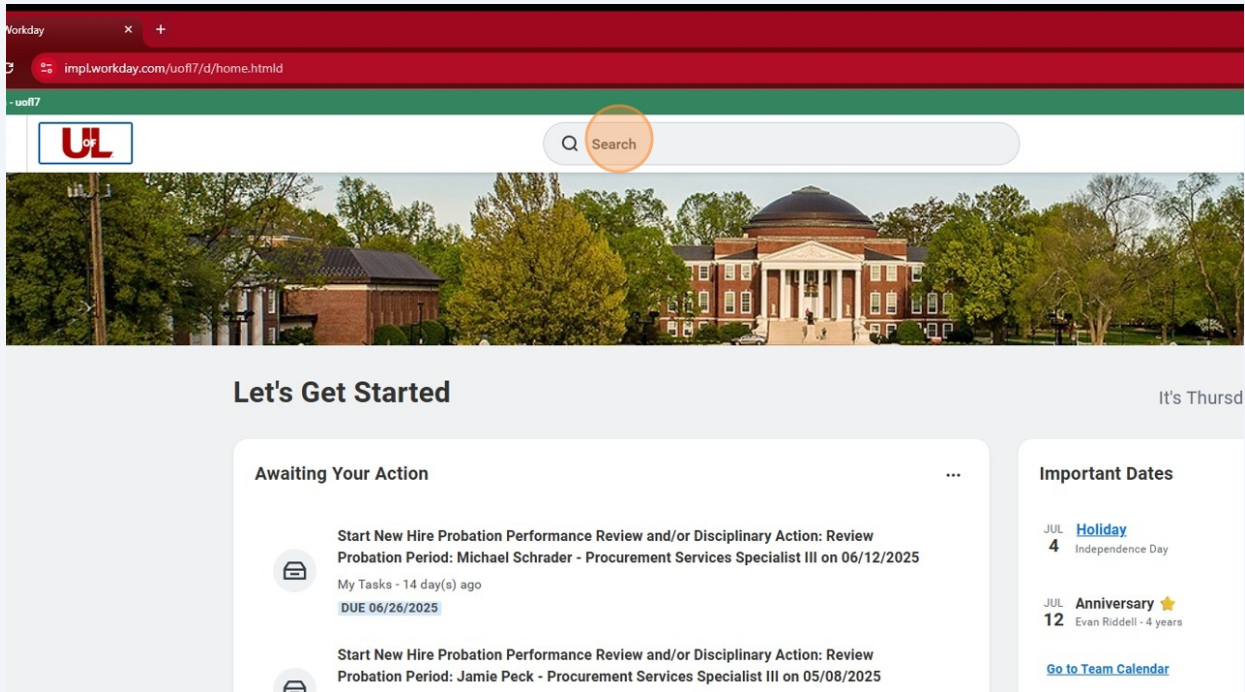


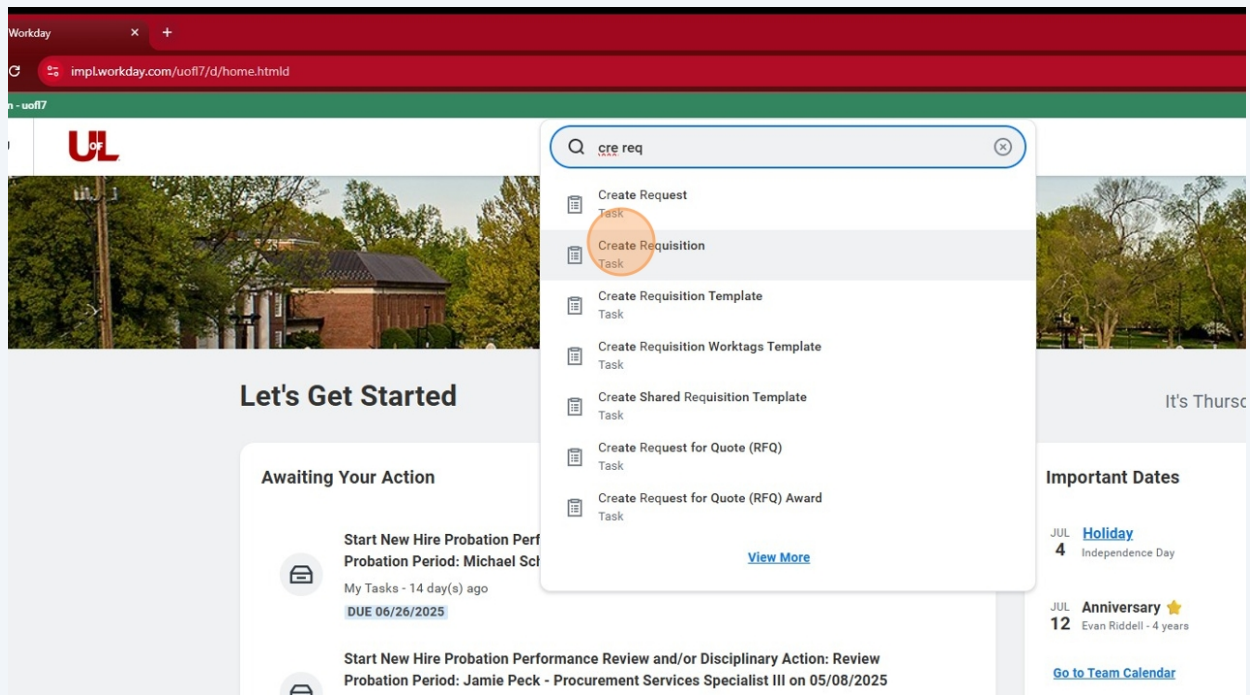
W.W. Grainger Punchout Instructions

1

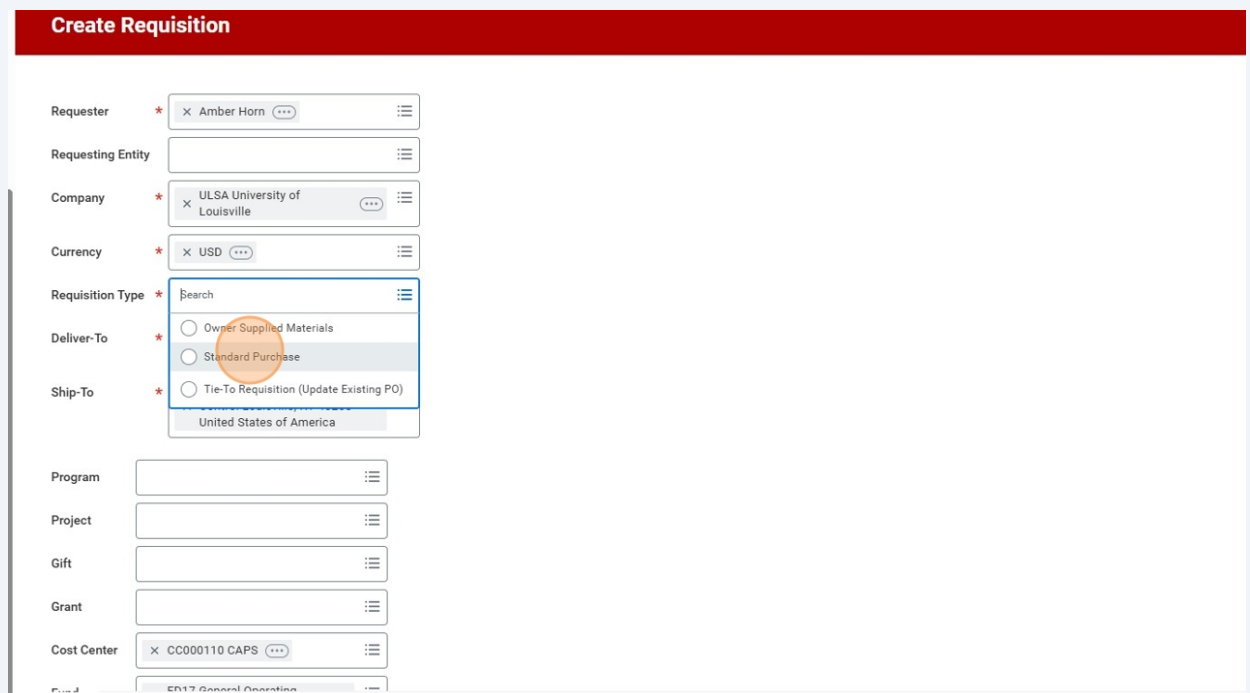
Go to the Search bar on the Workday Home screen. Enter Create Requisition. Workday is text intuitive so you can enter a partial series of each work and it will locate all options that have the letters entered as shown in the step below.



2 Click "Create Requisition" task



3 Click "Requisition Type" to select Standard Purchase



4

The Deliver-To auto-populates and must be changed for each requisition. Click on the X to delete current address

Create Requisition

Requester *

Requesting Entity

Company *

Currency *

Requisition Type *

Deliver-To *

Ship-To *

Program

Project

Gift

Grant

Cost Center

5

Enter the location that item should be delivered to. A portion of the location can be entered (i.e. serv for Service Complex) and all options that contain the letters entered will appear as shown here. Select the appropriate location.

Requester *

Requesting Entity

Company *

Currency *

Requisition Type *

Deliver-To *

Ship-To *

Program

Project

Gift

Grant

Cost Center

Fund

☐ Belknap Campus > Grounds Services (Belknap) > Room 100 (Grounds Services - Belknap)

☐ Belknap Campus > Grounds Services (Belknap) > Room 101 (Grounds Services - Belknap)

☐ Belknap Campus > Grounds Services (Belknap) > Room 103 (Grounds Services - Belknap)

☐ Belknap Campus > Grounds Services (Belknap) > Room 104 (Grounds Services - Belknap)

☐ Belknap Campus > Grounds Services (Belknap) > Room 105 (Grounds Services - Belknap)

OK Cancel

6 Enter the Workday "PPGG" funding information.

The screenshot displays a Workday requisition form with the following fields and values:

- Requester:** Amber Horn
- Requesting Entity:** (empty)
- Company:** ULSA University of Louisville
- Currency:** USD
- Requisition Type:** Standard Purchase
- Deliver-To:** Belknap Campus > Grounds Services (Belknap) > Room 101 (Grounds Services - Belknap)
- Ship-To:** 1704 S. Floyd Street Grounds Services LOUISVILLE, KY 40208 United States of America
- Program:** (empty, highlighted with an orange circle)
- Project:** (empty)
- Gift:** (empty)
- Grant:** (empty)
- Cost Center:** CC000110 CAPS

Buttons at the bottom: OK, Cancel.

