

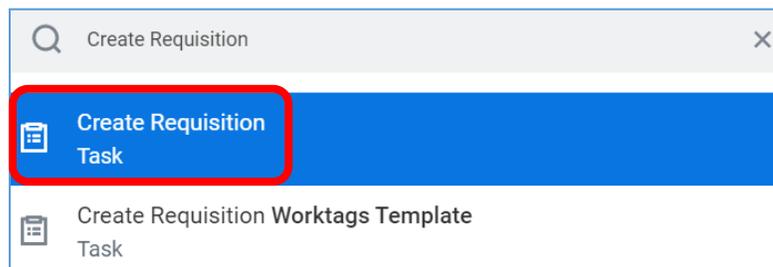
## HD Supply Facilities Maintenance Ltd Punch-Out

HD Supply Facilities Maintenance Ltd is a punch-out catalog in Workday. All requisitions for HD Supply Facilities Maintenance Ltd must be entered through the punch-out process (i.e. W.B. Mason, Dell Marketing, MRA, Fisher Scientific, and Grainger), using **University Contract** as the **Requisition Type** and **contract number 1337C**.

**\*\*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 HD Supply Sales Representative, Walter Tappe, via e-mail: [Walter.Tappe@hdsupply.com](mailto:Walter.Tappe@hdsupply.com).\*\*

### To create a Punch-Out Requisition:

1. In the Workday search bar, type **Create Requisition**, and select the same from the list of results displayed.



The Create Requisition screen displays.

2. Select **University Contract** in the **Requisition Type** field.
3. Confirm the Cost Center, Division, and Additional Work Tags are correct, or change as needed.
4. Click the **OK** button.

### Create Requisition

**Company** \*

**Requester** \*

**Currency** \*

**Requisition Type**  Search

- National IPA Coop
- New Jersey State Contracts
- Other
- PACE Coop
- PEPPM Coop
- Renewals
- Sole Source
- Sourcewell Coop
- TIPS Coop
- University Contracts (UNC#)**
- US Communities Coop

**Deliver-To**

**Ship-To** \*

**Cost Center**

**Division**

**Additional Worktags**

**OK**

5. Select **Connect to Supplier Website** to access the Supplier Catalog.

**Instructions**

Supplier MUST be approved in the system

Dollar Threshold: \$250 - \$1,999 Requirements: Suggested - 1 quote attached to requisition Policy & Regulations: N/A  
 Dollar Threshold: \$2,000 - \$6,419 Requirements: Suggested - 2 quotes attached to requisition Required 1 quote Policy & Regulations: N/A  
 Dollar Threshold: \$4,995 and above Requirements: Business Registration Certificate (BRC) Policy & Regulations: State of NJ Requirement Cumulative across the University (see notes)  
 Dollar Threshold: \$6,420 - \$33,299 Requirements: Required 3 quotes Policy & Regulations: Procurement Policy #1  
 Dollar Threshold: \$17,500 and above Requirements: Chapter 51 (Political Contributions Disclosure Form) Policy & Regulations: State of NJ Requirement Cumulative across the University (see notes)

The University MUST award business based on price & other factors for goods & services and construction.  
[Policy and Procedure link](#)  
[Board of Trustees Training Document](#)

**Select an Option**

**Request Non-Catalog Items**

Special Request

**Connect to Supplier Website**

Punch-Out Catalogs

6. Go to the Punch-Out name for the supplier, and click **Connect** to be directed to the corresponding homepage.

### Connect to Supplier Website

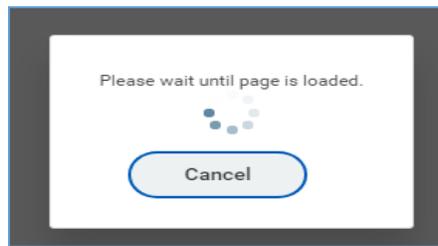
Requester: Erskine Shoulers | Currency: USD | Requisition Type: Other

