



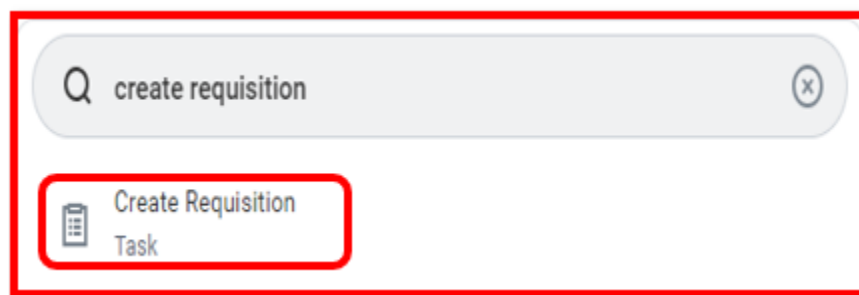
MSC Industry Supply Punch-out Catalog for MRO Supplies

MSC Industry Supply (MRO) is a punch-out catalog in Workday for MRO supply products. All requisitions for MSC Industry must be entered through the punch-out process (i.e., W.B. Mason, Grainger, Dell Marketing, 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 products. As with all other punch-outs, Punch-Out requests cannot be edited or canceled, nor a change order can be created once they have been submitted in the system. For assistance purchasing products outside of the standards or any changes to the original request, contact MSC Industrial Sales Representative Stacey Wing via e-mail at Stacey.Wing@mscdirect.com.****

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”**.



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”**.

Create Requisition

Company *

×

Montclair State University ...

:

≡

Requester *

×

Shahd Almoshwer ...

:

≡

Currency *

×

USD ...

:

≡

Requisition Type

:

≡

Deliver-To

×

150 Clove Road ...

:

≡

Ship-To *

×

150 Clove Road Little Falls, NJ
07424 United States of America

:

≡

Cost Center

×

CC10294 Purchasing ...

:

≡

Division

×

D53 Finance and Treasury ...

:

≡

Additional Worktags

×

Fund: F10 Unrestricted Operating
Fund

:

≡

×

Program: N15 Institutional
Support

:

≡

OK

Cancel

3. You will be directed to the instruction page. Select **Connect to Supplier Website** to access the Supplier Catalogs.

▼ Select an Option

Request Non-Catalog Items

Special Request

Connect to Supplier Website

Punch-Out Catalogs

4. Select the Punch-Out where you would like to make your purchase, then press **Connect** to direct you to the homepage of the website.

