

Fisher Scientific Punch Out

All requisitions for Fisher Scientific must now be entered through the punch-out process (i.e. W.B. Mason, Lenovo US, Inc., MRA, and Grainger), using **“Punch-Out Catalogs”** as the **Requisition Type**.

**** NOTE** – Punch Out requests cannot be edited or canceled once they have been submitted in the system. For any changes to the original request, contact Fisher Scientific, Stephanie Shupp, via e-mail at stephanie.shupp@thermofisher.com , mobile: (732) 207-5903.

Create a Punch-Out Requisition

1. In Workday, go to search bar and type in **Create Requisition** and select enter.



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 * X Montclair State University ...

Requester * X Shahd Almoshwer ...

Currency * X USD ...

Requisition Type

Deliver-To X 150 Clove Road ...

Ship-To * X 150 Clove Road Little Falls, NJ 07424 United States of America

Cost Center X CC10294 Purchasing ...

Division X D53 Finance and Treasury ...

Additional Worktags

- X Fund: F10 Unrestricted Operating Fund
- X Program: N15 Institutional Support

OK Cancel

3. Select the **Connect to Supplier Website (Punch-Out Catalogs)** to be directed to the Supplier Websites.

▼ **Select an Option**

Request Non-Catalog Items

Special Request

Connect to Supplier Website

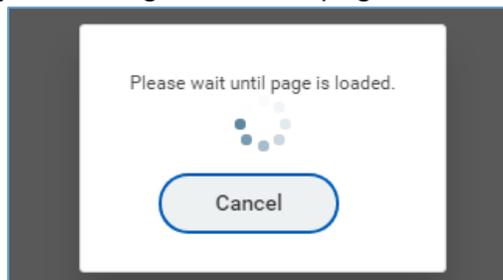
Punch-Out Catalogs

4. Select the supplier's website for the purchase, and click the **Connect** button.

Connect to Supplier Website					
Company Montclair State University					Requester Erskine Shoulers
Supplier Websites 6 items					
Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	W W GRAINGER INC		W W GRAINGER INC (PUNCH OUT)		Connect
	Dell		Dell Computers (PUNCH OUT)		Connect
	W B Mason		W B MASON (PUNCH OUT)		Connect
	HD Supply		HD SUPPLY FACILITIES MAINTENANCE LTD (Punch Out)		Connect
	Drew & Rogers		DREW & ROGERS (PUNCH OUT)		Connect
	Fisher Scientific		FISHER SCIENTIFIC (Punch Out)		Connect

Continue Shopping ▾

The system will display a message while the page loads.



The Fisher Scientific home web site displays. A list of products to choose from is displayed on the left side of the page in the Shop Products section, or type the item to purchase in the search field.

5. In the **Quantity** field of the product to purchase, enter the amount to buy and click **Add to Cart**.

Catalog Number	Description	Price	Quantity	Availability	
06-664-12	Digital Radio Atomic Wall Clock	\$76.14 / Each	1	✔ In Stock ⓘ Estimated Delivery 1/29/2020	Add to Cart Add to List

The item(s) is added to the cart.

- a) To review the items in the cart, either hover over the cart icon on the upper right of the page, or press the View Cart button under the Subtotal line.

The screenshot shows the top navigation bar with a search icon, 'Your Account MONTCLSU', and a shopping cart icon with a '1' notification. Below the navigation bar, the 'Recently Added to Your Cart' section displays the item 'TRACE BLE RDIO WLL CLCK DIG' with the price '\$76.14 / Each'. The subtotal is shown as '\$76.14'. A green 'View Cart' button is located at the bottom right of the cart section.

The *Shopping Cart* screen displays when **View Cart** is selected. The following options are on this screen:

- a) Print – the item(s) being purchased can be printed for record keeping
- b) Share – send the list of item(s) being purchased via email
- c) Cancel This Session –log out of the Fisher Scientific website
- d) Return Cart to Purchasing Application – go to the next screen to finalize the order
- e) Empty Cart – remove all item(s) from the cart
- f) Add all items to a List – **Please Do Not Use**
- g) Keep Shopping – continue adding items to the shopping cart

Shopping Cart [Print](#) [Share](#)

Active Account
Account Name: 584098001 MONTCLSU

Shipment Setting: Multi Shlp ⓘ

[Add all items to a List](#) [Cancel This Session](#)

Items in Your Cart	Price	Quantity	Availability	Item Subtotal
 06-664-12 TRACE BLE RDIO WLL CLCK DIG	\$76.14 / Each	1	✔ In Stock (1) Estimated Delivery 01/29/2020 Available in NAZARETH, PA (EPD)	\$76.14
× Remove Item Add to List				
Order Subtotal				\$76.14

[Add all items to a List](#) [Empty Cart](#)

Promo Code? * [APPLY](#)

Cart Total **\$76.14**

Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

[◀ Keep Shopping](#)
[Return Cart to Purchasing Application ▶](#)

6. On the *Submit* screen displays click **Submit** to finalize the order and return to Workday.

 **Fisher Scientific**
A Thermo Fisher Scientific Brand

Log Out of Fisher session
Your shopping session on the Fisher Scientific website is complete and you have successfully logged out of the site.

Click the 'Submit' button to return the items in your cart to your purchasing application.
You will lose the items in your cart if you do not click 'Submit' or if you use the browser 'Back' button.
If you need to make changes to your shopping cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

Shopping Cart Account Number : 584098-001

Catalog No.	Price	Quantity	Availability	Item Subtotal
06-664-12 TRACE BLE RDIO WLL CLCK DIG	\$76.14 / Each	1	Estimated Delivery: 1/29/2020 From: NAZARETH, PA (EPD)	\$76.14
Order Subtotal				\$76.14
Cart Total				\$76.14

NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.

[Submit](#)

7. The Workday screen displays the line(s) purchased. Select **Checkout** to continue to create and finish the requisition.

View Cart

Company Montclair State University

1 item	Sort By: ▾ ↓
Continuous Computer Paper, 14-7/...	1
\$109.59	

Edit

Description	Continuous Computer Paper, 14-7/8" x 11"; 1/2" Green Bar, 20#, 2400/CT
Supplier Item Identifier	TST113
Spend Category	(empty)
Supplier	W B MASON (PUNCH OUT)
Supplier Contract	SCON-000001: W B Mason Punch Out Contract
Quantity	1
Unit of Measure	Carton
Unit Cost	109.59
Extended Amount	109.59
Memo	<input type="text"/>

Checkout Continue Shopping ▾

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