7 If the worktag information is unknown, enter part of the description (i.e. purch for Purchasing) and a list of options will appear as shown below. Select the appropriate "PPGG" worktag for the purchase.

The screenshot displays the same Workday requisition form as in step 6, but with the **Program** field set to "purch". A search results dropdown is visible for the **Ship-To** field, showing two options:

- ☒ PG00080 Purchasing Office
- ☐ PG02542 Purchasing - HSC

The **Program** field is highlighted with an orange circle. Buttons at the bottom: OK, Cancel.

8

The Location field must be completed if an asset purchase is requested. This address location should be the location where the item will physically be housed on campus.

Requisition Type *

Deliver-To *

Ship-To *

Program

Project

Gift

Grant

Cost Center

Fund

Function

Activity

Location

OK Cancel

9

The Deliver-To and Location addresses can be different. For example, if the item should be shipped to Central Receiving by the Supplier but will be delivered to and located in the Service Complex Building while in use.

Requisition Type *

Deliver-To *

Ship-To *

Program

Project

Gift

Grant

Cost Center

Fund

Function

Activity

Location

Search Results (20+)

- ☒ Belknap Campus > Grounds Services (Belknap) > Room 100 (Grounds Services - Belknap)
- ☐ Belknap Campus > Grounds Services (Belknap) > Room 101 (Grounds Services - Belknap)
- ☐ Belknap Campus > Grounds Services (Belknap) > Room 103 (Grounds Services - Belknap)
- ☐ Belknap Campus > Grounds Services (Belknap) > Room 104 (Grounds Services - Belknap)
- ☐ Belknap Campus > Grounds Services (Belknap) > Room 105 (Grounds Services - Belknap)
- ☐ Belknap Campus > Grounds Services (Belknap) > Room

OK Cancel

10 Click OK

The screenshot shows a procurement form with the following fields and values:

- Deliver-To:** Belknap Campus > Grounds Services (Belknap) > Room 101 (Grounds Services - Belknap)
- Ship-To:** 1704 S. Floyd Street Grounds Services LOUISVILLE, KY 40208 United States of America
- Program:** PG00080 Purchasing Office
- Project:**
- Gift:**
- Grant:**
- Cost Center:** CC000110 CAPS
- Fund:** FD17 General Operating - General Fund
- Function:** FN06 Institutional Support
- Activity:**
- Location:** Belknap Campus > Grounds Services (Belknap) > Room 105 (Grounds Services - Belknap)

At the bottom of the form, there are two buttons: **OK** (highlighted with an orange circle) and **Cancel**.

