Lenovo US, Inc. Punch-Out Catalog

Effective October 12, 2020, Lenovo US, Inc. (Supplier ID: S-00006718) has been created as a punch-out catalog in Workday. **ALL** requisitions for Lenovo US, Inc. must now be entered through the punch-out process (i.e. W.B. Mason and Grainger, etc.), using “Punch-Out Catalog” as the Requisition Type.

**NOTE:** The items listed in the punch out are for negotiated, standard configurations and their peripherals. For assistance purchasing products outside of the standards, please send an email to itservicedesk@montclair.edu.

As with all other punch-outs, Lenovo requests cannot be edited, canceled and/or a change order cannot be created, once they have been submitted in the system. For any changes to the original request, contact the Lenovo US, Inc. Sales Representative, Whitney Cheek, via e-mail at wcheek@lenovo.com or phone number: 919-874-2932.

To create a Punch-Out Requisition:

1. In Workday, go to Create Requisition, and select OK.
2. Select Connect to Supplier Website under Select an Option heading.

---

![Create Requisition](image)

- **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: 1 quote attached to requisition  
  Policy & Regulations: N/A
- **Dollar Threshold:** $2,000 - $6,879  
  Requirements: 2 quotes attached to requisition  
  Policy & Regulations: N/A
- **Dollar Threshold:** $6,880 and above  
  Requirements: Business Registration Certificate (BRC)  
  Policy & Regulations: State of NJ Requirement, Cumulative across the University
- **Dollar Threshold:** $6,880 - $34,399  
  Requirements: 3 quotes  
  Policy & Regulations: Procurement Policy #1
- **Dollar Threshold:** $34,400 and above  
  Requirements: Chapter 81 (Political Contributions Disclosure Form)  
  Policy & Regulations: State of NJ Requirement

The University **MUST** award business based on price & other factors for goods & services and construction.

---

---
3. Click the **Connect** button on the **Lenovo** line.

The Lenovo US, Inc. page displays tabs (**Laptops & Ultrabooks**, **Tablets, Desktops & All-In-Ones, Workstations, & Accessories & Upgrades**) of the standard configuration items available for purchase at MSU.


**To purchase an item**

1. Click the corresponding tab below the Lenovo logo or above the “Welcome to Montclair State University” logo. When a tab is selected, the standard configurations items will appear to begin purchasing.

**To select individual items**

1. Click the corresponding **Add to Cart** link to the right of the item and below the **Contract: Your Price**.
To view the specifications of a specific item

View Details shows more details about the standard configuration of the item.

1. Click the View Details link on the corresponding line item. Note, only specific items which include additional components (such as some laptops and external drives) are customizable. Most items are standard and customization is NOT available.

2. From the Specifications screen, to review the item specifications, click the View Details button.
3. If the item is to be purchased, click the Add to Cart button on the Review page.
4. Select the Add to Cart button from the Standard Configurations screen to add the corresponding items to your cart.

5. To select multiple items for your requisition, click the Add Selected To Cart button.
The following actions are allowed on this screen:

1. Continue Shopping
2. Increase the quantity
3. Go to Cart (Checking Out)

When ADD TO CART is selected, the text color will change from blue to green, and the text changes to ADDED TO CART, letting you know the item was added to the cart.

6. Select Go to Cart to go to the Shopping Cart.
The Shopping Cart quantities and items can be adjusted within your cart.

- To remove an item from the cart, click the **Remove** link below the image of the item.
- To change quantity of an item within the cart, enter in a higher number and select the **Update** button in the quantity field of the corresponding item.
- To clear the entire cart, select **empty cart** at the bottom left of the screen.
- To print cart select the highlighted blue write up.
- To email your cart to yourself or others, select **email cart**.

**Do not use the save your cart (for later) option.**

7. To check out of the Lenovo US, Inc. screen and return to the requisition screen, click the **Lenovo Checkout** (green) button. This will bring your items to Workday to continue your requisition.

After the department manager’s approval, **all** purchases will be routed in Workday, Inc. to IT for approval, and then Lenovo US, Inc. will receive the purchase order.

Once a request is submitted, the Requester will receive three emails from Lenovo US, Inc., as follows:

- The first email will be sent immediately after the request has been submitted through Workday and will confirm that the request was received (PO Acknowledgement).
- The second email indicates that Lenovo US, Inc. has processed the Purchase Order and is working on fulfilling the request (PO Confirmation).
- The last email confirms that the request has been shipped from Lenovo US, Inc. (Shipment Confirmation).