Company: Montclair State University

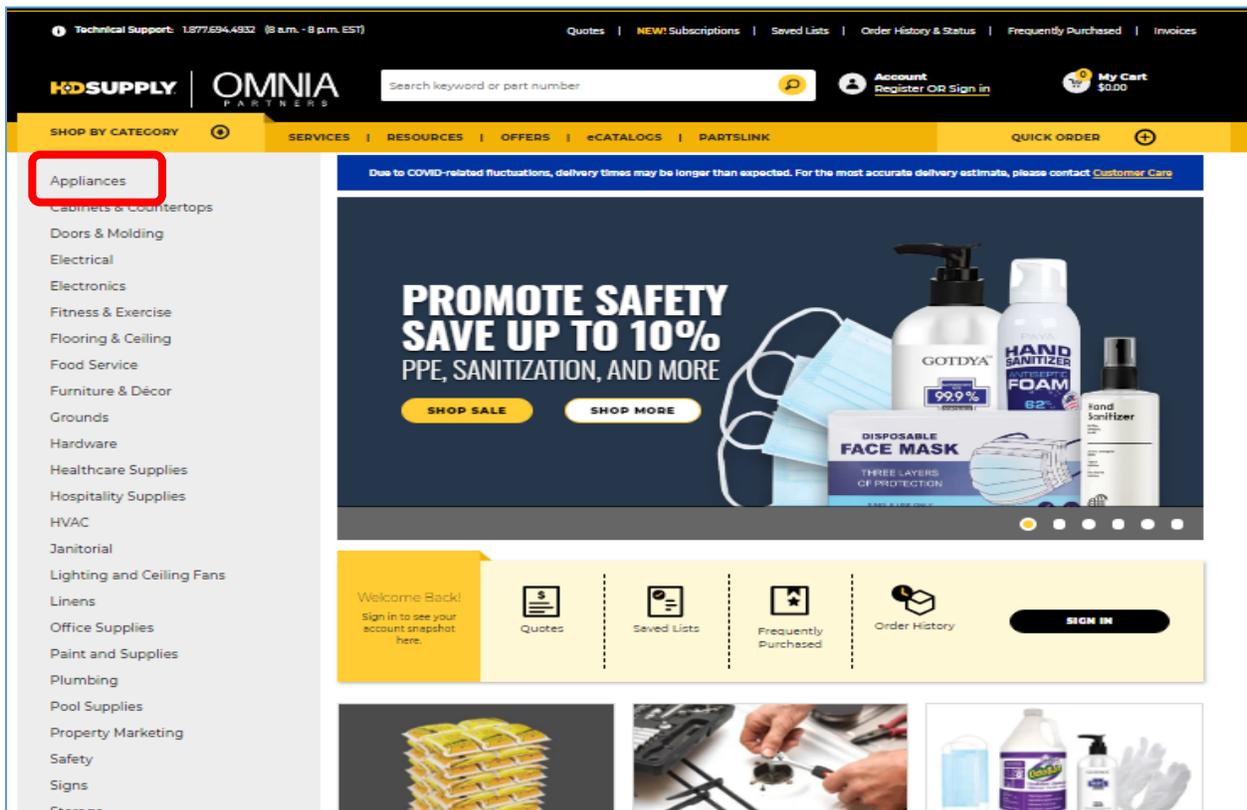
Supplier Websites: 6 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	W W GRAINGER INC		W W GRAINGER INC (PUNCH OUT)		<input type="button" value="Connect"/>
	Dell		Dell Computers (PUNCH OUT)		<input type="button" value="Connect"/>
	W B Mason		W B MASON (PUNCH OUT)		<input type="button" value="Connect"/>
	HD Supply		HD SUPPLY FACILITIES MAINTENANCE LTD (Punch Out)		<input type="button" value="Connect"/>
	Drew & Rogers		DREW & ROGERS (PUNCH OUT)		<input type="button" value="Connect"/>

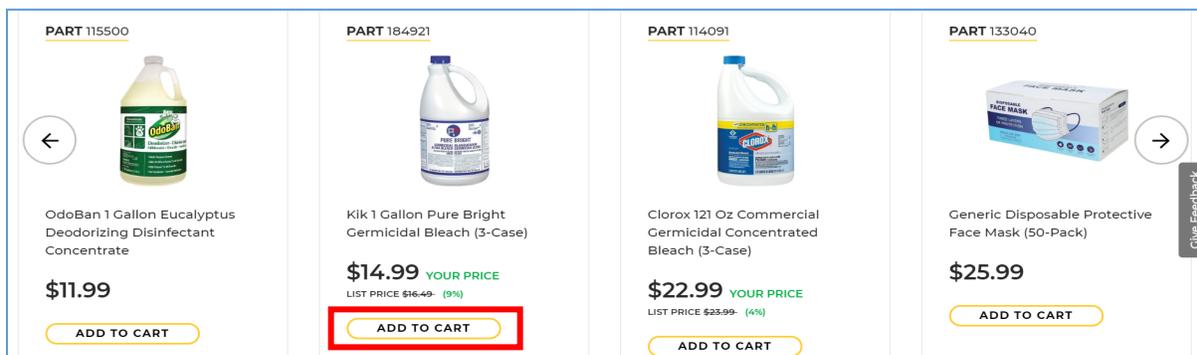
The system displays the following message while the homepage loads:



7. The HD Supply Standard Configurations page displays a list of categories on the left of the home page, under **Shop by Category**. Select a category to display related items.



8. Click the **Add to Cart** button, under an item, to include that item in the order.



9. When done shopping, click the **Cart** button to view the shopping cart, and access the following functionality:
- a. Checkout
  - b. Save as a quote
  - c. Increase or decrease the quantity
  - d. Add to list
  - e. Remove the item

Please do not use **Add to Quote** or **Subscribe** options.

The screenshot displays a shopping cart interface with three main sections:

- ADD ON ITEMS:** A horizontal carousel of three items, each with an "ADD TO CART" button. The items are:
  - ZEP 15.5 Oz Spring Mist Freshen Disinfectant Spray (PART 137864) for \$71.99.
  - Generic Disposable Protective Face Mask (50- (PART 133040) for \$25.99.
  - Generic Antibacterial Hand Wipes (25-Count) (18-Case) (PART 124894) for \$69.99.
- SHOPPING CART:** A section for the main item, "Kik 1 Gallon Pure Bright Germicidal Bleach (3-Case) (PART 184921) priced at \$16.49 EACH. It includes a quantity selector (set to 1), and buttons for "ADD TO LIST", "ADD TO QUOTE", "SUBSCRIBE", "REMOVE", and "SAVE AS QUOTE".
- Cart Summary:** A summary box on the right showing a Subtotal of \$16.49, Shipping of --, and a Total of \$16.49. A prominent "CHECKOUT" button is highlighted with a red box.

\*\*Refer to the Procurement Lifecycle reference guide for further directions on how to complete the requisition process. \*\*