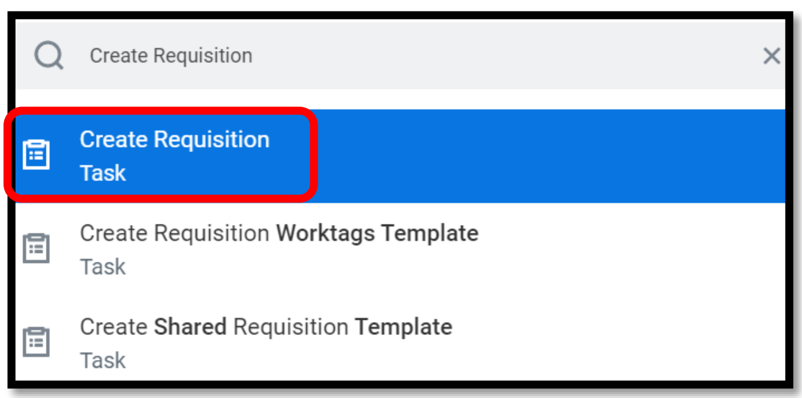
DREW & ROGERS PUNCH-OUT CATALOG FOR STATIONERY PRODUCTS

Drew & Rogers is a punch-out catalog in Workday for printing services (business cards, letterhead, note pads, envelopes, and buck slips) products. All requisitions for Drew & Rogers must be entered through the punch-out process (i.e. W.B. Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply), using **"Punch-Out Catalogs"** as the **Requisition Type**.

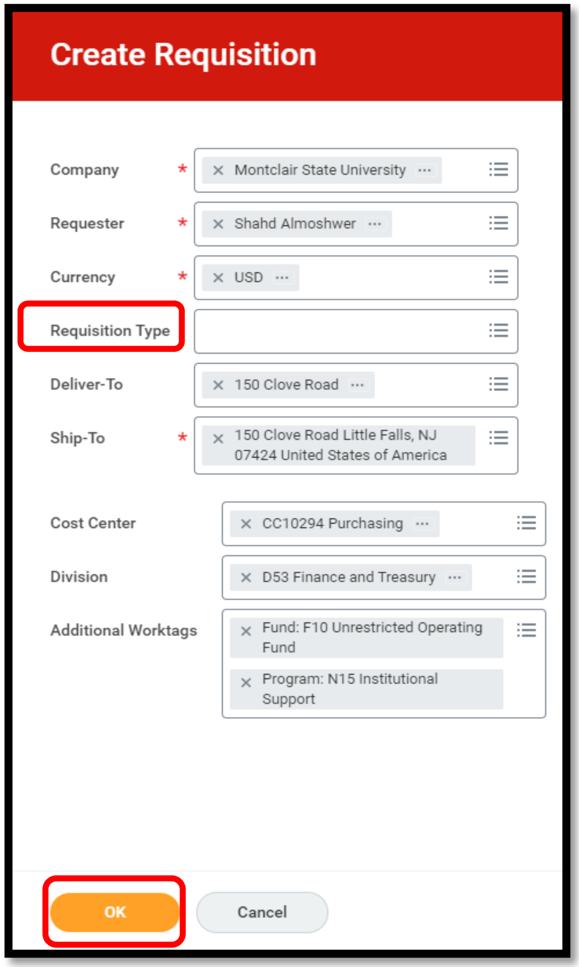
****NOTE – The items listed in the punch-out are for negotiated, standard configurations products. As with all other punch-outs, Punch-Out requests cannot be edited, canceled or a change order cannot be created once they have been submitted in the system. For assistance purchasing products outside of the standards or any changes to the original request, contact Drew & Rogers Sales Representative, Stella Corodemus-Lukas, via e-mail at stella@drew-rogers.com.****

To create a Punch-Out Requisition:

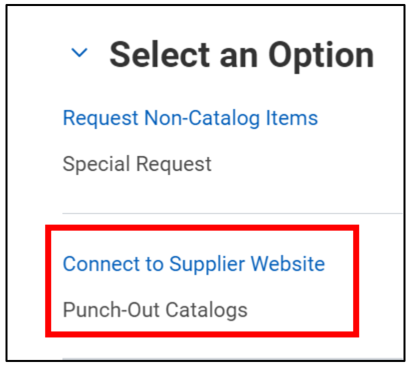
1. In Workday, go to the search bar and type in **"Create Requisition"**. Results will appear for you to select **"Create Requisition"**.



