Workday Guide: Punchout to Supplier Website

From your Workday homepage, search for the “Create Requisition” task:

To access our on-line suppliers, select “Punchout to Supplier Site”:

Click “OK”: 
Select “Connect to Supplier Website”:

Click “connect” to the supplier you would like to shop and you will be directed to the Wellesley specific supplier site. Each supplier site will have a different look and feel: (In this example, we are connecting to WB Mason)
Now you shop for your items:

Enter the item quantity and “click add to cart”: 
When you are finished shopping, click the “checkout” button at the top right-hand side of the screen:

Once you click checkout, you will be directed back to Workday to review your cart and checkout:

There will be four screens to complete before you are finished:

- Shipping Address
- Information
- Attachments
- Review & Submit
The “Default Deliver-To” address should ALWAYS REMAIN “Wellesley College”:
Change the “Default Ship-To” address to your building location. The “Default ship-To” address automatically defaults to 106 Central Street. THIS FIELD NEEDS TO BE CHANGED TO YOUR BUILDING LOCATION: (i.e.-if your office is located in Green Hall, then enter Green Hall into this field)

Take note of the Orange Instructions!

When you have entered your building location, click NEXT at the bottom of the screen:
You MUST type your Room location in the “Memo to Suppliers” field. This information will appear on the driver’s delivery slip. Without this information, the driver doesn’t know where you are located in the building:

Once you have typed in your room location, click next:
Attachments are not required for WB Mason orders, so just Click “Next”: 

You *must* select a Spend Category for the item(s) being purchased. A pull down list is provided by clicking on the lines on the right inside the field:
The accounting information will default to your home cost center; please be sure to change it as necessary. In addition, orders can be split amongst multiple accounts using the “Splits” option:

When complete, click “Submit”. Your requisition will be routed to your Cost Center Manager for approval. Orders are not transmitted to suppliers until they are approved by the Cost Center Manager.