Connect to Supplier Website

Company
Montclair State University

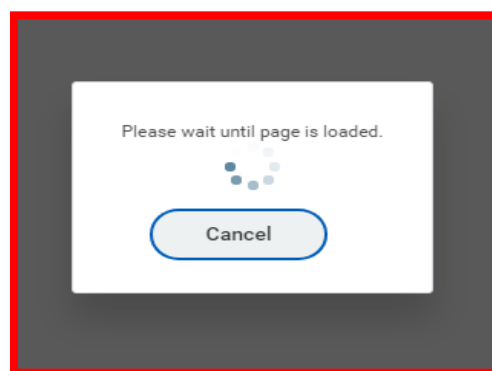
Requester
Erick Fernandez

Currency
USD

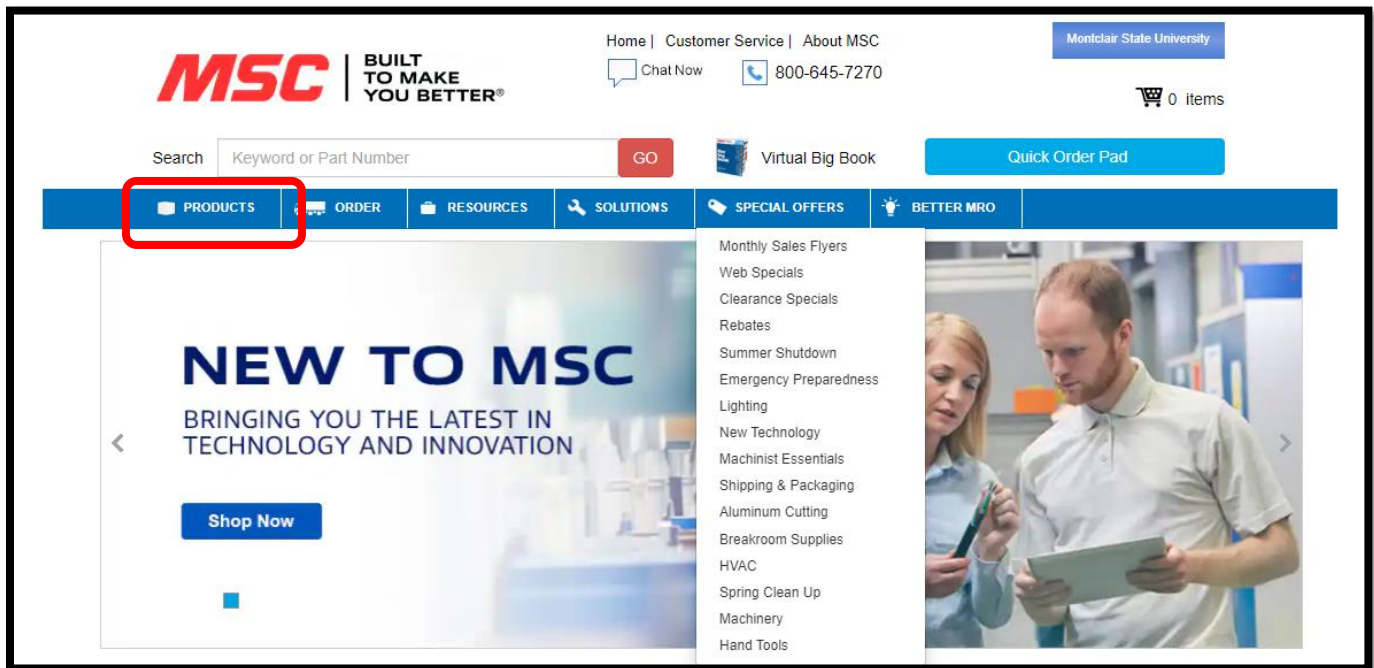
Supplier Websites 8 Items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	CDW	☐	CDW GOVERNMENT LLC (PUNCH OUT)	CDW	<button>Connect</button>
	Drew & Rogers	☐	DREW & ROGERS INC - (PUNCH OUT)	Drew & Rogers	<button>Connect</button>
	Fisher Scientific	☐	FISHER SCIENTIFIC - (PUNCH OUT)	Fisher Scientific	<button>Connect</button>
	HD Supply	☐	HD SUPPLY FACILITIES MAINTENANCE LTD (PUNCH OUT)	HD Supply	<button>Connect</button>
	Lenovo	☐	LENOVO US INC (PUNCH OUT)	Lenovo	<button>Connect</button>
	MSC Direct	☐	MSC INDUSTRIAL SUPPLY CO (PUNCH OUT)	MSC Direct	<button>Connect</button>
	W B Mason	☐	W B MASON (PUNCH OUT)	W B Mason	<button>Connect</button>

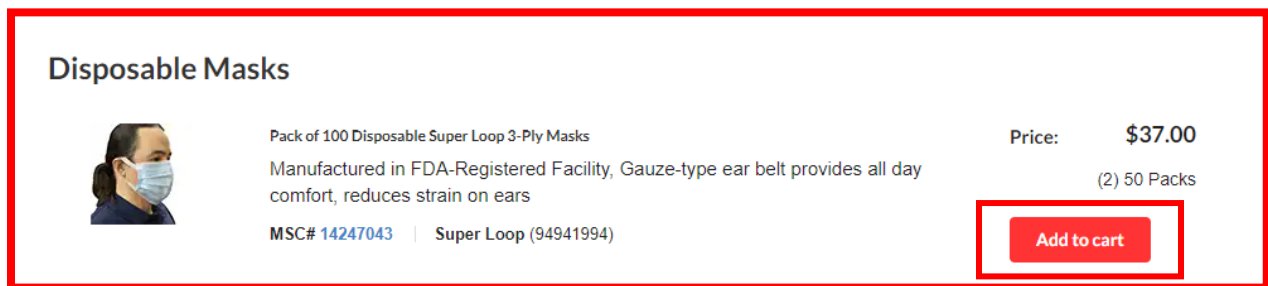
5. While the page is loading you will see this message:



