



Home Depot PRO Punch-Out Catalog for MRO Supplies

- 1. From the Requisition Worklet menu **Ordering Methods**, choose “**Connect to Supplier Website**”

Ordering Methods

[Request Non-Catalog Items](#)
Special Request...

[Connect to Supplier Website](#)
Punch-Out Catalogs...

[Add from Templates and Requisitions](#)
Select from Requisition templates and past Requisitions

[Select from My Procurement Favorites](#)
Select from my Favorite items

- 2. From the list of available Punch-Outs, select **Home Depot Pro**

Connect to Supplier Website

Company
Montclair State University

Requester
Irene Quinones

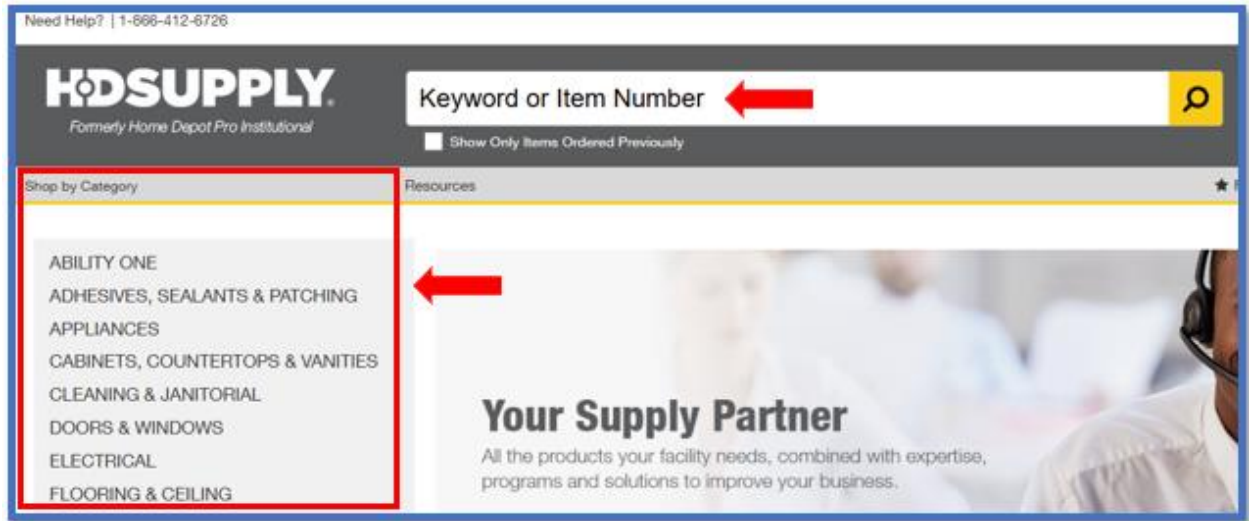
Currency
USD

Requisition Type
1 Quote

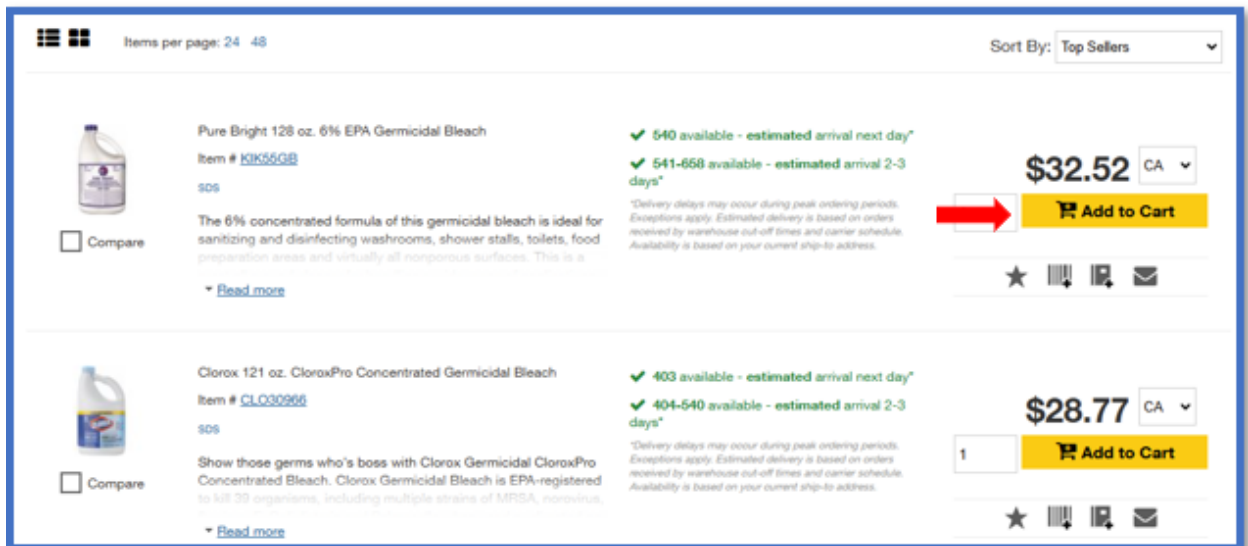
Supplier Websites 10 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	Fisher Scientific	<input type="checkbox"/>	FISHER SCIENTIFIC - (PUNCH OUT)	Fisher Scientific	Connect
	HD Supply	<input type="checkbox"/>	HD SUPPLY FACILITIES MAINTENANCE LTD (PUNCH OUT)	HD Supply	Connect
	Home Depot Pro	<input type="checkbox"/>	HD SUPPLY INC DBA HOME DEPOT PRO (PUNCHOUT)	Home Depot Pro	Connect
	Lenovo	<input type="checkbox"/>	LENOVO US INC (PUNCH OUT)	Lenovo	Connect

- Once in the Supplier's website (Punch-Out), either type on the "Search" bar the name of the item being procured, or select a category from the available list on the top left corner in order to find the products matching your interest.



- Click "Add to Cart" in order to select the desired item(s)



- Once done shopping, click on the "Shopping Cart" icon to see the items you are trying to purchase for editing and/or final submission

6. In the “Shopping Cart” page the following options are available:

- Proceed to Checkout
- Add “All to Favorite List”
- Update Quantity
- Remove Item

Shopping Cart



[Shopping Cart](#)
[Ship To](#)
[Shipping Information](#)
[Payment Method](#)
