



CDW – Apple Punch-Out Catalog

Effective June 08, 2023, CDW GOVERNMENT LLC (PUNCH OUT) (Supplier ID: S-00011901) has been created as a punch-out catalog in Workday. **ALL** requisitions for any APPLE products must now be entered through the punch-out process (i.e., W.B. Mason, Lenovo, Grainger, etc.), using **“Punch-Out Catalog”** as the **Requisition Type**.



Note: The items listed in the Punch-Out are for APPLE hardware and software products that are part of CDW-G’s Sourcwell Cooperative Contract# 121923-CDW ONLY. For assistance purchasing products not included in the contract, please send an email to itservicesdesk@montclair.edu in order to have them request a quote.

CDW can also provide a quote, but they must confirm with IT that the quoted product is approved for purchase.

As with all other Punch-Outs, CDW-G / Apple requests cannot be edited, canceled, or have a change order entered, once submitted in the system. For any changes to the original request, contact the CDW-G’ representative.

Contacts

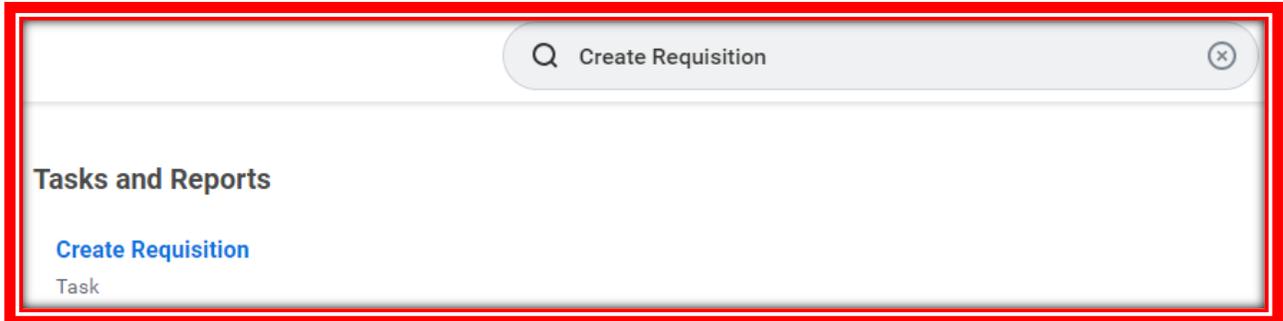


Vinny Nariyani - **IN**
Sr Account Manager
866-854-3442
vinnnar@cdwg.com

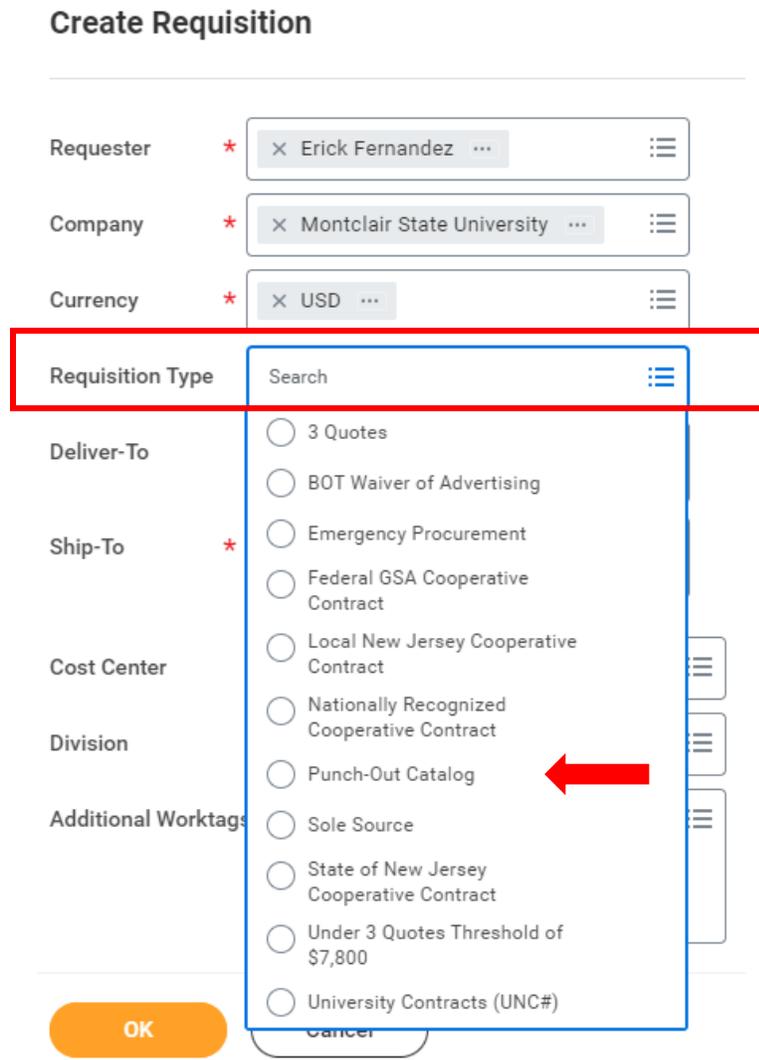
If you have specific questions about products or other information found on this page, please call **(877) 325-9494** to speak to an Account Manager