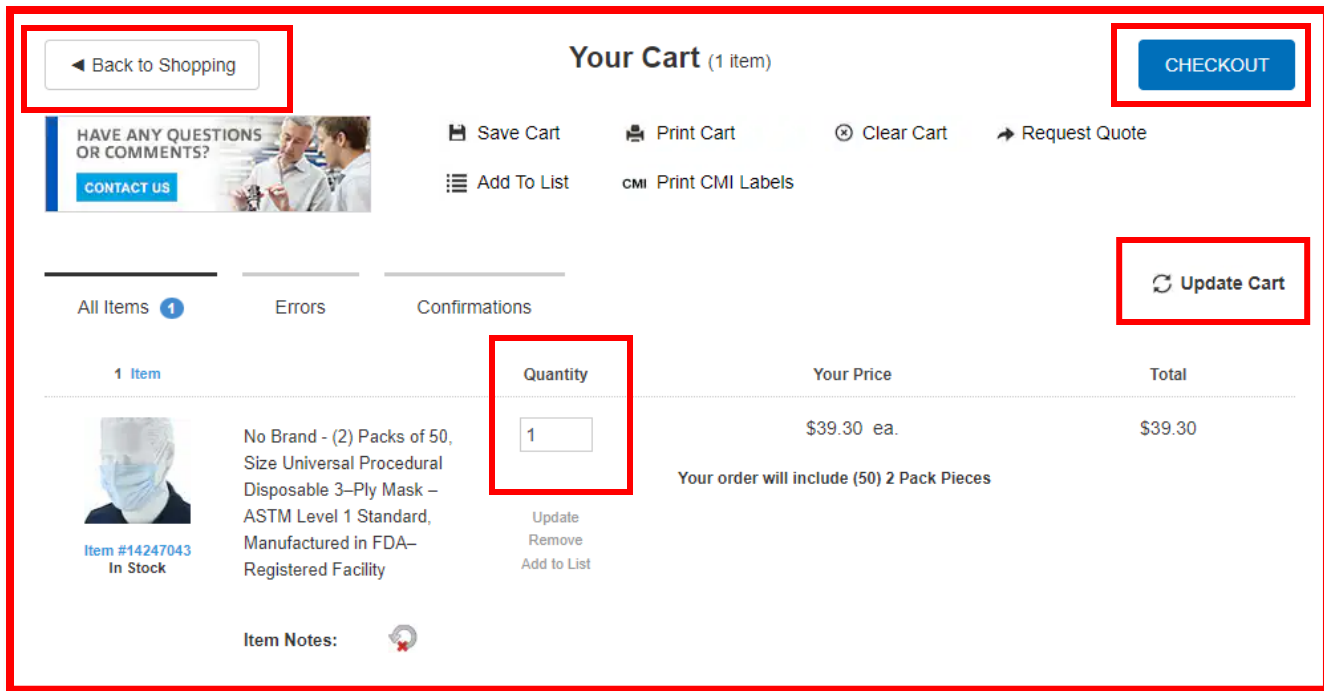
6. The MSC Industrial Supply standard configuration page displays a list of Products Categories section of item categories.
Click the category in the list to display related items.



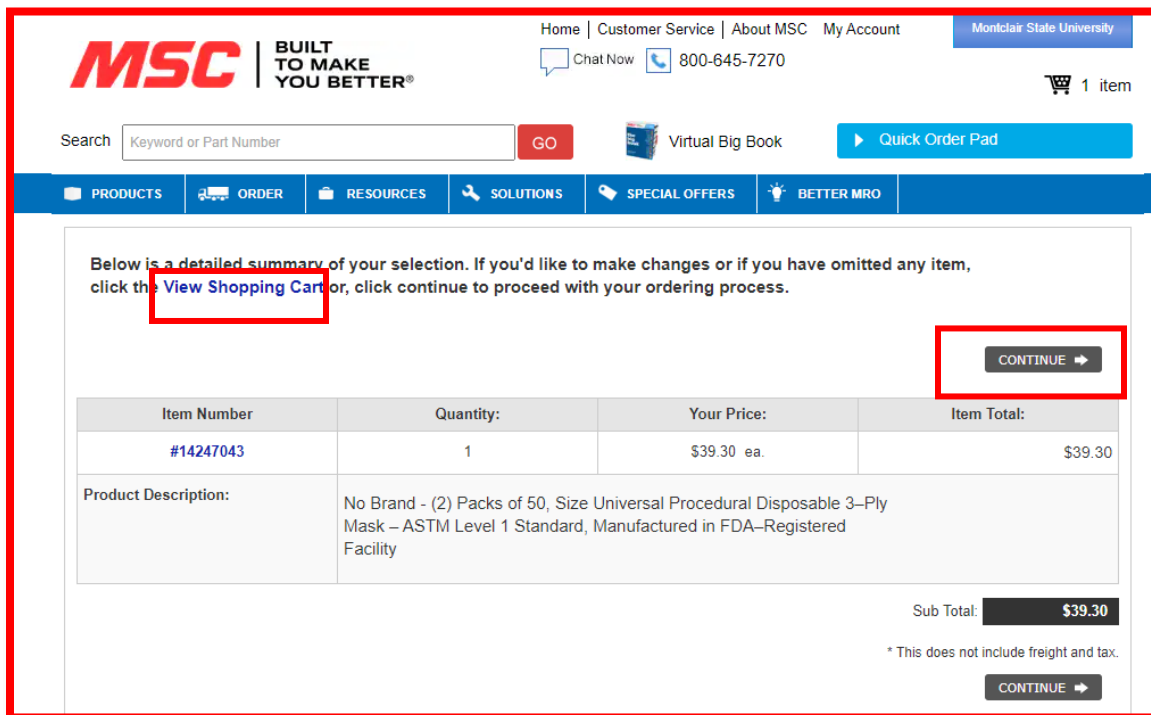
7. Once you find a product/item that you would like to purchase, select **“Add to Cart.”**



8. You will be directed to this page, where you can modify the quantity, delete items, update the cart, and go back to shopping or checkout.



9. Review your cart to confirm everything is correct. If you need to make changes click **“View Shopping Cart.”** If everything is okay, select **“Continue.”**



After clicking “[continue](#),” the website will re-direct you to Workday to finish processing the purchase.

****** Refer to the [Procurement Lifecycle Job Aid](#) for further directions on how to complete the requisition process. ******