[Order Summary](#)
[Order Confirmation](#)

[Quick Add Items to Shopping Cart](#)
[Print This Page](#)

[Continue Shopping](#)

[Remove All](#)

Sort by: [Not Sorted](#) [+ All to Favorites List](#) [Update Quantity](#)

	Description	Availability	Price	Total
1	 <div> Pure Bright 128 oz. 6% EPA Germicidal Bleach Item # KIK55GB Manufacturer: Pure Bright Category: CLEANING & JANITORIAL </div>	<div> ✓ 540 available - estimated arrival next day* ✓ 541-658 available - estimated arrival 2-3 days* </div> <div> <small>*Delivery delays may occur during peak ordering periods. Exceptions apply. Estimated delivery is based on orders received by warehouse cut-off times and carrier schedule. Availability is based on your current ship-to address.</small> </div>	<div> <div>\$32.52</div> <div>2</div> <div>Case</div> <div>Remove</div> </div>	\$65.04
2	 <div> Berry Plastics 20 Gal. High-Density Blue Trash Bags (25/Roll, 10 Rolls/Case) Item # TYCHH304314BL Manufacturer: Berry Plastics Category: CLEANING & JANITORIAL </div>	<div> ✓ 5 available - estimated arrival next day* ✓ 6-11 available - estimated arrival 2-3 days* </div> <div> <small>*Delivery delays may occur during peak ordering periods. Exceptions apply. Estimated delivery is based on orders received by warehouse cut-off times and carrier schedule. Availability is based on your current ship-to address.</small> </div>	<div> <div>\$24.79</div> <div>1</div> <div>Case</div> <div>Remove</div> </div>	\$24.79

[Update Quantity](#)

[Proceed to Checkout](#)

Order Total \$89.83

[Proceed to Checkout](#)

By making this purchase, you agree to HD Supply's Privacy and Security Statement and Terms and Conditions.

7. After clicking “**Proceed to Checkout**,” the website will re-direct you to Workday to finish processing the purchase. Continue to process the PO requisition as it is normally done.

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