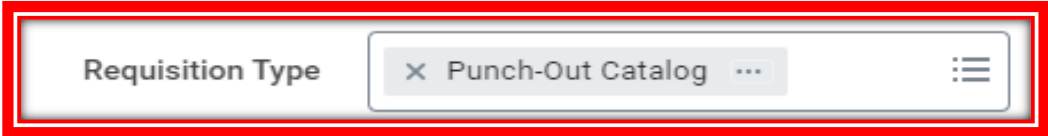




**CDW – Apple Punch-Out Catalog**

Effective June 08, 2023, CDW GOVERNMENT LLC (PUNCH OUT) (Supplier ID: S-00011901) has been created as a punch-out catalog in Workday. **ALL** requisitions for any APPLE products must now be entered through the punch-out process (i.e., W.B. Mason, Lenovo, Grainger, etc.), using **“Punch-Out Catalog”** as the **Requisition Type**.



**Note: The items listed in the Punch-Out are for APPLE hardware and software products that are part of CDW-G’s Sourcwell Cooperative Contract# 081419-CDW ONLY. For assistance purchasing products not included in the contract, please send an email to [itservicesdesk@montclair.edu](mailto:itservicesdesk@montclair.edu) in order to have them request a quote.**

CDW can also provide a quote, but they must confirm with IT that the quoted product is approved for purchase.

As with all other Punch-Outs, CDW-G / Apple requests cannot be edited, canceled, or have a change order entered, once submitted in the system. For any changes to the original request, contact the CDW-G’ representative.

**Contacts**

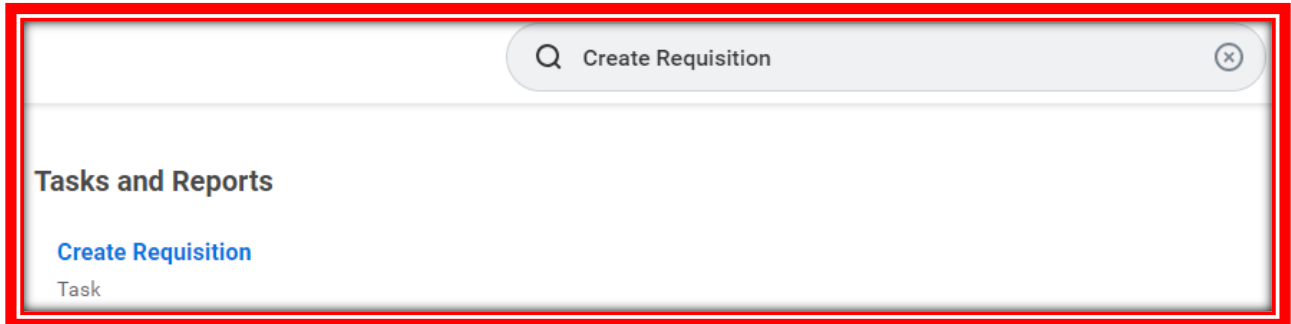


Vinny Nariyani - **IN**  
Sr Account Manager  
866-854-3442  
[vinnnar@cdwg.com](mailto:vinnnar@cdwg.com)

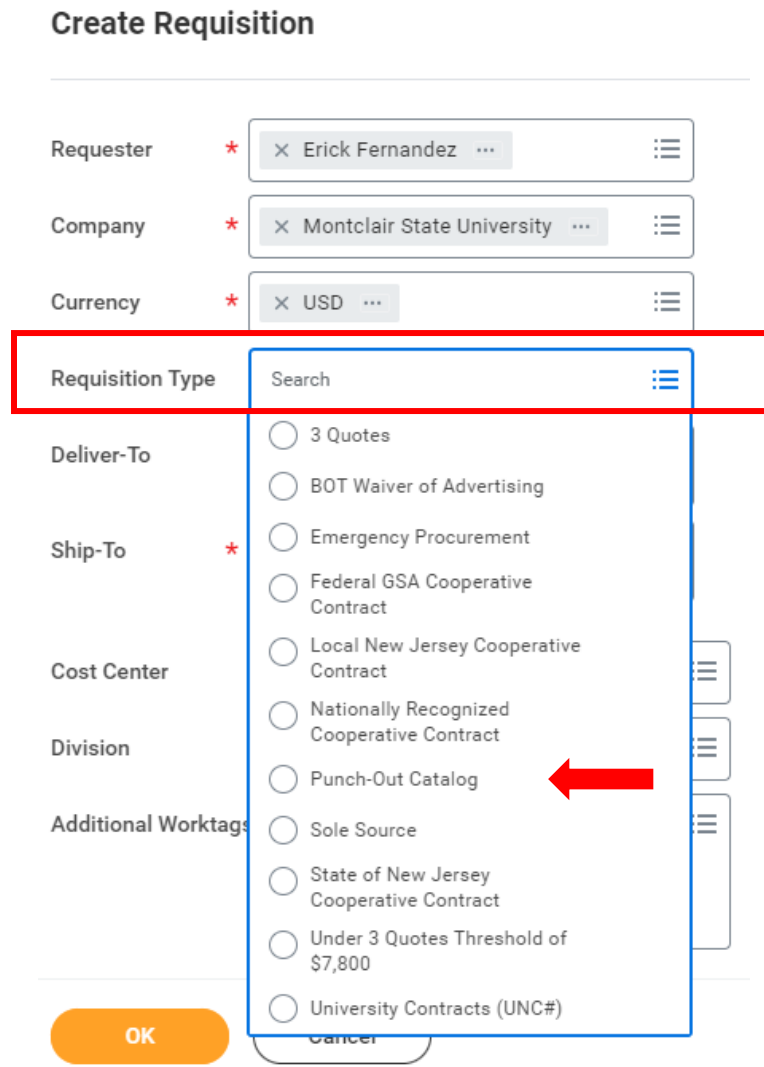
If you have specific questions about products or other information found on this page, please call **(877) 325-9494** to speak to an Account Manager

