

e Procurement Site Instructions

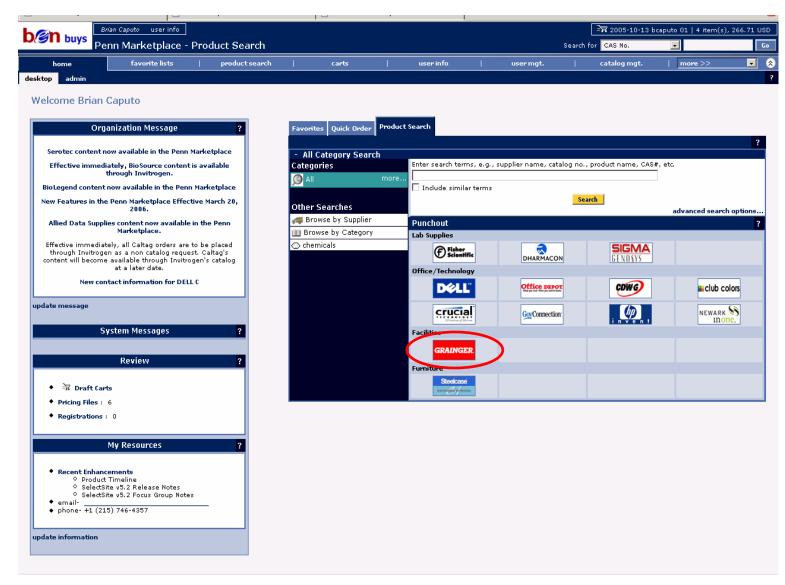
For



The Grainger punch-out site takes users directly to the Grainger business to business website.

Once searching is completed and items have been placed in your shopping cart, all information is then transferred back to the Penn Marketplace. The Penn Marketplace will complete the requisition by assigning account codes, shipping information, and creating purchase orders.

To use the Grainger punch out site, please click on the Grainger logo that appears under Product Search tab under the categories of **Facilities**.



Home Page

eProcurement is quick and easy with Grainger. Use this handy guide to walk you step-by-step through our convenient site features. Then keep it near your computer for reference.

A	Navigation Bar You will find this navigation bar on every page of this site. See below for descriptions on these helpful fields.	GRAINO	Home Resources Contactor	A Branch Requisition Form	Compare Rems Help
В	Search Products – (Enter Search Terms) Search for products by keyword(s), Grainger Item #, Manufacturer/Brand, Manufacturer Model #, National Stock Number (NSN) or Cross Reference # by clicking on the appropriate choice and entering the information in the box.	ACTIVE Demo Catalog Regulstion Form Personal Lists HELP	SEARCH PRODUCTS B Keyword(a) Ga Categories Product Index Mfg. / Brand - Adhesives, Sealants & Tape - Cleaning & Painting - Electrical - Fasteners & Hardware - HVAC	City. Grainger item tem # tem # te	Important Product Notice GE T12 LAMP CHANGE Effective September 1st
С	Search Products – (Browse Catalog) Click on any Category, Product Index, or Manufactuer/Brand, to browse the more than 155,000 products in our catalog online. You can keep refining your search until you find what you're looking for.	RESOURCES	Lighting Material Handling Metalworking, Welding & Lubrication Motors & Power Transmission Office Equipment Outdoor Equipment Pneumatics & Hydrautics Pumps & Plumbing Safety & Security Tools & Test Instruments	GET MORE INFO More E Reed Heip? Coll 1-877-202-2592 Monday - Friday 7 a m 7 p.m. CT	We've got stily 'en Search for Sapelier
D	Quick Item Entry Use this <i>Quick Item Entry Pad</i> to add products to a requisition directly from the home page. For larger requisitions use our <i>Bulk Requisition Pad</i> .		Terms of Access Terms	a Contact Us Find A Branch Halp of Purchase Privacy Policy (Rev 10/2007 W. Grainger, Inc. All rights reserved.	9021



Home Resources Contact Us Find A Branch Requisition Form Compare Items Help

Image: Market Market Market State (PDF) (PDF)

Home

Click here from anywhere on the site to return to the site home page.

Resources

Click here for important resources like:

Material Safety Data Sheets (MSDS): Find and print out details on hazardous materials found in products we sell.
 Certification information: Helpful list of links to

independent agencies that test and standardize products for your safety.

