



MONTCLAIR
STATE UNIVERSITY

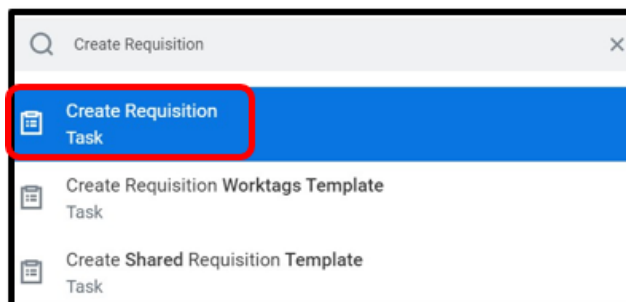
THE SOURCING GROUP PUNCH-OUT (FORMALLY DREW & ROGERS)

This is a punch-out catalog in Workday for stationery printing products (business cards, letterhead, note pads, envelopes, and buck slips). All requisitions for The Sourcing Group must be entered through the punch-out process (i.e. W.B. Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply).

NOTE – The items listed in the punch-out are for negotiated, standard configuration products. As with all other punch-outs, Punch-Out requests cannot be edited, canceled, or a change order cannot 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 The Sourcing Group (formally Drew & Rogers) Sales Representative, Stella Corodemus-Lukas, via e-mail at stella@drew-rogers.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. You will be directed to the instruction page. Select **“Connect to Supplier Website”** to access the Supplier Catalogs.

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

3. Select the supplier that you would like to purchase your product(s) from and press **“Connect”** to the right. This will direct you to the homepage of the supplier’s website.