To Create a Punch-Out Requisition:

1. Log into Workday and type "Create Requisition," press enter and click on the blue "Create Requisition" option

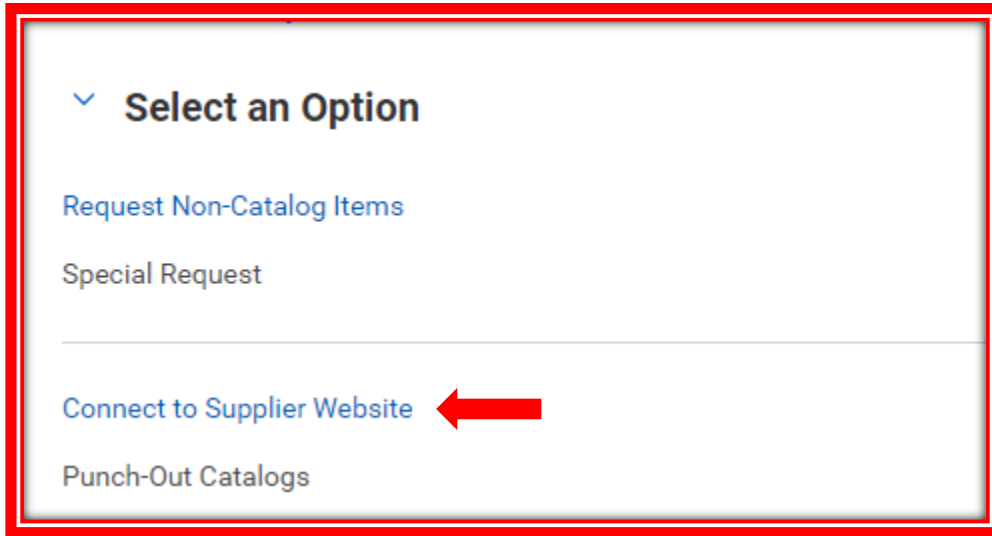


2. On the page that displays next, make sure you choose "Punch-Out Catalog" as the Purchasing Methodology







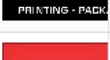


3. Press ok

4. In "Select an Option," choose "Connect to Supplier Website."






5. From the list of available Punch-Out click "CONNECT" for CDW

Supplier Websites 7 items

| Logo  | Supplier Link Name | Multi-Supplier           | Supplier   | Description       |                         |
|---|--------------------|--------------------------|--|-------------------|-------------------------|
|   | W W GRAINGER INC   | <input type="checkbox"/> | W W GRAINGER INC (PUNCH OUT)                     | W W Grainger      | <a href="#">Connect</a> |
|  | W B Mason          | <input type="checkbox"/> | W B MASON (PUNCH OUT)                            | W B Mason         | <a href="#">Connect</a> |
|  | HD Supply          | <input type="checkbox"/> | HD SUPPLY FACILITIES MAINTENANCE LTD (PUNCH OUT) | HD Supply         | <a href="#">Connect</a> |
|  | Drew & Rogers      | <input type="checkbox"/> | DREW & ROGERS INC - (PUNCH OUT)                  | Drew & Rogers     | <a href="#">Connect</a> |
|  | Fisher Scientific  | <input type="checkbox"/> | FISHER SCIENTIFIC - (PUNCH OUT)                  | Fisher Scientific | <a href="#">Connect</a> |
|  | Lenovo             | <input type="checkbox"/> | LENOVO US INC (PUNCH OUT)                        | Lenovo            | <a href="#">Connect</a> |
|  | CDW                | <input type="checkbox"/> | CDW GOVERNMENT LLC (PUNCH OUT)                   | CDW               | <a href="#">Connect</a> |