More great tips and online safety resources.

Contact Us

Here you'll find a lot of helpful information, like how to contact our Customer Care department by phone or e-mail.

Find a Branch

Search by Zip code, area code, state or branch # to find your local branch. You can also find maps and other information.

Requisition Form

Your *Requisition Form* is a descriptive breakdown of the items you are adding. You can easily add, alter or remove items from your *Requisition Form*.

Compare Items

Compare multiple products side by side on one screen with our *Product Comparison Tool.* Product specifications are arranged in an easy-to-read chart for fast selection.

Help

Get answers about searching, requisitions or Grainger in general. You'll find phone numbers, email addresses and privacy policies.

> The benefits of using eProcurement System at Grainger:

- Fast, efficient and simple to use
- View your pricing
- Create a requisition quickly using Personal Lists

Grainger eProcurement questions? Contact Customer Care at 1.877.202.2592. (M–F, 7:00am–7:00pm CT). Or, send an email to eprocustomercare@notes.grainger.com

Home Page

Requisition Form Your *Requisition Form* shows you a list of items you are ordering. You'll find all pricing, general availability and quantity information on this convenient form.

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C	To su	ubmit y	our <i>R</i> e	quisition equisition, sition Cor			ng on your F	Requisi	tion F	orm and th	en click the "	Continue"	button. This

	Catalog No. 396 (PDF) Keyword(s) ✓ Go
TIVE	Requisition Confirmation
emo Catalog equisition Form	Thank you for visiting Grainger's Online Catalog.
mo	You are about to transfer items to your internal procurement system. These items will not be shipped until approval is received from your procurement system provider.
	For customer service, please contact Customer Care at 1-877-202-2592 or email us at eprocustomercare@notes.grainger.com.
	To complete this portion of the process, click Submit Requisition.
	Edit Requisition
When you cli	it Requisition ck the <i>"Continue"</i> button from the Requisition form, the <i>Requisition Confirmation</i> page will be displayed to submit, just click <i>"Submit Requisition."</i> Or, if you want to make changes to your order, simply click <i>"E</i>

• Submit your requisition quickly

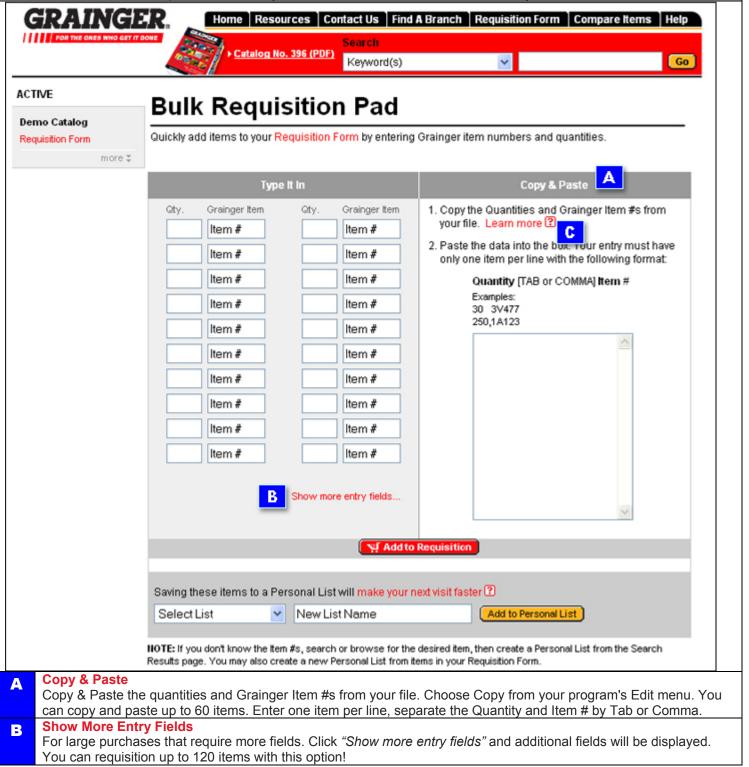
Contact Customer Care at 1.877.202.2592. (M–F, 7:00am–7:00pm CT). Or, send an email to eprocustomercare@notes.grainger.com