11 Click "Connect to Supplier Website "

The screenshot shows a requisition instructions page with the following content:

Company: ULSA University of Louisville | Requester: Amber Horn | Currency: USD | Requisition Type: Standard Purchase

Instructions

REQUISITION INSTRUCTIONS

Please review our [UofL Purchasing Website](#) for all questions. If you have questions or need additional assistance, please contact the [UofL Procurement Office](#).

Top Tips for ordering goods and services:

- Please use "Connect to Supplier Website" to punchout to contracted supplier websites
- If you cannot find what you need in the punchout sites, please create an adhoc request for goods or services by selecting "create non-catalog requisition"

Select an Option

[Request Non-Catalog Items](#)

Add a good or service that is not in the catalog

[Connect to Supplier Website](#)

Request goods and services from Supplier Websites

[Add from Templates and Requisitions](#)

Select from Requisition templates and past Requisitions

[Select from My Procurement Favorites](#)

Select from my Favorite Items

The [Connect to Supplier Website](#) link is highlighted with an orange circle.

12 Click "Connect" button next to W.W. Grainger, Inc.

Acquisition Type
Standard Purchase


Multi-Supplier	Supplier	Description	Connect
<input type="checkbox"/>	VWR Funding Inc		Connect
<input type="checkbox"/>	Staples Inc		Connect
<input type="checkbox"/>	GovConnection Inc		Connect
<input type="checkbox"/>	W W Grainger Inc		Connect
<input type="checkbox"/>	Dell Marketing LP		Connect

13 The Grainger ordering website will open. Use the Search bar or icons to search for items.


Grainger Industrial Supply - MI x +

ca.gcom.grainger.com


GRAINGER Catalog Find A Branch Help 1-800-GRAINGER

All Products ▾ Enter keyword, item, model or part #  Bulk Order


Search Query



For Those Out in the Cold
Your top cold-weather questions answered. >









For the Digital Doers
The 2022 digital catalog is live! >



For the Plastic Experts
Get all the right shapes and sizes. >

The One Item You Need + 1.5 Million More

 <p>Safety & Security</p>	 <p>Lighting & Electrical</p>	 <p>Tools & Test Instruments</p>	 <p>Cleaning & Janitorial</p>	 <p>HVAC</p>	 <p>Pipes, Hose, Tube & Fittings</p>
--	--	---	---	---	---

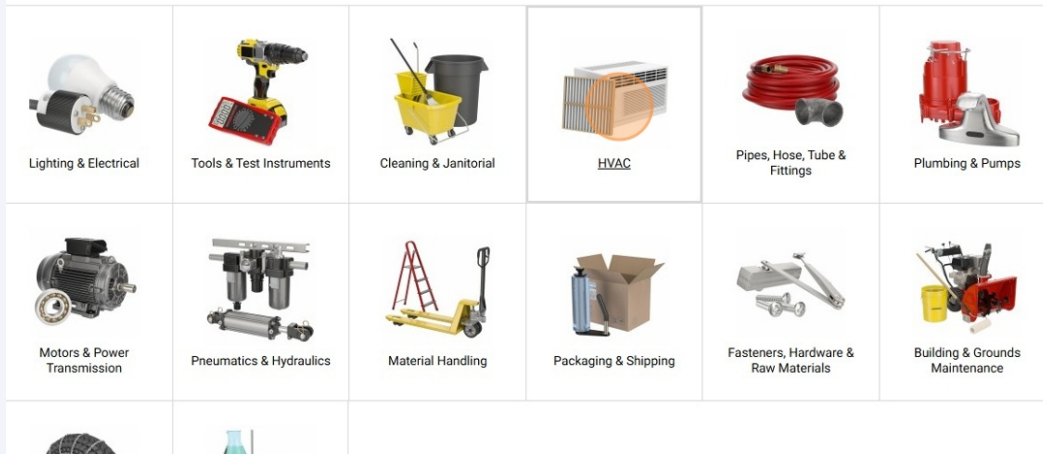
14

Click icon. This will take you through a variety of options related to the category selected.



+ 1.5 Million More

[View All Product Categories >](#)



15

Locate the item needed and click the blue drop down.

[Top Sellers](#) ▾

Light-Duty Industrial Mobile and Stationary Floor Fans

Light-duty industrial mobile and stationary floor fans cool light manufacturing areas, warehouses, and other dry, clean spaces. These air circulators are used where an office fan is inadequate and a heavier-duty or wet-location industrial fan isn't needed. Compared to standard-duty industrial fans, these light-duty fans are made of lighter-gauge materials and have a lower-horsepower motor with less-robust bearings.

Brands
DAYTON

Blade Diameter	Number of Speeds	Air Flow	Voltage	Motor HP	Product Type	Item #	Price
Light-Duty Industrial Fan, Direct Drive-Drive							
24 in	2	4,150/6,200 cfm	115 V AC	1/3 hp	Light-Duty Industrial Fan	39UK52	\$249.26 / each ▾
30 in	2	7,070/9,700 cfm	115 V AC	1/2 hp	Light-Duty Industrial Fan	39UK53	\$424.25 / each ▾
36 in	2	9,200/12,550 cfm	115 V AC	1/2 hp	Light-Duty Industrial Fan	39UK56	\$519.07 / each ▾
42 in	2	12,500/16,800 cfm	115 V AC	3/4 hp	Light-Duty Industrial Fan	45LW12	\$602.14 / each ▾
Light-Duty Quiet-Design Industrial Fan, Direct Drive-Drive							
24 in	3	2,280/4,320/5,030 cfm	115 V AC	1/4 hp	Light-Duty Quiet-Design Industrial Fan	6AGY9	\$432.62 / each ▾
30 in	3	3,450/6,090/7,450 cfm	115 V AC	1/4 hp	Light-Duty Quiet-Design Industrial Fan	6AGZ0	\$471.99 / each ▾

Standard-Duty Industrial Mobile and Stationary Floor Fans

Standard-duty industrial mobile and stationary floor fans cool heavy manufacturing areas and other dusty or dirty environments. Compared to light-duty industrial fans, these standard-duty fans are made of heavier-gauge materials, have a higher-horsepower motor, and feature more-robust motor bearings for a longer life.