6. Once on CDW's website, click on either options "Apple" or "Peripherals" and click on the desired item

The screenshot shows the CDW website interface. At the top left is the CDW logo. At the top right is a search bar with the text "What can we help you find today?" and a magnifying glass icon, and a shopping cart icon labeled "Cart". Below the top navigation is a dark blue header with the text "Montclair State University". On the left side, there is a white navigation menu with a search bar labeled "Search Quote/Order/PO" and a magnifying glass icon. The menu items are "Home", "Apple", and "Peripherals". Red arrows point to the "Apple" and "Peripherals" items. The main content area displays three product listings:

-   
24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 8-core GPU - Blue
-   
24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 8-core GPU - Orange
-   
3-Year AppleCare+ for Schools - iMac

7. Once in the main "Item" page, click "Add to Cart"

**Apple iMac 24" M1 8C8C 16GB RAM 512GB SSD - Blue**  
MFG.PART: Z12W-2002041361 CDW PART: 6515535 UNSPSC: 43211521

**\$1,781.01**  
Montclair State Univ Sourcewell agreement- Apple

**Availability: Item Backordered**  
This item will ship once it is in stock. CDW cannot guarantee an in-stock date.  
For more information, please contact your account manager.  
Viny Nariyani: 203.851.7169

1


**Add to Cart**

Save to favorites [Lease Option \(\\$52.54/month\)](#)

8. Next, on the "Order Summary" page, ensure everything looks accurate and click "Checkout." Please note once this is done, the system will take the purchase back to Workday in order to complete it.

[Return To Home](#)  
[Continue Shopping](#)

## Shopping Cart

| ITEM  | AVAILABILITY  | PRICE  | QUANTITY | ITEM TOTAL |
|---|---|--|----------|------------|
| <br><b>Apple iMac 24" M1 8C8C 16GB RAM 512GB SSD - Blue</b><br>MFG Part: Z12W-2002041361<br>CDW Part: 6515535<br>UNSPSC: 43211521 | <b>Item Backordered</b><br>This item will ship once it is in stock. | <del>\$1,811.20</del><br><b>\$1,781.01</b><br>Montclair State Univ Sourcewell agreement- Apple | 1        | \$1,781.01 |

[Update All](#) | [Remove All](#)

### Order Summary

Subtotal: **\$1,781.01**

Tax and Shipping calculated at checkout.

Lease Option Pricing ⓘ  
\$52.54 / Month

9. Once back on the Workday website, click Checkout and finish the process as it would normally be done with any other requisition

**MONTCLAIR STATE UNIVERSITY** Search

## View Cart

|  |                                   |  |                                   |                        |
|--|-----------------------------------|--|-----------------------------------|------------------------|
| <b>Company</b><br>Montclair State University | <b>Requester</b><br>Hilal Tabakci | <b>Requisition Type</b><br>Punch-Out Catalog | <b>Total Amount</b><br>\$1,781.01 | <b>Currency</b><br>USD |
|--|-----------------------------------|--|-----------------------------------|------------------------|

1 item

|   |   |
|---|---|
| Apple iMac 24 M1 8C8C 16GB RAM...<br>\$1,781.01 | 1 |
|---|---|

### Edit

|                                 |   |
|---------------------------------|---|
| <b>Description</b>              | Apple iMac 24 M1 8C8C 16GB RAM 512GB SSD Blue   |
| <b>Supplier Item Identifier</b> | 6515535   |
| <b>Spend Category</b>           | SC0057 IT - Hardware Desktop Laptop Tablet Inad |
| <b>Supplier</b>                 | CDW GOVERNMENT LLC (PUNCH OUT)                  |

[Checkout](#) [Continue Shopping](#)

10. Make sure **“Punch-Out Catalog”** has been selected as the Purchasing Methodology and that the **“Order from Connection”** has also been chosen in order to avoid getting an error. After ensuring everything looks good, click submit, and the requisition will be routed for approval. Once the department manager approves it, the requisition will be routed to IT for approval in Workday. After all the approvals are done, CDW will receive the Purchase Order.

**Requisition Information**

Request Date \* 09/05/2023

Currency \* X USD

Credit Card

**Requisition Type** X Punch-Out Catalog

High Priority

Sourcing Buyer

Submitted by Abril Beas

Freight Amount 0.00

Other Charges 0.00

Memo to Suppliers

Internal Memo

**Goods**

1 item

|                          | Order | Image | Item                  | Item Description                                    |
|--------------------------|-------|-------|-----------------------|---|
| <input type="checkbox"/> |       |       | Item<br>Purchase Item | Apple iMac 24 M1 8C8C<br>16GB RAM 512GB SSD<br>Blue |

Submit Later