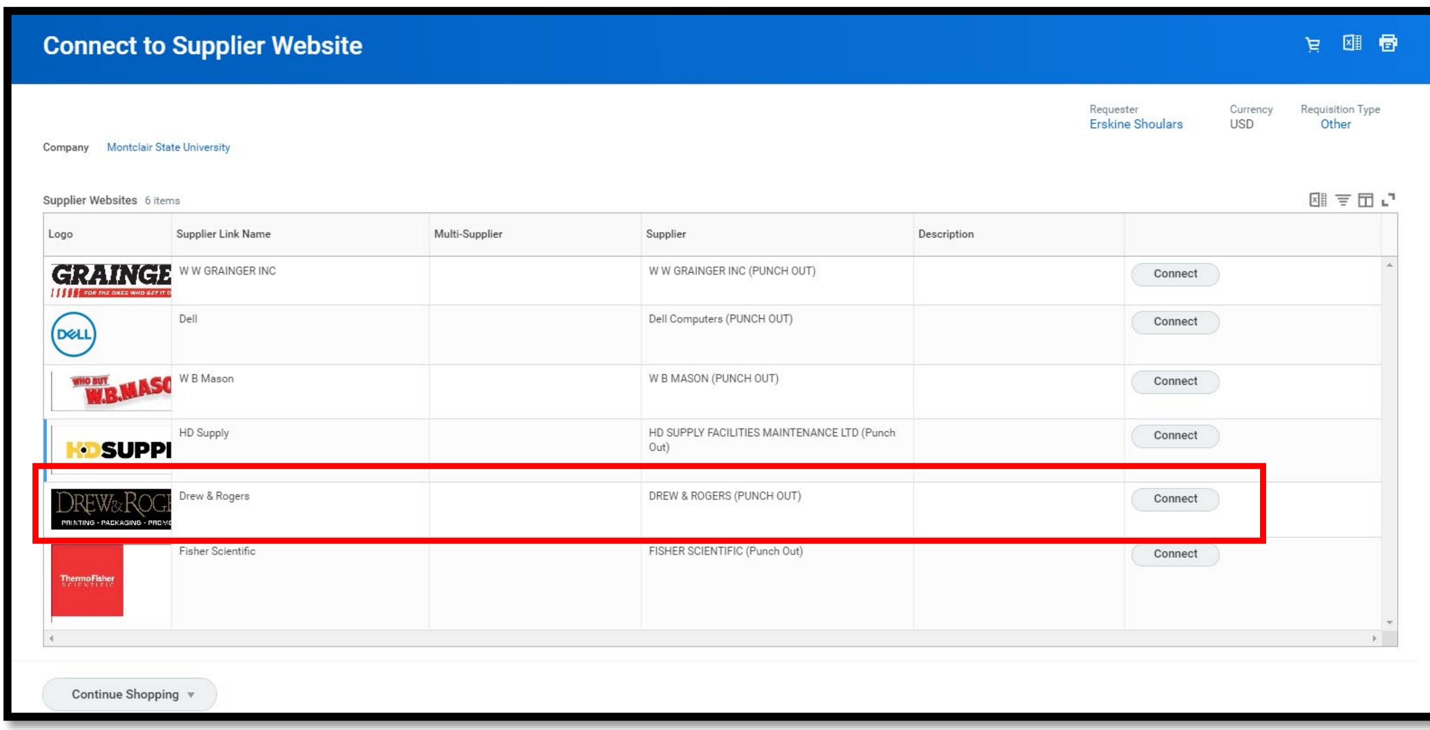
2. The requisition screen will appear for you to begin to create a requisition. Enter **Punch-Out Catalogs** in the **Requisition Type** area. Confirm that your Cost Center, Division, and Additional Work Tags are correct or need to be changed. If so, make the change and select **"OK"**.