Connect to Supplier Website

Company
Montclair State University

Requester
Irene Quinones

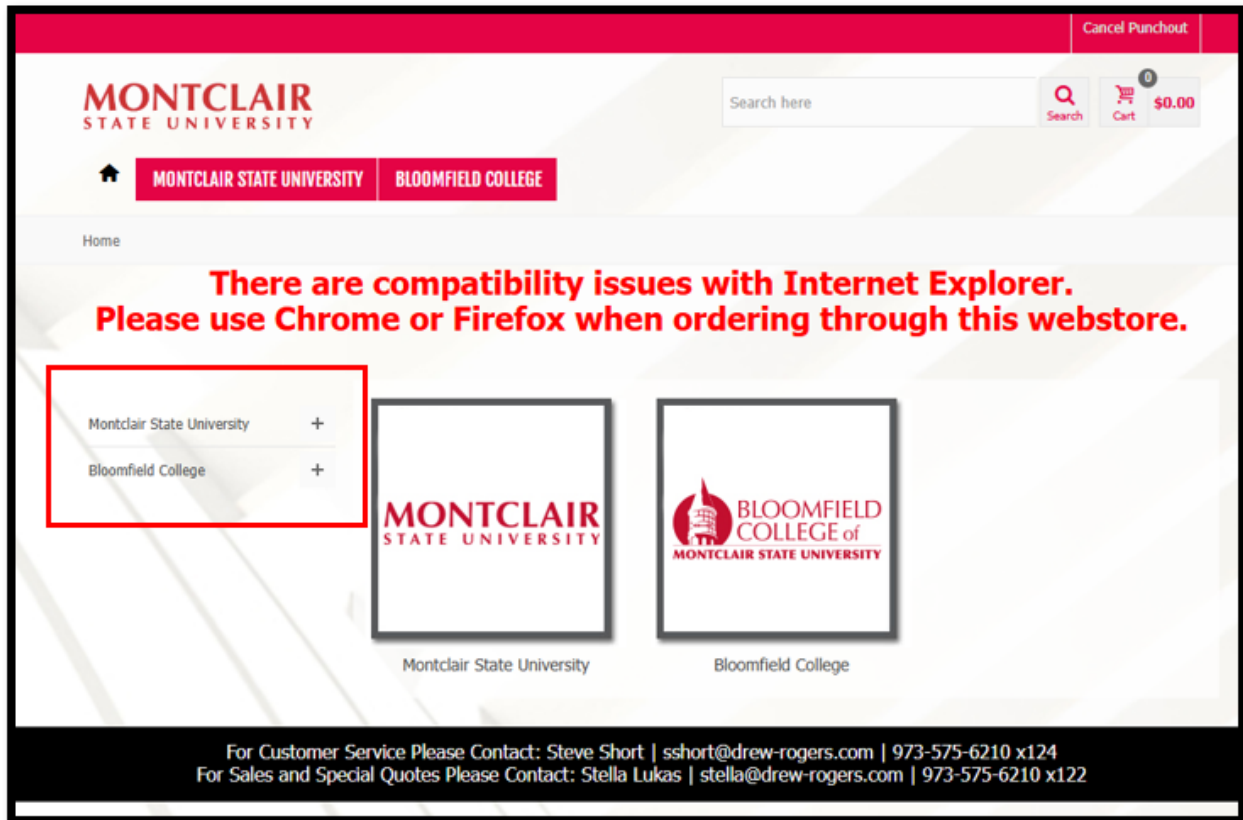
Currency
USD

Requisition Type
1 Quote

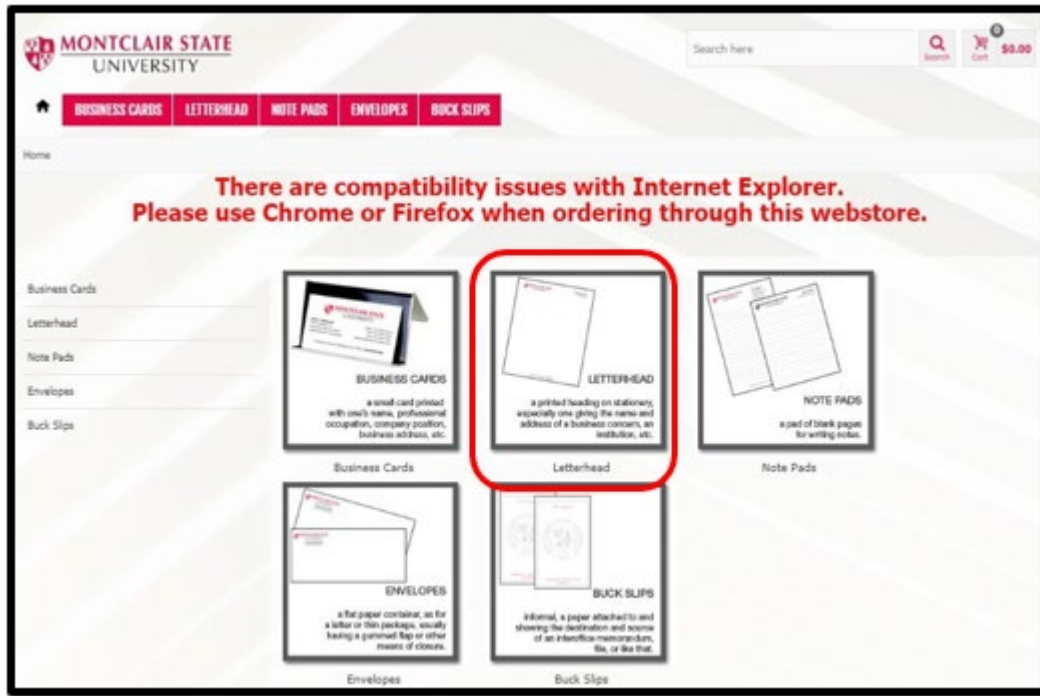
Supplier Websites: 12 Items

Logo	Supplier Link Multi-Supplier	Supplier	Description	Connect
	Sourcing Group ☐	THE SOURCING GROUP (PUNCH OUT)	Sourcing Group	Connect
	OneSource ☐	KM MEDIA GROUP LLC DBA ONE SOURCE SOLUTIONS (PUNCHOUT)	OneSource	Connect
	Amazon ☐	AMAZON.COM SERVICES LLC (PUNCH OUT)	Amazon	Connect
	CDW ☐	CDW GOVERNMENT LLC (PUNCH OUT)	CDW	Connect

