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 “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. WB Mason's Customer Service Representatives can be contacted by phone at 888-926-2766: (1) Wendy Kupersmith, Email wendykupersmith@wbmason.com, dial 1 then extension 8059, and (2) Martina Brown (backup), Email martina.brown@wbmason.com, dial 1 then extension 1534.**

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”.

![Search Results](image-url)
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. 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**.
4. By selecting “Connect”, it will direct you to the WB Mason homepage.

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 and the **Active Supplier Contracts** webpage for general information for this University Contract. **