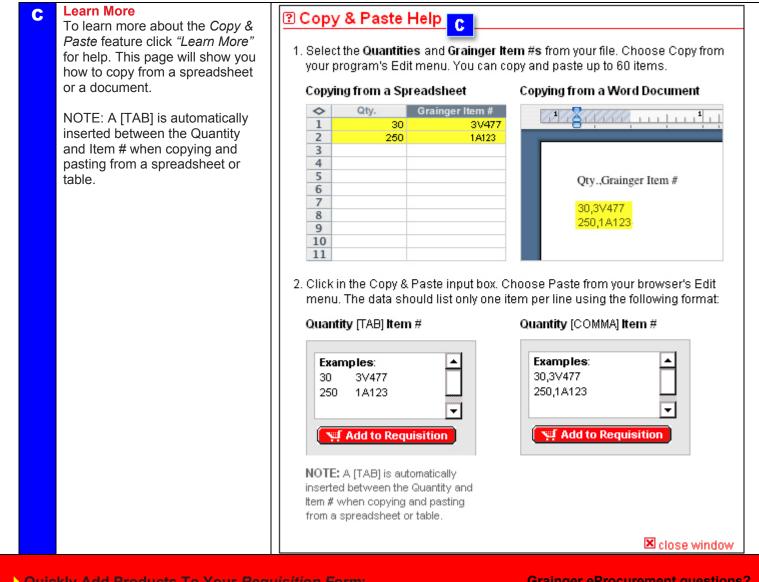
Building a Requisition

Bulk Requisition Pad

Bulk Requisition Pad

Use this pad to quickly add products to your *Requisition Form*. Simply insert your Grainger Item #s, the quantities you want, and then click *"Add to a Requisition"*. You may also add these items to a *Personal List* if you choose.





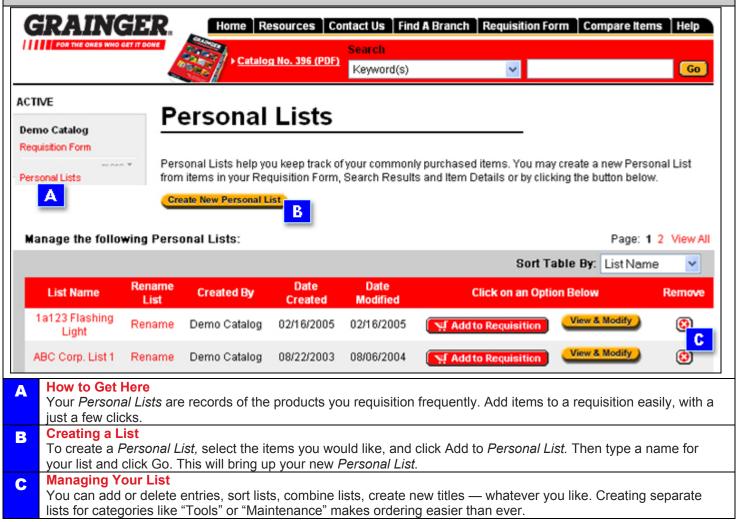
- > Quickly Add Products To Your Requisition Form:
 - Handle large item orders fast and easy with the *Bulk Requisition Pad*
 - You can copy and paste up to 60 items

Grainger eProcurement questions? Contact Customer Care at 1.877.202.2592. (M–F, 7:00am–7:00pm CT). Or, send an email to eprocustomercare@notes.grainger.com

Bulk Requisition Pad

Personal Lists

Your *Personal Lists* are records of the products you requisition frequently. Add items to a requisition easily, with a just a few clicks.



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Demo Ca Requisition			Perso	nal Lists > View a Personal List Another Personal List 💌	t						
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Qty.	ltem #			Show more entry fields					_	Add to Requis	ition
Select Items	Item #	Updat Enter Qty.	Notes	Notes & Restrictions Description		Manufacturer Model #	Ship Qty.		ble By: Your Price	Extended	Remov
	4KH45	12		Safco Double Desk Top Organ inches Wide, Gray	nizer, 47	SAFCO 3524	1	From Mfr. w/in 4 bus. days	\$141.90	\$1,702.80	8
	6AJ16	1	M	Natural Latex Glove, Size 8, Unsupported, Thickness 29 Mi Length 13 Inches, Diamond Er Grip, Flocklined, Color Orange	mbossed	ANSELL 208	1	Today	\$1.82	\$1.82	3
	6GD41	1	M	Carbon Steel Ball Valve, Inlet/C 1/4 Inches, Temperature Ratin 450 Degrees Fahrenheit, 1000 Hydraulic	ig -60 to	IMPORT 6GD41	1	Today	\$27.65	\$27.65	3
	6W658	1		Chipping Hammer Chisel, Ler Inches, 0.680 Inch Round Sha Collar, 2 Inches Wide	-	AJAX TOOLS 323	1	Today	\$19.83	\$19.83	3
Remov	All Item(s) e Selected Ite			r Personal List					_	Total : \$1,7	