To Create a Punch-Out Requisition:

1. Log into Workday and type "Create Requisition," press enter and click on the blue "Create Requisition" option

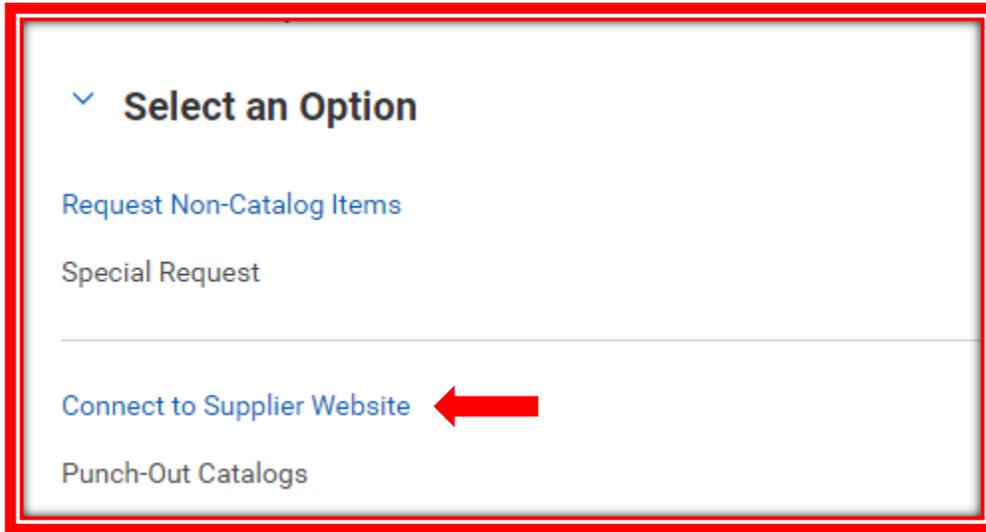


2. On the page that displays next, make sure you choose "Punch-Out Catalog" as the Purchasing Methodology



3. Press ok

4. In "Select an Option," choose "Connect to Supplier Website."



5. From the list of available Punch-Out click "CONNECT" for CDW

Supplier Websites 7 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	W W GRAINGER INC	<input type="checkbox"/>	W W GRAINGER INC (PUNCH OUT)	W W Grainger	Connect
	W B Mason	<input type="checkbox"/>	W B MASON (PUNCH OUT)	W B Mason	Connect
	HD Supply	<input type="checkbox"/>	HD SUPPLY FACILITIES MAINTENANCE LTD (PUNCH OUT)	HD Supply	Connect
	Drew & Rogers	<input type="checkbox"/>	DREW & ROGERS INC - (PUNCH OUT)	Drew & Rogers	Connect
	Fisher Scientific	<input type="checkbox"/>	FISHER SCIENTIFIC - (PUNCH OUT)	Fisher Scientific	Connect
	Lenovo	<input type="checkbox"/>	LENOVO US INC (PUNCH OUT)	Lenovo	Connect
	CDW	<input type="checkbox"/>	CDW GOVERNMENT LLC (PUNCH OUT)	CDW	Connect