Brands

16 Enter Qty and click "Add to Cart"

Top Sellers ▾


Light-Duty Industrial Mobile and Stationary Floor Fans

Light-duty industrial mobile and stationary floor fans cool light manufacturing areas, warehouses, and other dry, clean spaces. These air circulators are used where an office fan is inadequate and a heavier-duty or wet-location industrial fan isn't needed. Compared to standard-duty industrial fans, these light-duty fans are made of lighter-gauge materials and have a lower-horsepower motor with less-robust bearings.

Brands
DAYTON

Blade Diameter	Number of Speeds	Air Flow	Voltage	Motor HP	Product Type	Item #	Price
Light-Duty Industrial Fan, Direct Drive-Drive							
24 in	2	4,150/6,200 cfm	115 V AC	1/3 hp	Light-Duty Industrial Fan	39UK52	\$249.26 / each ▾
30 in	2	7,070/9,700 cfm	115 V AC	1/2 hp	Light-Duty Industrial Fan	39UK53	\$424.25 / each ▲
36 in	2	9,200/12,550 cfm	115 V AC	1/2 hp	Light-Duty Industrial Fan	39UK56	\$519.07 / each ▾
42 in	2	12,500/16,800 cfm	115 V AC	3/4 hp	Light-Duty Industrial Fan	45LW12	\$602.14 / each ▾

☐ Compare



DAYTON
Light-Duty Industrial Fan: Light-Duty Industrial Fan, 30 in Blade Dia, 2 Speeds, 115 V AC
Item # 39UK53
Mfr. Model # 39UK53
Catalog Page # 2793
[View Product Details](#)

GRAINGER CHOICE

Your Price ⓘ
\$424.25 / each

This item requires special shipping, additional charges may apply.

Expected to arrive **Fri. Jun 27**.

Ship to 40201 ▾

Qty 1

Add to Cart


Top

17 Click "Continue Shopping" if more items are needed. Repeat steps 14-16.

Mobile & Stationary Floor Fans

stationary floor fans sit close to the ground to resist tipping over, even when bumped, while providing a air at floor level. These air circulators are often used for spot cooling workstations or production lines and for manufacturing plants, wareh

1 Product Added to Cart



DAYTON
Light-Duty Industrial Fan: Light-Duty Industrial Fan, 30 in Blade Dia, 2 Speeds, 115 V AC

Qty 1

Your Price **\$424.25** / each

Continue Shopping


View Cart

Sort by: Top Sellers ▾

Table List

Blade Diameter	Number of Speeds	Air Flow	Voltage	Motor HP	Product Type	Item #	Price
Light-Duty Industrial Fan, Direct Drive-Drive							
24 in	2	4,150/6,200 cfm	115 V AC	1/3 hp	Light-Duty Industrial Fan	39UK52	\$249.26 / each ▾
30 in	2	7,070/9,700 cfm	115 V AC	1/2 hp	Light-Duty Industrial Fan	39UK53	\$424.25 / each ▲

☐ Compare



DAYTON
Light-Duty Industrial Fan: Light-Duty Industrial Fan, 30 in Blade Dia, 2 Speeds, 115 V AC
Item # 39UK53
Mfr. Model # 39UK53

