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	
ThermoFisher	Fisher Scientific	☐	FISHER SCIENTIFIC - (PUNCH OUT)	Fisher Scientific	Connect
HDSU	HD Supply	☐	HD SUPPLY FACILITIES MAINTENANCE LTD (PUNCH OUT)	HD Supply	Connect
	Home Depot Pro	☐	HD SUPPLY INC DBA HOME DEPOT PRO (PUNCHOUT)	Home Depot Pro	Connect
Leno	Lenovo	☐	LENOVO US INC (PUNCH OUT)	Lenovo	Connect

3. 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.
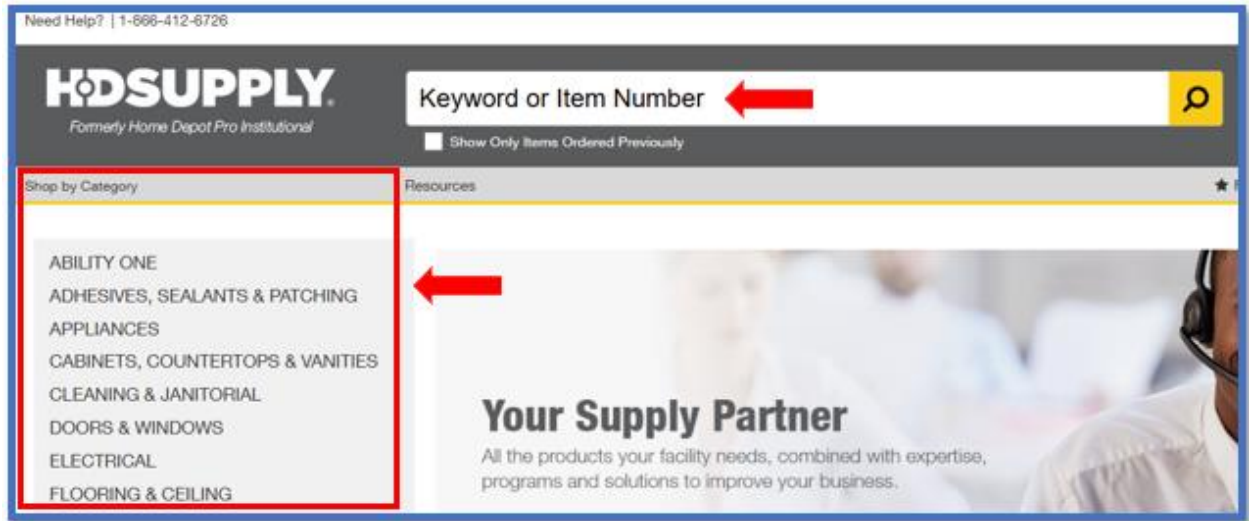
4. Click "Add to Cart" in order to select the desired item(s)
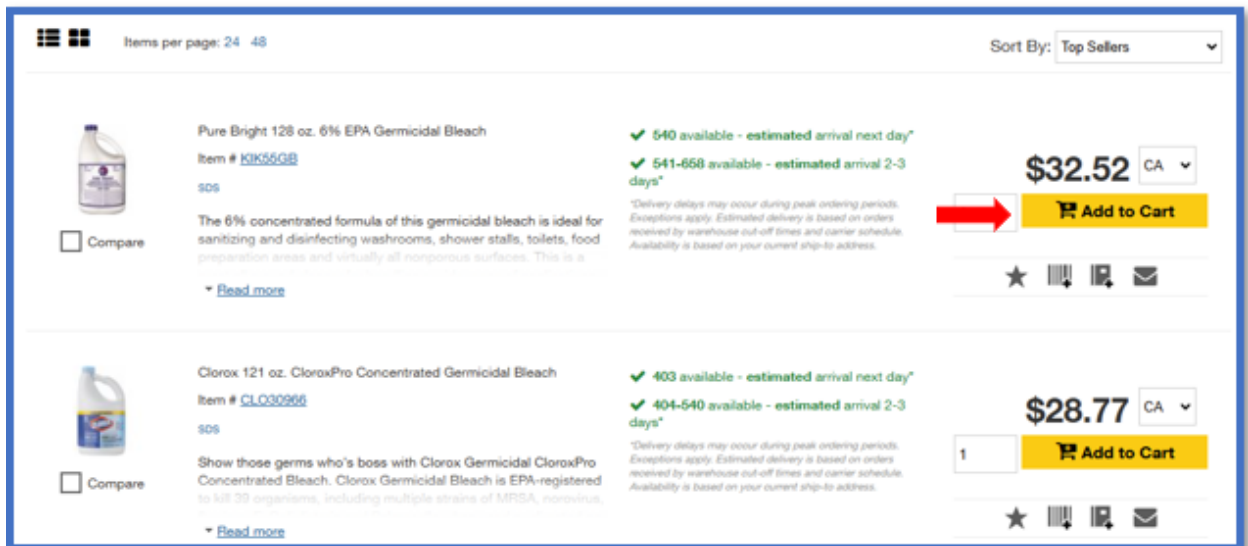
5. Once done shopping, click on the "**Shopping Cart**" icon to see the items you are trying to purchase for editing and/or final submission

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

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

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. **