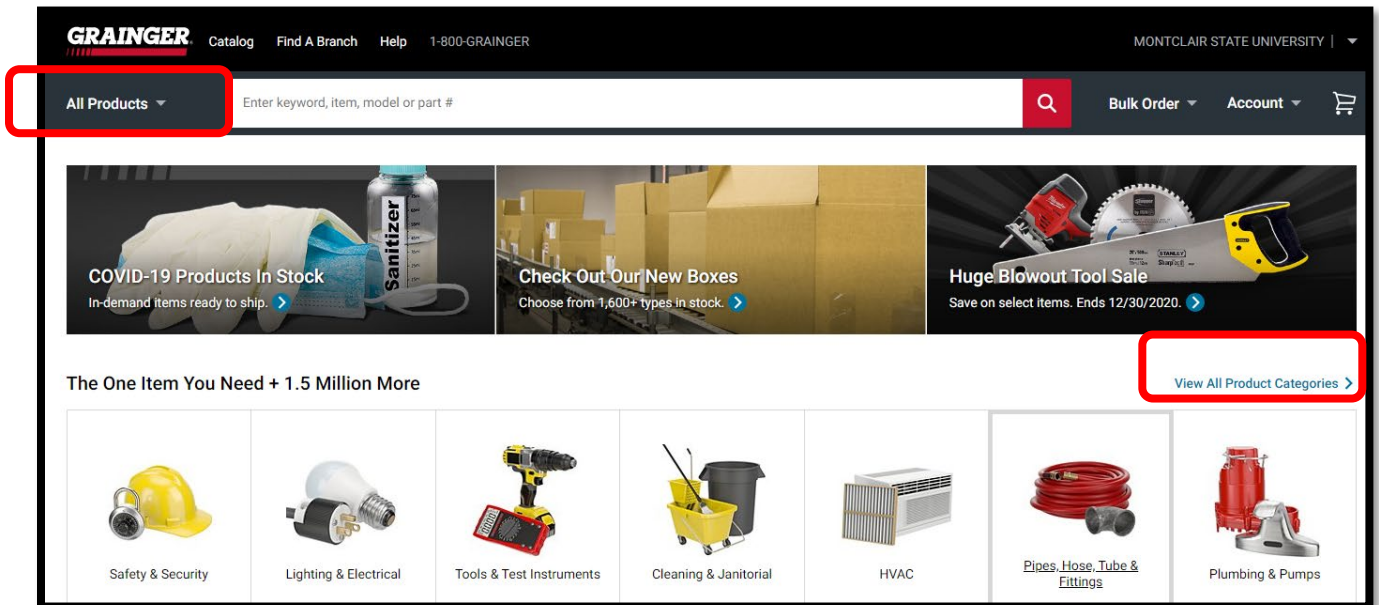


5. While the page is loading you will see this message:

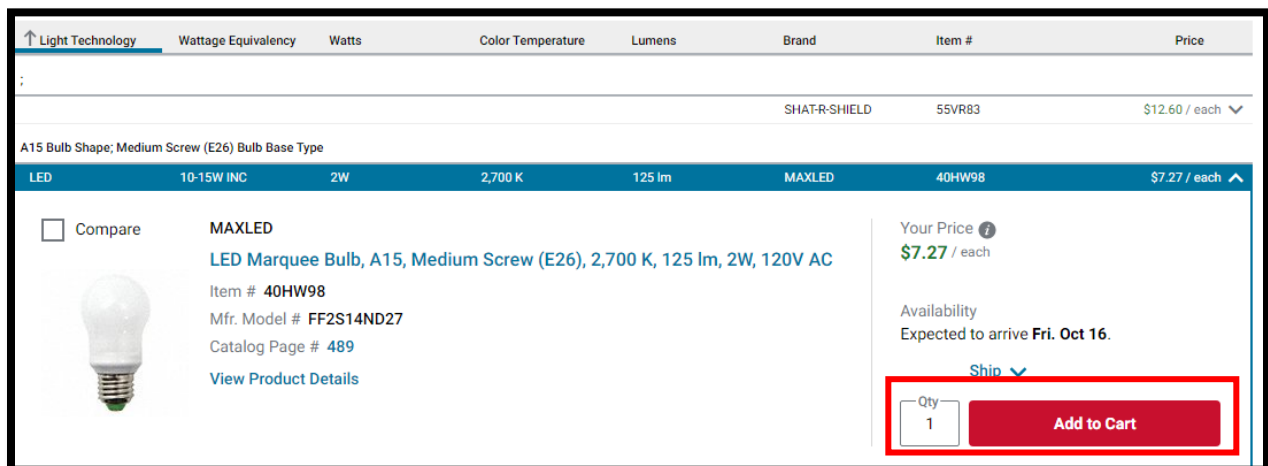


6. The HD Supply standard configuration page displays a list of All Products Categories section of item categories.

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](#).

1 Product(s) Added to Cart

|   |  |                         |                |
|---|--|-------------------------|----------------|
|  | GE LIGHTING 21.0 Watts LED Lamp, ED17, Medium Screw (E26), 3000 Lumens, 4000K Bulb Color Temp., 1 EA | Qty 1<br>Price \$103.45 | Total \$103.45 |
|---|--|-------------------------|----------------|

 You have 1 product(s) in your shopping cart.

[CONTINUE SHOPPING](#) [View Cart](#)

9. Review your cart to confirm, change, or remove quantity. If everything is okay, select [Submit Cart](#) to checkout.

Delivery Method


Shipping  
 Pickup

Check Availability

07042 [Go](#)

SUBTOTAL \$103.45 [Submit Cart](#)

My Products [Clear Cart](#)

|   |  |   |          |                   |
|---|--|---|----------|-------------------|
|  | GE LIGHTING<br>21.0 Watts LED Lamp, ED17, Medium Screw (E26), 3000 Lumens,<br>4000K Bulb Color Temp., 1 EA | Availability<br>Expected to arrive Mon. Jan 13. | Qty<br>1 | TOTAL<br>\$103.45 |
| Item # 472Z16<br>Price \$103.45 / each  |  | Update<br>Remove                                |          |                   |

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