Just bring up the list you'd like to create a requisition from, click *Select Items* next to the items you wish to add to requisition, update the quantity and hit *Add to Requisition*. Then check out and you're done.

How to set up a *Personal List*:

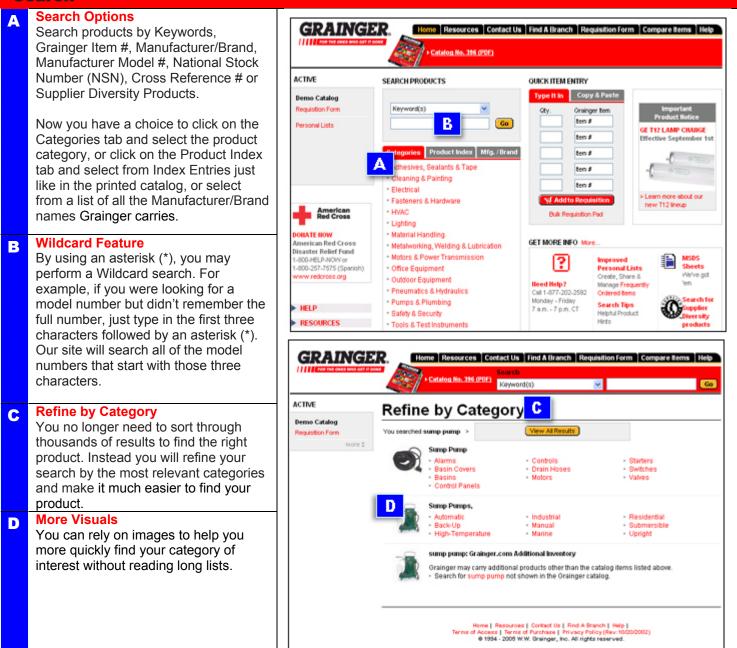
- Search for the products you want to add to your list
- Click on Add to Personal List from the Item Details Page
- Now you're ready to manage your list

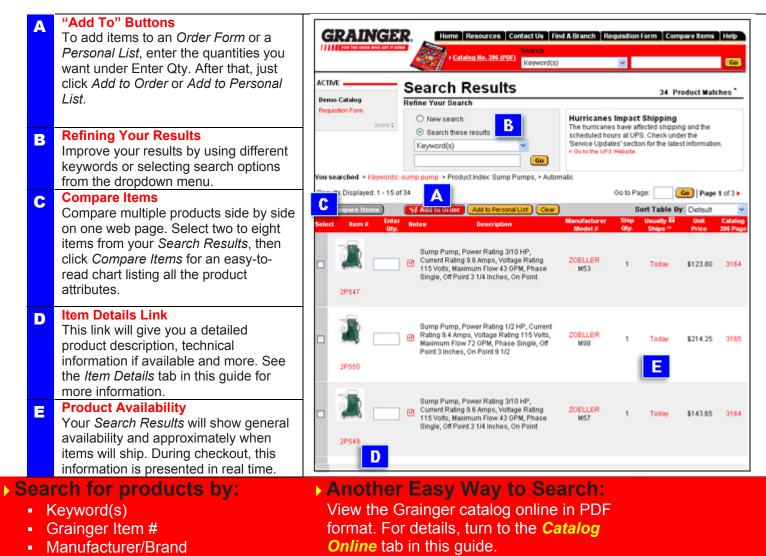
Grainger eProcurement questions?