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

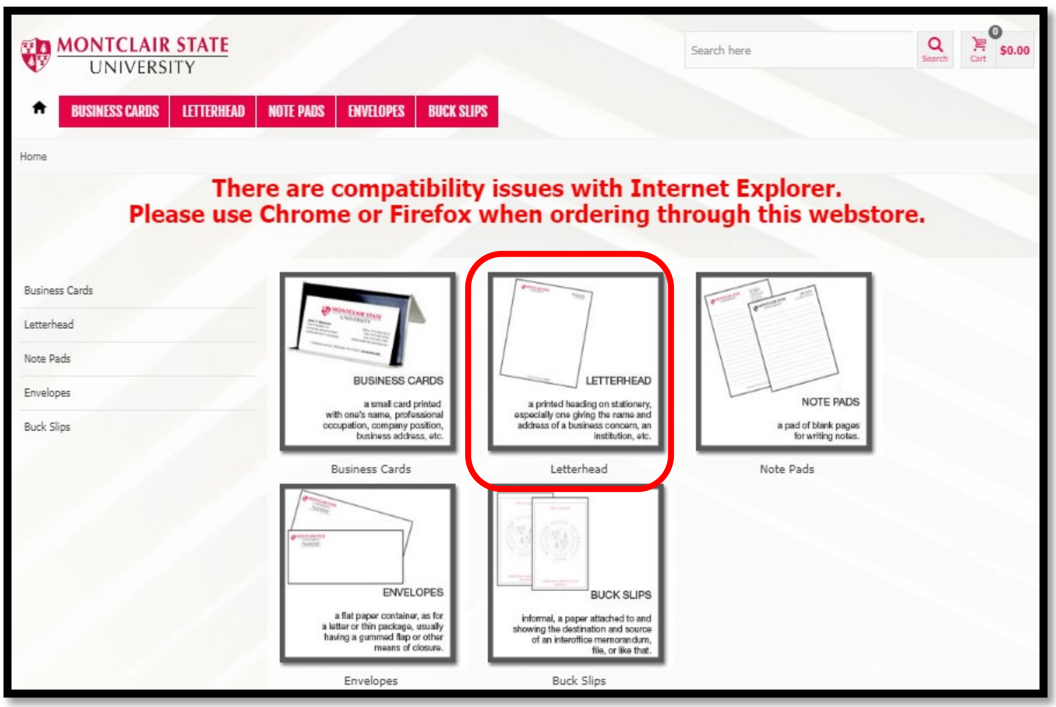


4. Select the supplier that you would like to purchase your product(s) from and press **Connect** to the right. This will direct you to the homepage of the supplier's website.

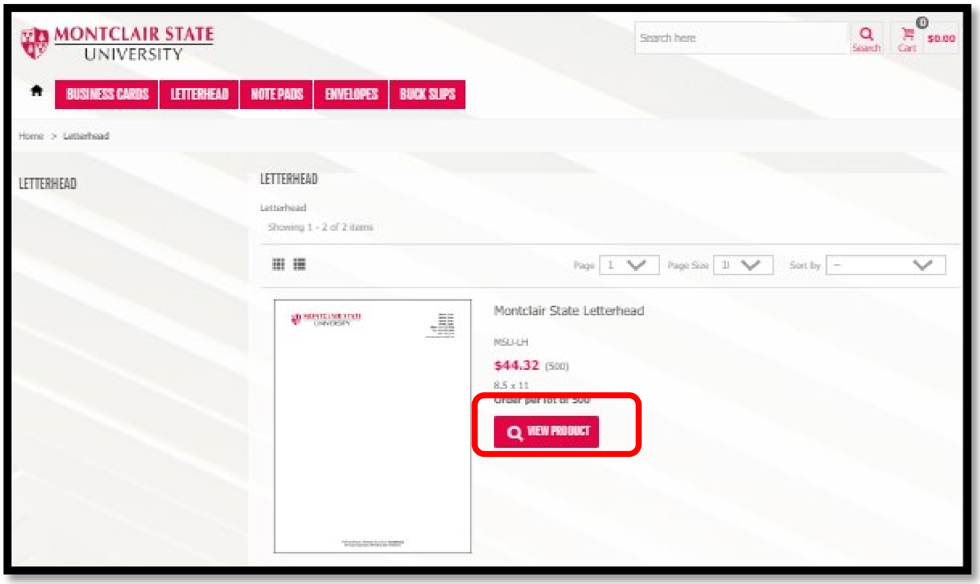


5. While the page is loading you will see this message:

6. 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.



