



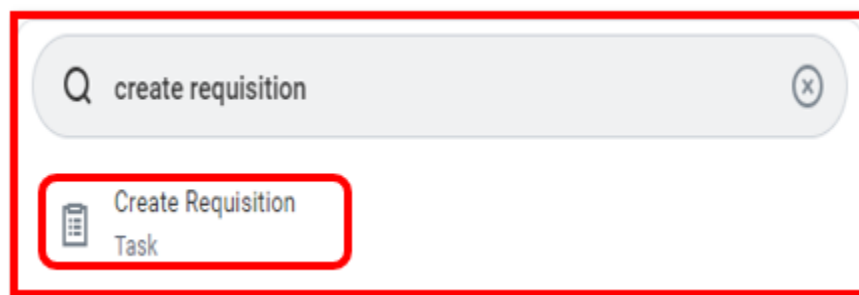
## MSC Industry Supply Punch-out Catalog for MRO Supplies

MSC Industry Supply (MRO) is a punch-out catalog in Workday for MRO supply products. All requisitions for MSC Industry must be entered through the punch-out process (i.e., W.B. Mason, Grainger, Dell Marketing, 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 products. As with all other punch-outs, Punch-Out requests cannot be edited or canceled, nor a change order can 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 MSC Industrial Sales Representative Stacey Wing via e-mail at [Stacey.Wing@mscdirect.com](mailto:Stacey.Wing@mscdirect.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”**.

### Create Requisition

Company \*

Requester \*

Currency \*

**Requisition Type**

Deliver-To

Ship-To \*

Cost Center

Division

Additional Worktags

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

▼ **Select an Option**

[Request Non-Catalog Items](#)

Special Request

---

[Connect to Supplier Website](#)








Punch-Out Catalogs

4. Select the Punch-Out where you would like to make your purchase, then press **Connect** to direct you to the homepage of the website.

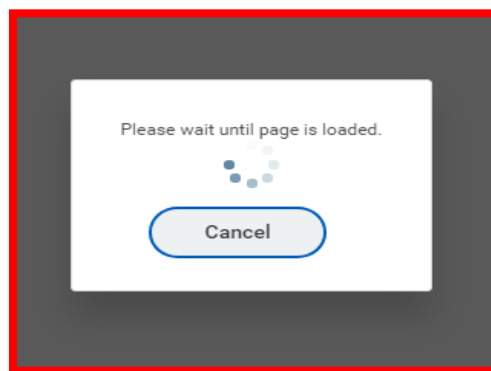
Connect to Supplier Website

Company: Montclair State University    Requester: Erick Fernandez    Currency: USD