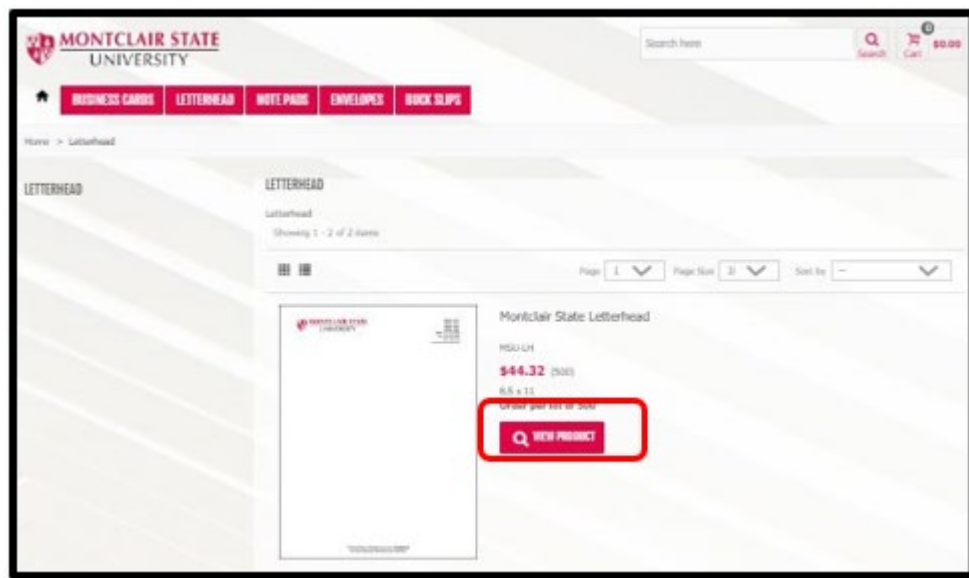
4. The system will take you to the supplier’s website. Select either **“Montclair State University”** or “Bloomfield College of Montclair State University.”



5. You will be directed to the Punch-Out home page where you can begin to shop. Select the thumbnail from the screen that represents the available product type to purchase.



- The product category items display. Select the **“View Product”** button for the targeted item.



- Depending on the type of product (business cards, letterhead, note pads, envelopes, and one of the buck slips) being purchased, additional information may be needed.

Press **“Next Step”** once the form has been completed. Review the displayed proof and select **“Yes”** beside **“I approve this proof”** to confirm the information is correct. Once you fill out the information requested and select the quantity needed, click **“Add to Cart”**.

MONTCLAIR STATE UNIVERSITY

MONTCLAIR STATE LETTERHEAD
MSU-LH
8.5 x 11
Order per lot of 500

\$44.32 per LT (500)

Total: \$44.32

Office Line 1 *
Office Line 2
Office Line 3
Office Line 4
Office Number *
Fax Number
Website
Email
Location *

I approve this proof. *

1 x500 (500) Qty

ADD TO CART **PROOF**

8. A screen displays the product(s) successfully added to your cart. Select **“Continue shopping”** or **“Proceed to Checkout.”**

MSU-LH

- I approve this proof.: yes
- Email Suffix:

Quantity 1x500 (500)
Total \$44.32

Product(s) successfully added to your shopping cart

There is 1 line in your cart.
Total **\$44.32**

Continue shopping **Proceed to checkout**

9. On the Shopping-Cart Summary screen, line item(s) quantity can be increased, decreased or removed. Fill out the information on the bottom left by choosing Building Location for

delivery and the Room Number. Click the **“Submit Purchase Order”** button. This will redirect you back to Workday for you to complete your order.

MONTCLAIR STATE UNIVERSITY

Search here

Search Cart \$44.32

Home > Your shopping cart

SHOPPING-CART SUMMARY

1. SUMMARY 2. SIGN IN 3. ADDRESS 4. SHIPPING 5. PAYMENT

Your shopping cart contains: 1 Product

Product	Id	Details	Unit Price	Qty	Total	Remove	
 Montclair State Letterhead	MSU-LH	I approve this proof.: yes Email Suffix:	\$44.32 per LT	1 x500 (500)	\$44.32	X	View Proof

Building Location for delivery *

Room Number *

Subtotal \$44.32

Shipping & Handling \$0.00

Tax \$0.00

GRAND TOTAL \$44.32

Continue shopping

Submit Purchase Order

*****Refer to the Requisition Worklet Job Aid for further directions on how to complete the requisition process. *****