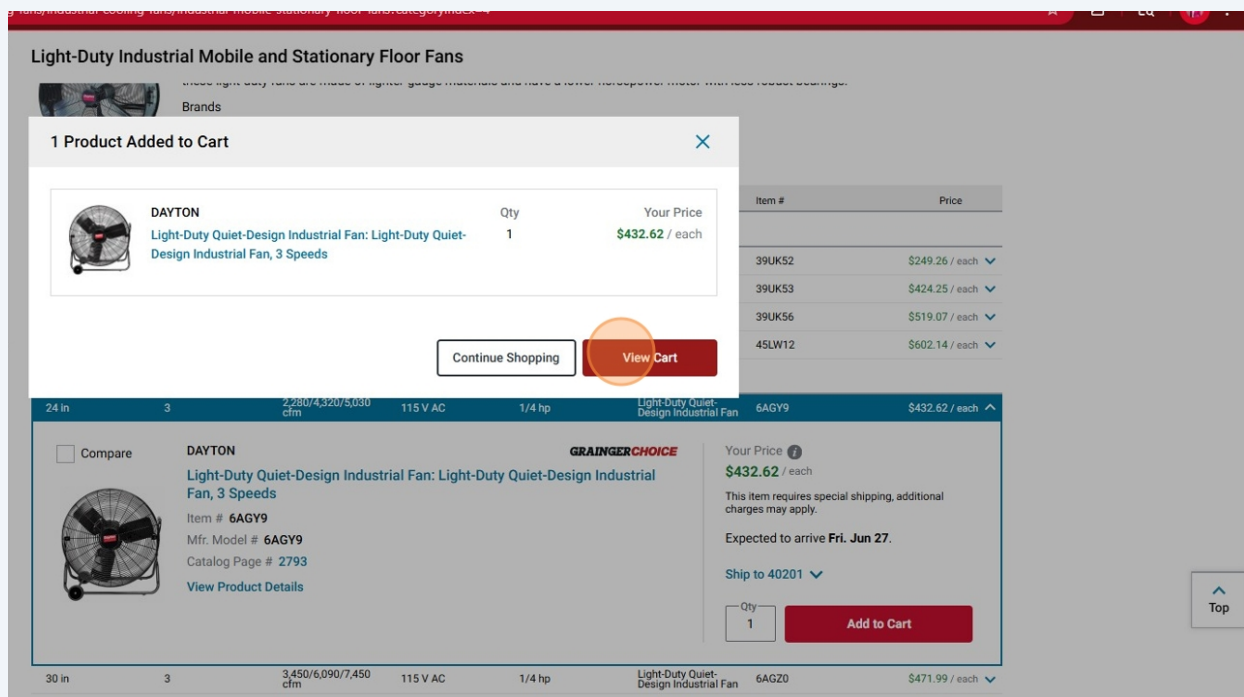
GRAINGER CHOICE

Your Price ⓘ
\$424.25 / each

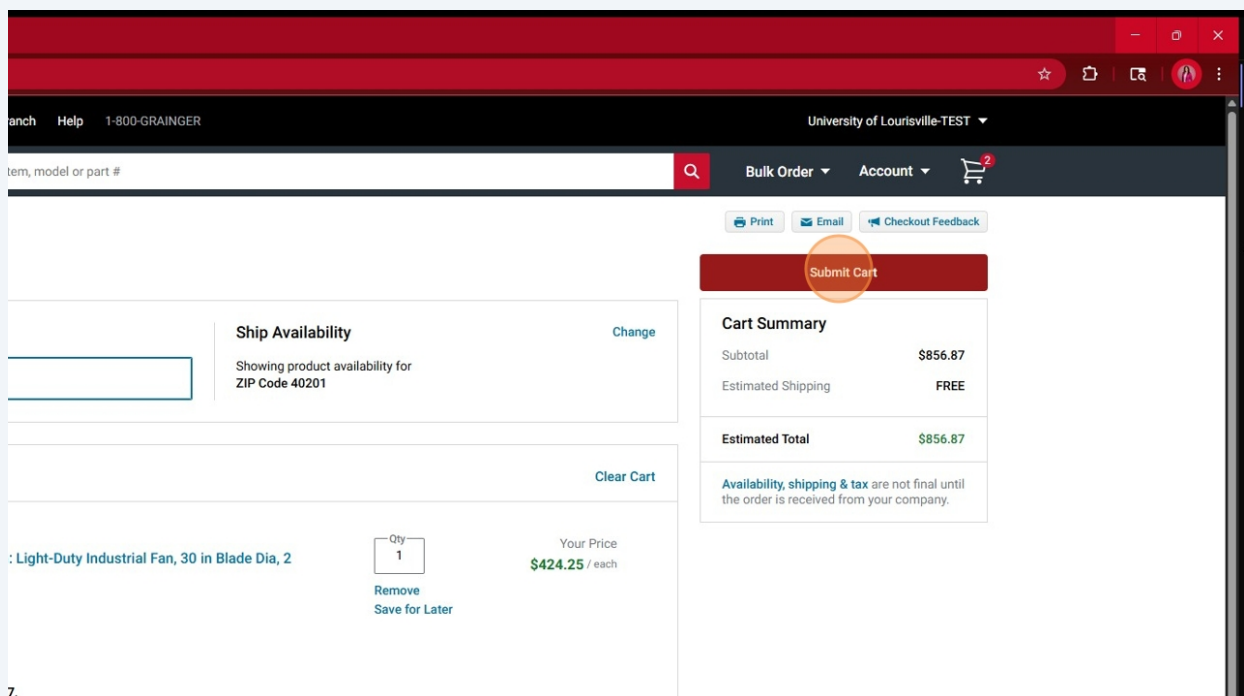
This item requires special shipping, additional charges may apply.

Expected to arrive **Fri. Jun 27**.

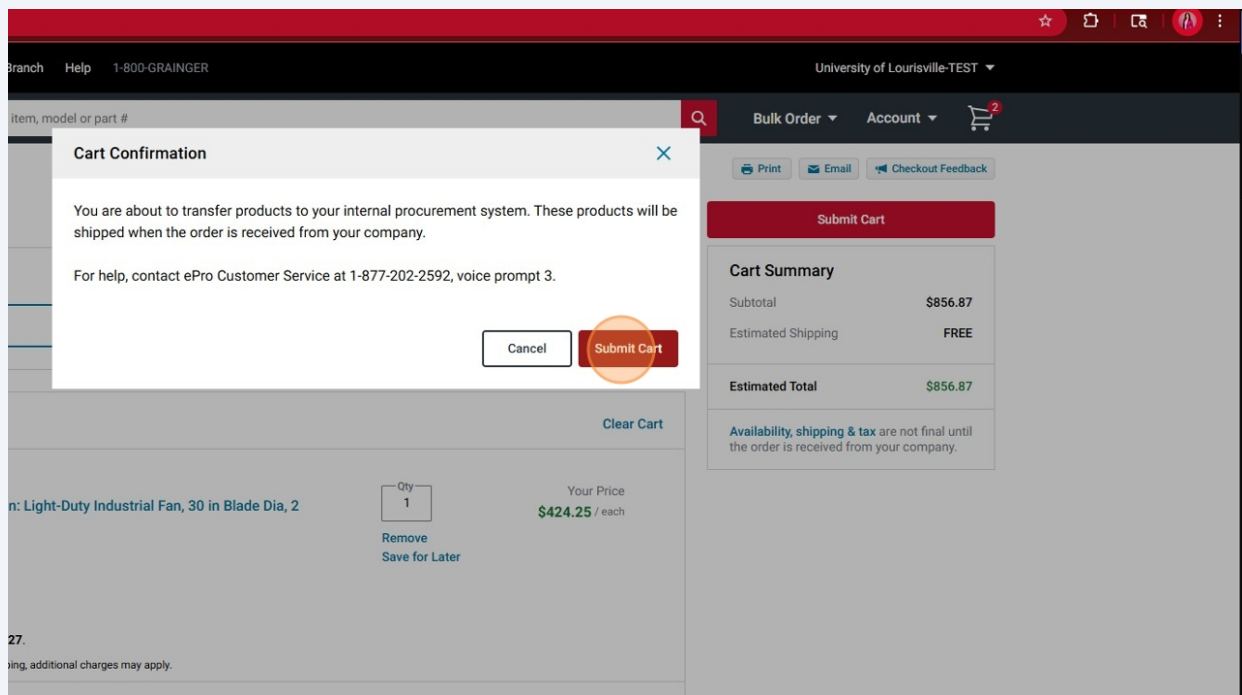
18 After all items have been added to cart, click "View Cart"



