

We are thrilled to announce the integration of a **new supplier punchout to Grainger** within Workday (our procurement system)! This exciting development benefits SNC, streamlining our purchasing process and enhancing efficiency. Let's delve into the details:

#### **What Does Grainger Do?**

- **W. W. Grainger** is a **Fortune 500 industrial supply company** that sells consumable materials, equipment, and supplies needed for maintenance, repair, and operations activities. You can learn more about W. W. Grainger [here](#).

#### **What Is a Supplier Punchout?**

- **Punchout** is a digital system that allows us to **browse and purchase goods or services directly from a supplier's e-commerce website** without leaving Workday.
- In simpler terms, it's like having a virtual doorway that seamlessly connects Workday to the supplier's catalog.

#### **Benefits of a Supplier Punchout:**

- **Real-Time Access:** SNC gains direct access to the supplier's up-to-date product catalog, promotions, and inventory.
- **Accuracy and Efficiency:** By eliminating manual data entry, we reduce errors and ensure that our orders align seamlessly with our internal processes.
- **User Experience:** The punchout method simplifies searching, ordering, and invoicing—all within Workday.

#### **How Does It Work?**

- You'll find a dedicated section for our new supplier when you access Workday.
- Upon selecting the supplier, Workday automatically takes you to their online store.
- You can then browse their products, add items to your cart, and even take advantage of custom product catalogs and discounts—all within Workday.
- Instead of checking out directly, you'll "punch out" to finalize the order. The system exports the order data for internal approval within Workday.
- Once approved, the supplier processes the purchase order, and the usual delivery procedures kick in.

#### **Next Steps:**

- Familiarize yourself with the punchout process—it's intuitive and user-friendly. If you need help getting started, reference the job aid [here](#).
- Contact our e-Procurement team if you have any questions or need assistance.

This enhancement will significantly improve your purchasing experience. Let's embrace the future of e-procurement at SNC together!

Best regards,

SNC e-Procurement Team

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