Procurement: CDW – Apple Punch-Out

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 Sourcewell 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

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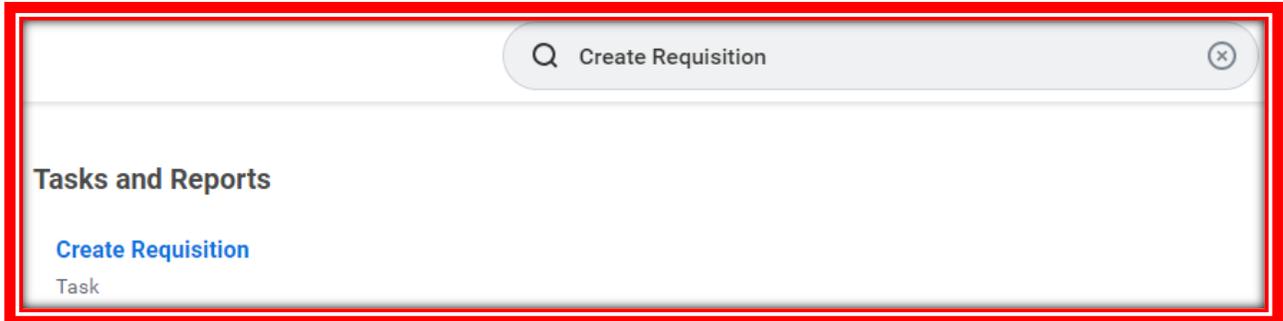
2. On the page that displays next, make sure you choose "Punch-Out Catalog" as the Purchasing Methodology
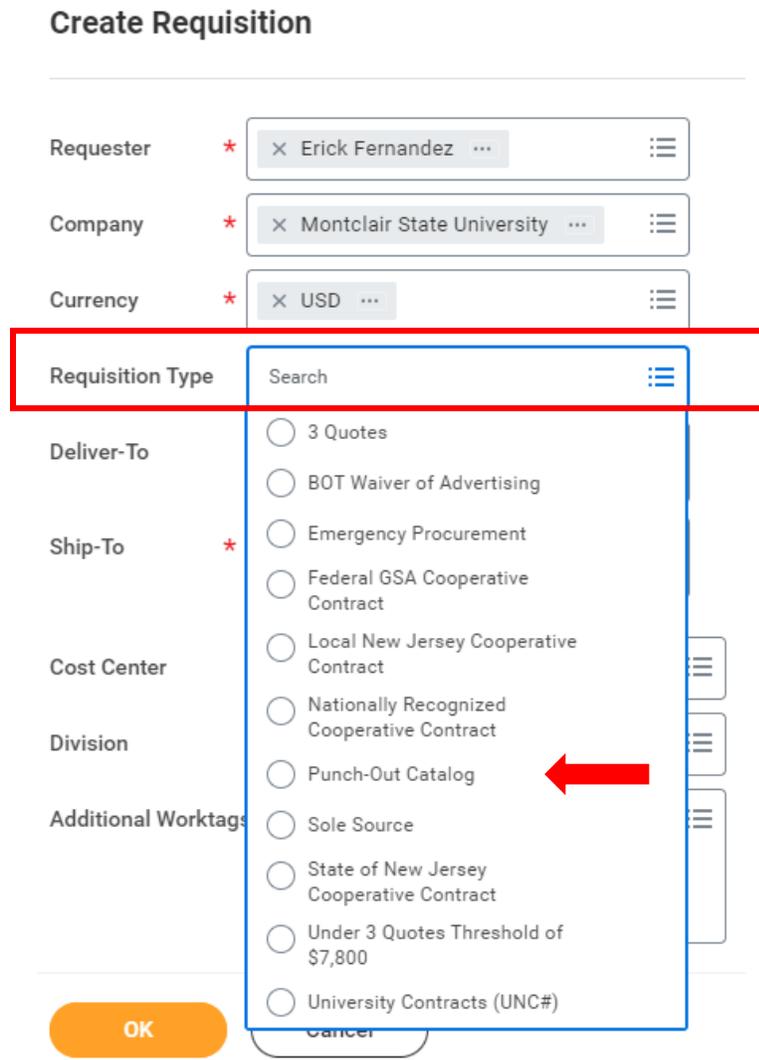
3. Press ok

4. In "Select an Option," choose "Connect to Suppler Website."
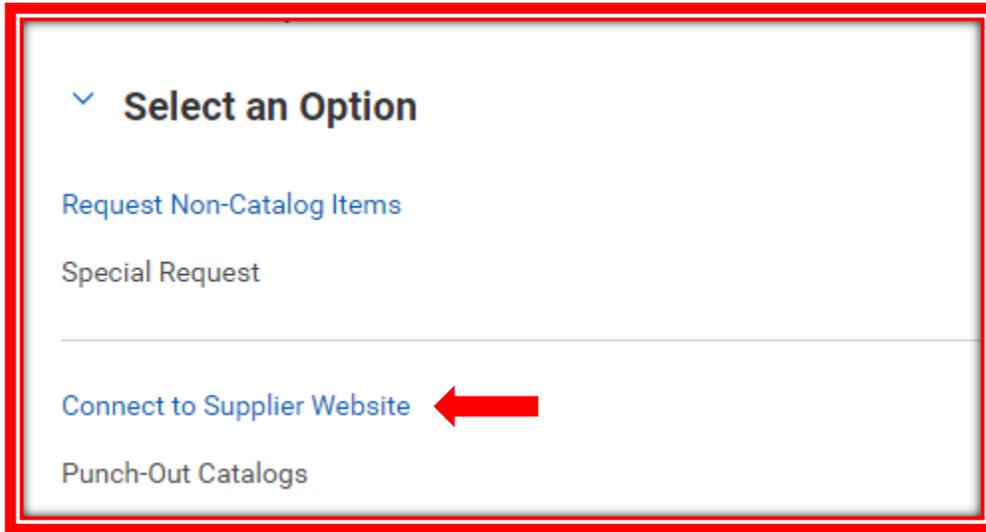
5. From the list of available Punch-Out click "CONNECT" for CDW

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

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

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.

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

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.