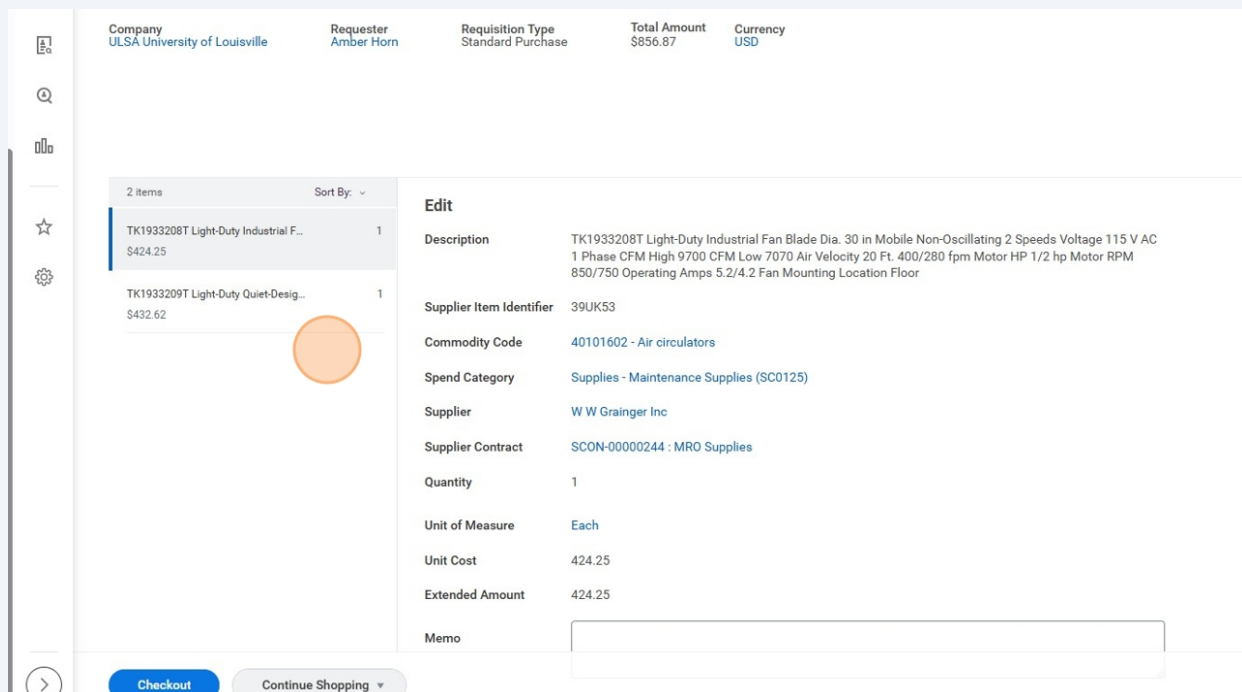
19 Review cart selections and make changes as needed. Click "Submit Cart"



20 Click "Submit Cart" again.



21 The items will be moved into Workday and populated on the active requisition. Click on the sections on the left to open and review all lines to confirm all selections were transferred to requisition.



22 Click Checkout if no changes are needed or Continue Shopping to add items.

The screenshot shows a shopping cart with one item. The item details are as follows:

Description	
TK1933209T Light-Duty Quiet-Design...	1
\$424.25	

Below the item list, there are two buttons: "Checkout" (highlighted with an orange circle) and "Continue Shopping".

On the right side, there is a detailed view of the selected item:

Description	
TK1933209T Light-Duty Industrial Fan blade U1A, 30 in mobile non-oscillating 2 speeds voltage 115 V AC 1 Phase CFM High 9700 CFM Low 7070 Air Velocity 20 Ft. 400/280 fpm Motor HP 1/2 hp Motor RPM 850/750 Operating Amps 5.2/4.2 Fan Mounting Location Floor	
Supplier Item Identifier	39UK53
Commodity Code	40101602 - Air circulators
Spend Category	Supplies - Maintenance Supplies (SC0125)
Supplier	W W Grainger Inc
Supplier Contract	SCON-00000244 : MRO Supplies
Quantity	1
Unit of Measure	Each
Unit Cost	424.25
Extended Amount	424.25
Memo	

23 Review details to ensure accuracy. Use the scroll bar on the left side to review line detail.

The screenshot shows a checkout form with a red header bar labeled "Checkout". The form contains the following sections:

- Company:** ULSA University of Louisville
- Requester:** Amber Horn
- Requisition:** new -
- Status:** Draft
- Total Amount:** 856.87 USD

Shipping Address

Deliver-To: Belknap Campus > Grounds Services (Belknap) > Room 101 (Grounds Services - Belknap)

Ship-To Address: 1704 S. Floyd Street
Grounds Services
LOUISVILLE, KY 40208
United States of America

Requisition Information

Request Date: * 06/26/2025

Currency: * X USD

Credit Card:

Requisition Type: * X Standard Purchase

Sourcing Buyer:

Submitted by: Amber Horn

Freight Amount: 0.00

Other Charges: 0.00

24

Review all line information and confirm it is correct. Use the slider bar at the bottom to scroll to the right to review additional information. Make any corrections as needed.

2 Items

Order	Image	Company	Item Description	Commodity Code	*Spend Category	*Quantity
+	▼	ULSA University of Louisville	TK193208T Light-Duty Industrial Fan Blade Dia. 30 in Mobile Non-Oscillating 2 Speeds Voltage 115 V AC 1 Phase CFM High 9700 CFM Low 7070 Air Velocity 20 Ft. 400/280 fpm Motor HP 1/2 hp Motor RPM 850/750 Operating Amps 5.2/4.2 Fan Mounting Location Floor	40101602 - Air circulators	Supplies - Maintenance Supplies (SC0125)	Quantity * 1 Unit of Measure * Each
+	▲	ULSA University of Louisville	TK193209T Light-Duty Quiet-Design Industrial Fan Blade Dia. 24 in Mobile Non-Oscillating 3 Speeds Voltage 115 V AC 1 Phase CFM High 5030 CFM Low 2280 Air Velocity 20 Ft. 500/350/220 fpm Motor HP 1/4 hp Motor RPM 1025/880/480 Operating Amps 1.8/1.5/1 Fan	40101602 - Air circulators	Supplies - Maintenance Supplies (SC0125)	Quantity * 1 Unit of Measure * Each

Services

0 Items

Submit Save for Later Continue Shopping ...

25

Click Submit to submit purchase requisition.