6. Once on CDW's website, click on either options "Apple" or "Peripherals" and click on the desired item

The screenshot shows the CDW website interface. At the top left is the CDW logo. At the top right is a search bar with the text "What can we help you find today?" and a magnifying glass icon, and a shopping cart icon labeled "Cart". Below the top navigation is a dark blue header with the text "Montclair State University". On the left side, there is a white navigation menu with a search bar labeled "Search Quote/Order/PO" and a magnifying glass icon. The menu items are "Home", "Apple", and "Peripherals". Red arrows point to the "Apple" and "Peripherals" items. The main content area displays three product listings:

- 
24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 8-core GPU - Blue
- 
24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 8-core GPU - Orange
- 
3-Year AppleCare+ for Schools - iMac

7. Once in the main "Item" page, click "Add to Cart"

Apple iMac 24" M1 8C8C 16GB RAM 512GB SSD - Blue
MFG.PART: Z12W-2002041361 CDW PART: 6515535 UNSPSC: 43211521

\$1,781.01
Montclair State Univ Sourcewell agreement- Apple

Availability: Item Backordered
This item will ship once it is in stock. CDW cannot guarantee an in-stock date.
For more information, please contact your account manager.
Viny Nariyani: 203.851.7169

1

Add to Cart

Save to favorites [Lease Option \(\\$52.54/month\)](#)

8. Next, on the "Order Summary" page, ensure everything looks accurate and click "Checkout." Please note once this is done, the system will take the purchase back to Workday in order to complete it.

[Return To Home](#)
[← Continue Shopping](#)

Shopping Cart

ITEM	AVAILABILITY	PRICE	QUANTITY	ITEM TOTAL
Apple iMac 24" M1 8C8C 16GB RAM 512GB SSD - Blue MFG Part: Z12W-2002041361 CDW Part: 6515535 UNSPSC: 43211521	Item Backordered This item will ship once it is in stock.	\$1,811.20 \$1,781.01 Montclair State Univ Sourcewell agreement- Apple	1	\$1,781.01

 [Update All](#) | [Remove All](#)

Order Summary

Subtotal: **\$1,781.01**

Tax and Shipping calculated at checkout.

Lease Option Pricing ⓘ
\$52.54 / Month

Checkout

9. Once back on the Workday website, click Checkout and finish the process as it would normally be done with any other requisition

MONTCLAIR STATE UNIVERSITY Search

View Cart

Company Montclair State University	Requester Hilal Tabakci	Requisition Type Punch-Out Catalog	Total Amount \$1,781.01	Currency USD
--	-----------------------------------	--	-----------------------------------	------------------------

1 item

Apple iMac 24 M1 8C8C 16GB RAM... \$1,781.01	1
---	---

Edit

Description	Apple iMac 24 M1 8C8C 16GB RAM 512GB SSD Blue
Supplier Item Identifier	6515535
Spend Category	SC0057 IT - Hardware Desktop Laptop Tablet Inad
Supplier	CDW GOVERNMENT LLC (PUNCH OUT)

[Checkout](#) [Continue Shopping](#)

10. Make sure **“Punch-Out Catalog”** has been selected as the Purchasing Methodology and that the **“Order from Connection”** has also been chosen in order to avoid getting an error. After ensuring everything looks good, click submit, and the requisition will be routed for approval. Once the department manager approves it, the requisition will be routed to IT for approval in Workday. After all the approvals are done, CDW will receive the Purchase Order.

Requisition Information

Request Date * 09/05/2023

Currency * X USD

Credit Card

Requisition Type X Punch-Out Catalog

High Priority

Sourcing Buyer

Submitted by Abril Beas

Freight Amount 0.00

Other Charges 0.00

Memo to Suppliers

Internal Memo

Goods

1 item

	Order	Image	Item	Item Description
<input type="checkbox"/>			Item Purchase Item	Apple iMac 24 M1 8C8C 16GB RAM 512GB SSD Blue

Submit Later