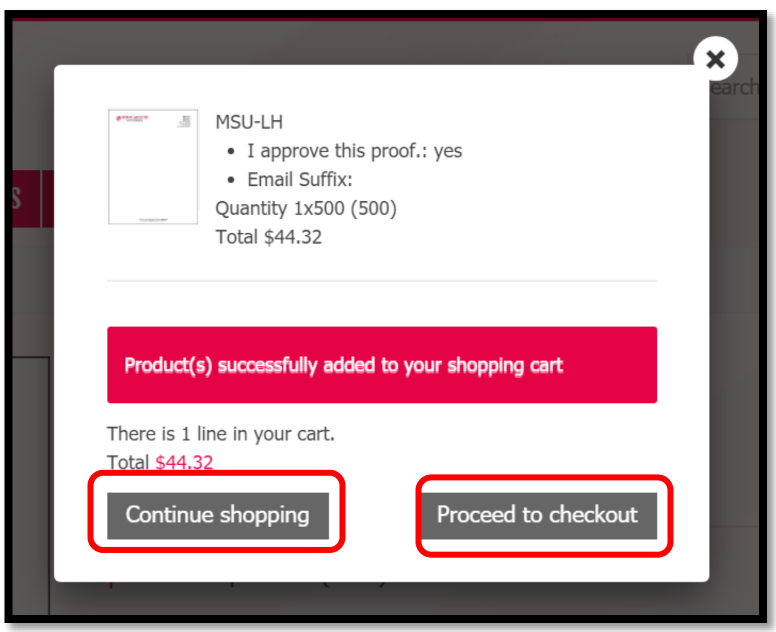
7. The product category items display. Select the **View Product** button for the targeted item.



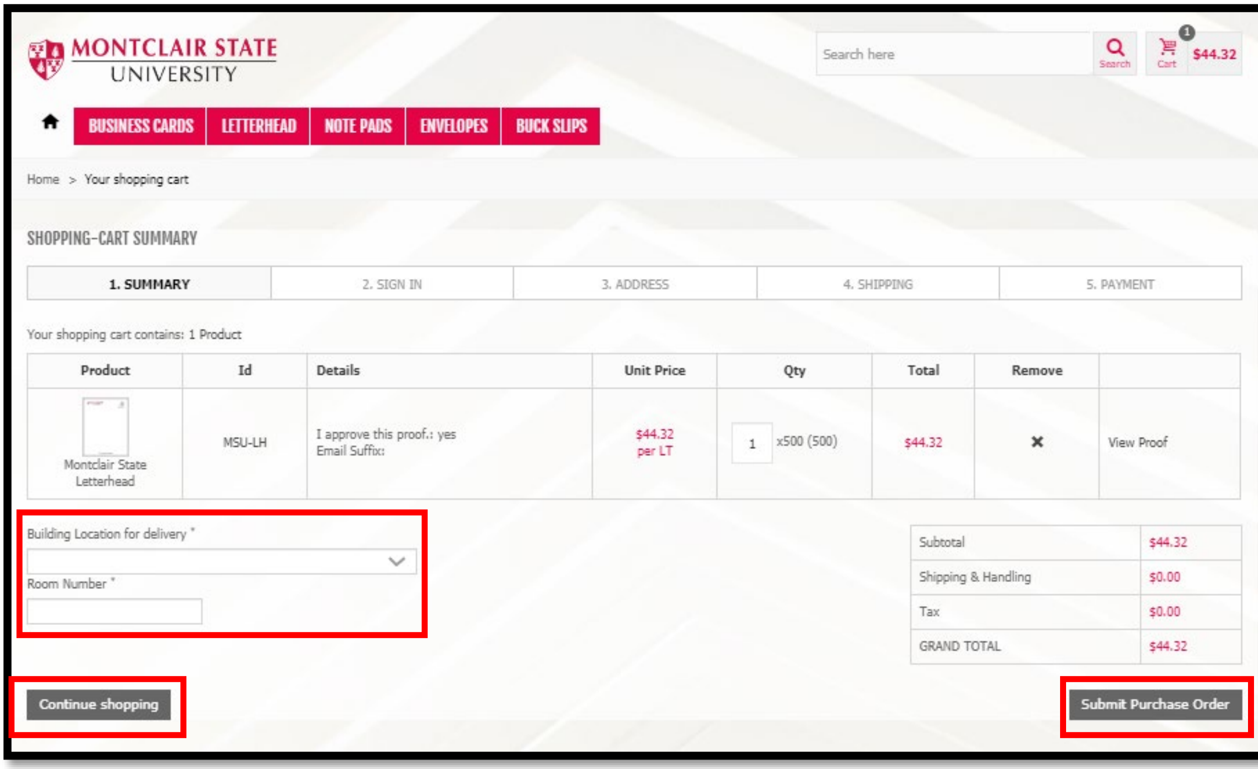
8. Depending on the type of product (business cards, letterhead, note pads, envelopes, and one of the buck slips) being purchased, <u>additional information may be needed.</u>

   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**.

9. A screen displays the product(s) successfully added to your cart. Select **Continue shopping** or **Proceed to checkout**



10. On the Shopping-Cart Summary screen, line item(s) quantity can be increased, decreased or removed. Fill out the information on bottom the 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.



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