2 Items

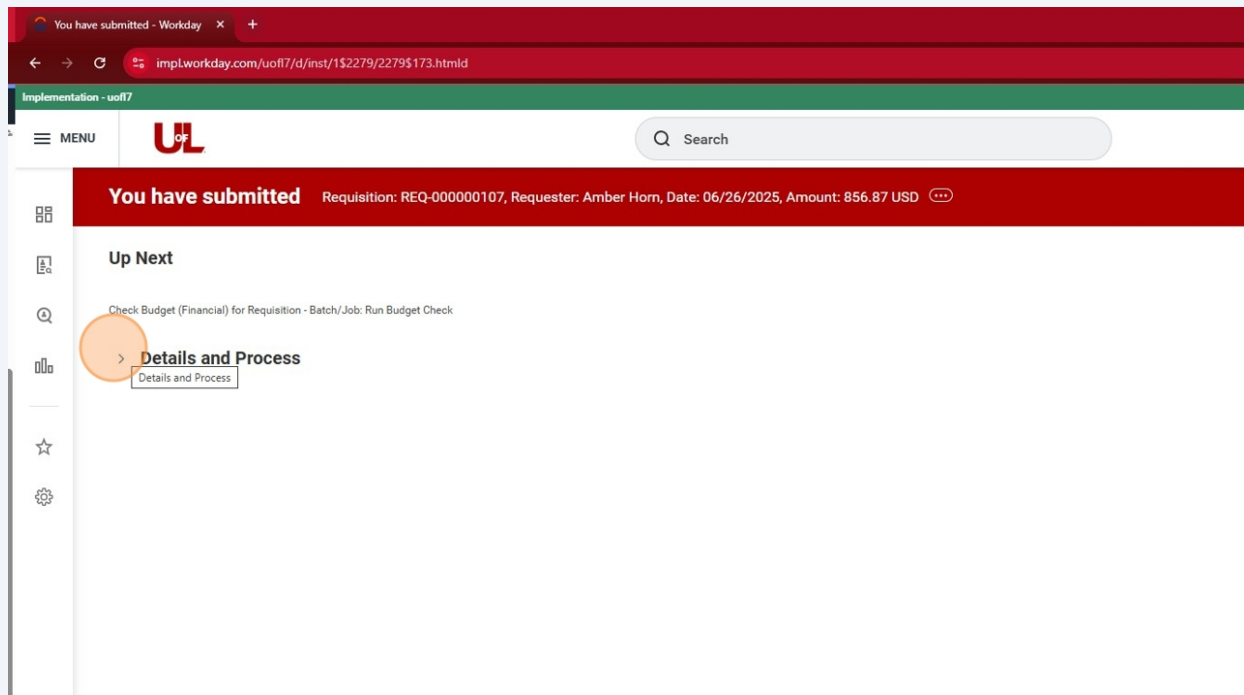
Order	Image	Company	Item Description	Commodity Code	*Spend Category	*Quantity
+	▼	ULSA University of Louisville	TK193208T Light-Duty Industrial Fan Blade Dia. 30 in Mobile Non-Oscillating 2 Speeds Voltage 115 V AC 1 Phase CFM High 9700 CFM Low 7070 Air Velocity 20 Ft. 400/280 fpm Motor HP 1/2 hp Motor RPM 850/750 Operating Amps 5.2/4.2 Fan Mounting Location Floor	40101602 - Air circulators	Supplies - Maintenance Supplies (SC0125)	Quantity * 1 Unit of Measure * Each
+	▲	ULSA University of Louisville	TK193209T Light-Duty Quiet-Design Industrial Fan Blade Dia. 24 in Mobile Non-Oscillating 3 Speeds Voltage 115 V AC 1 Phase CFM High 5030 CFM Low 2280 Air Velocity 20 Ft. 500/350/220 fpm Motor HP 1/4 hp Motor RPM 1025/880/480 Operating Amps 1.8/1.5/1 Fan	40101602 - Air circulators	Supplies - Maintenance Supplies (SC0125)	Quantity * 1 Unit of Measure * Each

Services

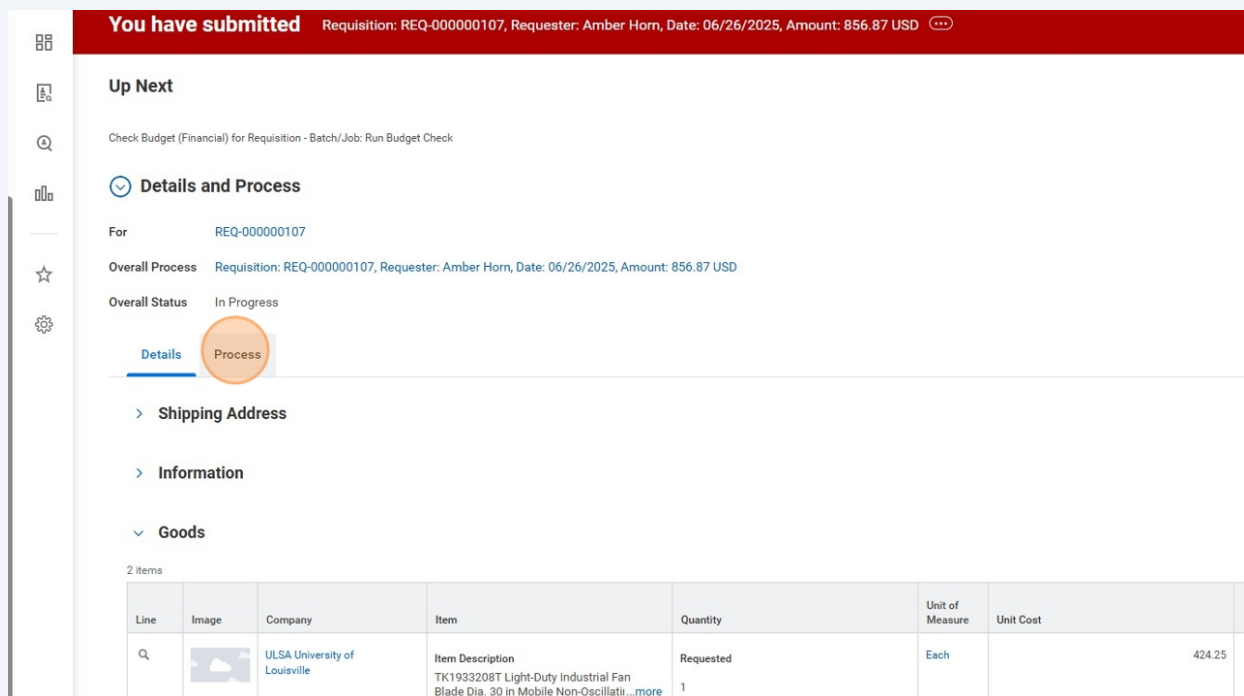
0 Items

Submit Save for Later Continue Shopping ...

26 Click "Details and Process" to view the auto-generated requisition number.



27 Click "Process" to review the approval steps.



28 Click Remaining Process to review approval steps.

Up Next

Check Budget (Financial) for Requisition - Batch/Job: Run Budget Check

Details and Process

For: REQ-000000107

Overall Process: Requisition: REQ-000000107, Requester: Amber Horn, Date: 06/26/2025, Amount: 856.87 USD

Overall Status: In Progress

Details | **Process**

Process History 3 items

Process	Step	Status	Completed On	Due Date	Per
Requisition Event	Requisition Event	Step Completed	06/26/2025 08:58:50 AM		Am
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/26/2025 08:58:50 AM		
Check Budget (Financial)	Batch/Job: Run Budget Check	Launched	06/26/2025 08:58:50 AM		

Remaining Process

Click on the button below to review remaining process details.