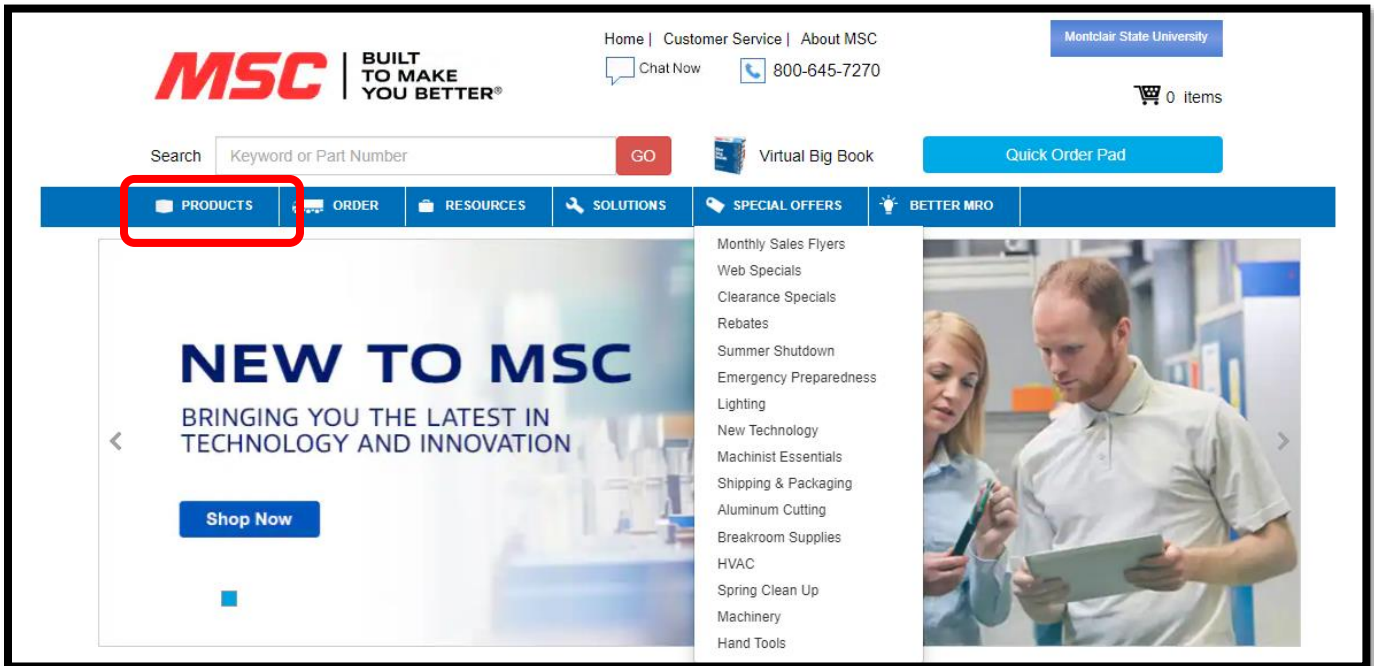
Supplier Websites: 8 items

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

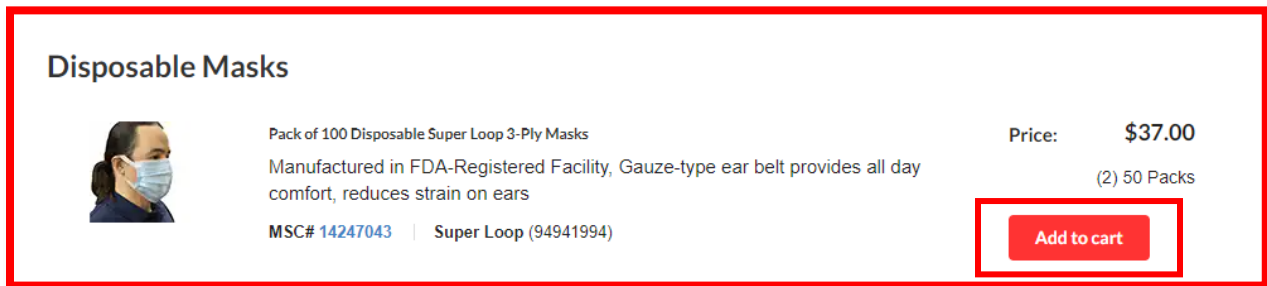
5. While the page is loading you will see this message:



6. The MSC Industrial Supply standard configuration page displays a list of Products Categories section of item categories. Click the category in the list to display related items.



7. Once you find a product/item that you would like to purchase, select **“Add to Cart.”**



8. You will be directed to this page, where you can modify the quantity, delete items, update the cart, and go back to shopping or checkout.

**Your Cart** (1 item)

◀ Back to Shopping

**CHECKOUT**

HAVE ANY QUESTIONS OR COMMENTS?  
**CONTACT US**

Save Cart | Print Cart | Clear Cart | Request Quote  
Add To List | Print CMI Labels

All Items **1** | Errors | Confirmations

**Update Cart**

Quantity	Your Price	Total
<input type="text" value="1"/>	\$39.30 ea.	\$39.30

**1 Item**

**Item #14247043**  
In Stock

No Brand - (2) Packs of 50, Size Universal Procedural Disposable 3-Ply Mask – ASTM Level 1 Standard, Manufactured in FDA-Registered Facility

Your order will include (50) 2 Pack Pieces

Update  
Remove  
Add to List

Item Notes:

9. Review your cart to confirm everything is correct. If you need to make changes click **“View Shopping Cart.”** If everything is okay, select **“Continue.”**

**MSC** | BUILT TO MAKE YOU BETTER®

Home | Customer Service | About MSC | My Account | Montclair State University

Chat Now | 800-645-7270

1 item

Search: Keyword or Part Number **GO** | Virtual Big Book | Quick Order Pad

PRODUCTS | ORDER | RESOURCES | SOLUTIONS | SPECIAL OFFERS | BETTER MRO

Below is a detailed summary of your selection. If you'd like to make changes or if you have omitted any item, click the **View Shopping Cart**, click continue to proceed with your ordering process.

**CONTINUE** →

Item Number	Quantity:	Your Price:	Item Total:
#14247043	1	\$39.30 ea.	\$39.30
Product Description:	No Brand - (2) Packs of 50, Size Universal Procedural Disposable 3-Ply Mask – ASTM Level 1 Standard, Manufactured in FDA-Registered Facility		

Sub Total: **\$39.30**

\* This does not include freight and tax.

**CONTINUE** →

After clicking “[continue](#),” the website will re-direct you to Workday to finish processing the purchase.

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