Remaining Process

29 Click hyperlink for requisition to return to the requisition details.

View Remaining Process - Work x +

implworkday.com/uofl7/d/inst/13655162/rel-task/2998\$21343.html

Implementation - uofl7

MENU **UL** Search

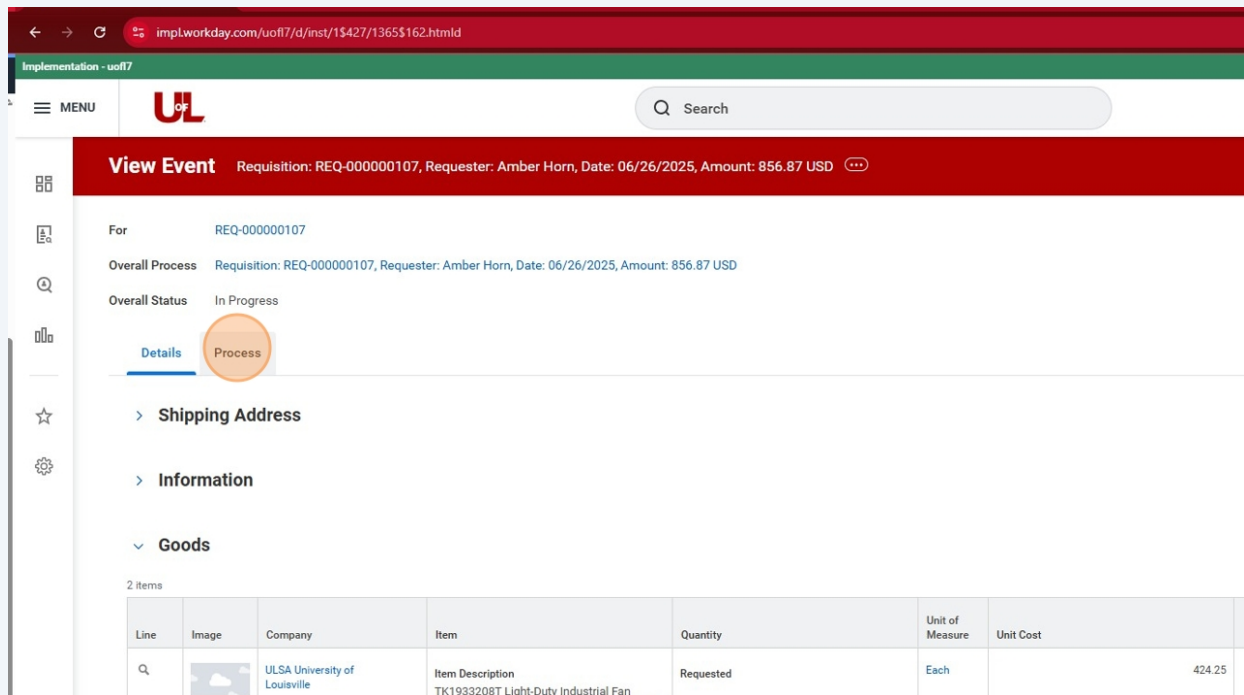
View Remaining Process Requisition: REQ-000000107, Requester: Amber Horn, Date: 06/26/2025, Amount: 856.87 USD

Requisition: REQ-000000107, Requester: Amber Horn, Date: 06/26/2025, Amount: 856.87 USD

Remaining Process 8 items

Process	Step	Group
Requisition Event	Approval by Requisition Approver - Lab Animals	Requisition Approver - Lab Animals
Requisition Event	Approval by Requisition Approver - Radioactive	Requisition Approver - Radioactive
Requisition Event	Approval by Requisition Approver - Fabric	Requisition Approver - Fabric
Requisition Event	Approval by Requisition Approver - Print	Requisition Approver - Print
Requisition Event	Approval by Accounts Payable Operations Lead	Accounts Payable Operations Lead
Requisition Event	Approval by Accounting Operations Lead	Accounting Operations Lead
Requisition Event	Review Requisition	Spend Category Buyer
Requisition Event	Source Goods and Services Requisition	Spend Category Buyer

30 Click "Process" tab again to review outstanding approvals as shown in next step.



View Event Requisition: REQ-000000107, Requester: Amber Horn, Date: 06/26/2025, Amount: 856.87 USD

For REQ-000000107

Overall Process Requisition: REQ-000000107, Requester: Amber Horn, Date: 06/26/2025, Amount: 856.87 USD

Overall Status In Progress

Details Process

> Shipping Address

> Information

> Goods

2 Items

Line	Image	Company	Item	Quantity	Unit of Measure	Unit Cost
Q		ULSA University of Louisville	Item Description TK1933208T Light-Duty Industrial Fan	Requested	Each	424.25

31 Use scroll bar on left side to scroll down.

Date: 06/26/2025, Amount: 856.87 USD

	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
	Step Completed	06/26/2025 08:58:50 AM		Amber Horn	1	
ial)	Automatic Complete	06/26/2025 08:58:50 AM			0	
st Check	Step Completed	06/26/2025 08:58:52 AM			0	
	Not Required				0	
	Not Required				0	
k	Not Required				0	
k	Not Required				0	
et in Budget Check	Step Completed	06/26/2025 08:58:52 AM		Workday Service	1	
Asset Accountant	Not Required				0	
iger	Not Required				0	

32

Once departmental approvals are completed the purchase order will immediately be issued and sent to Grainger.

implworkday.com/uofl7/d/inst/1\$427/1365\$162.htmlid

Implementation - uofl7

MENU

UL

Q Search

View Event Requisition: REQ-000000107, Requester: Amber Horn, Date: 06/26/2025, Amount: 856.87 USD

For REQ-000000107

Overall Process Requisition: REQ-000000107, Requester: Amber Horn, Date: 06/26/2025, Amount: 856.87 USD

Overall Status In Progress

Details Process

Process History 17 Items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Requisition Event	Requisition Event	Step Completed	06/26/2025 08:58:50 AM		Amber Horn
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete	06/26/2025 08:58:50 AM		
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed	06/26/2025 08:58:52 AM		
Check Budget (Financial)	Review Budget Check	Not Required			
Check Budget (Financial)	Review Budget Check	Not Required			