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Personal Lists

Search

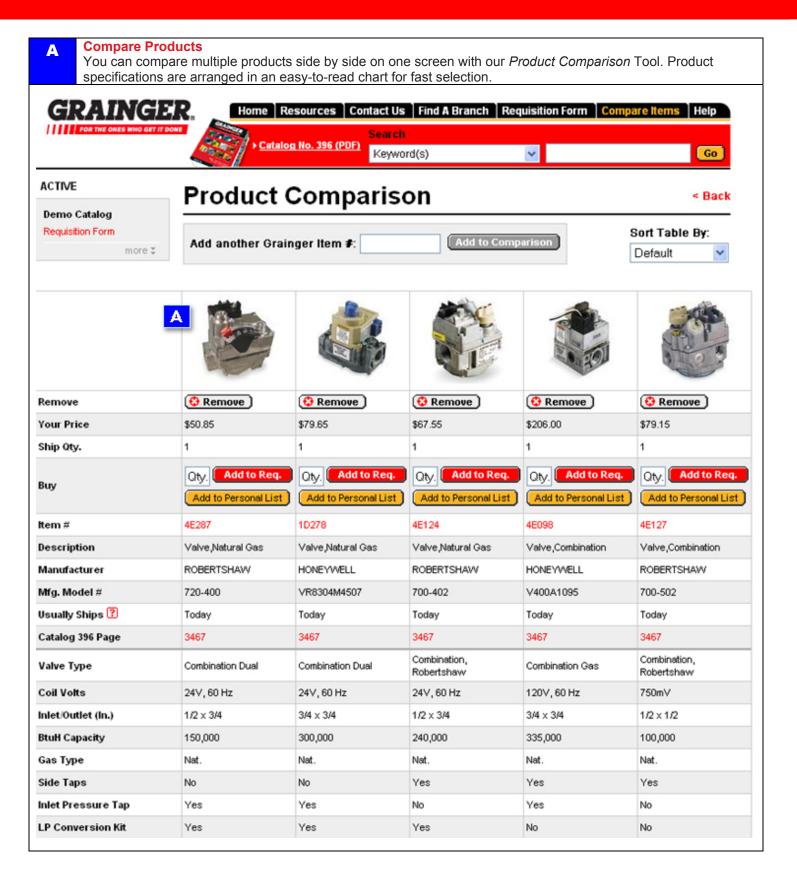




- Manufacturer Model #
- National Stock Number (NSN)
- Cross Reference #
- Supplier Diversity Products

Customer Care: 1-888-361-8649 Monday – Friday, 7a.m. – 7p.m. (CT)

Search



Three Ways to Compare

There are three ways to compare items to ensure you get the perfect product for your needs.

1. Product Comparison

From the Search Results page, select between two and eight items and click Compare Items. By viewing all of your product options and their attributes on one page, you can turn your search results into a powerful product comparison tool.

2. Compare Alternates

Click on Compare Alternates from an Item Details page if you're looking for similar products with different features or want to evaluate specs side by side. This will help you find exactly what you're looking for.

3. Free-form Compare

If you already know which products you would like to compare, just click Compare Products from the home page, enter their Grainger item Numbers and click Compare Items. You can compare up to eight items at once.

GRAINGER. Home Resources Contact Us Find A Branch Requisition Form Compare Items Help Keyword(s) ~ Go CTIVE Compare Products < Back emo Catalog quistion Form Enter at least 2 Grainger Item Numbers for a side by side product comparison. в В

Free-form Compare

If you already know which products you would like to compare, just click Compare Products from the home page, enter their Grainger item Numbers and click Compare Items. You can compare up to eight items at once.

- > Turn Search Results into a powerful comparison tool with **Product Comparison:**
 - Select up to eight items to compare at once •
 - View items side by side for quick comparisons •
 - Compare alternate products to find the best fit •
 - Enter Items #s for even quicker comparison results

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Compare Products

A	Product Information The Item Details page	GRAINGE	Home Resources Contact Us Find A Branch R	equisition Form	compare Items Help
	gives you full product	POR THE ONES WHO GET IT DO	Search		
	descriptions, including		Catalog No. 396 (PDF) Keyword(s)	~	Go
	manufacturer information,				
	pricing and shipping	ACTIVE	Item Details		< Back
	information, technical	Demo Catalog	Thermostat.24 V		- Back
	specifications,	Requisition Form	Wall Mount Thermostat, Voltage Rating 24 Volts, Type Heat		
	required/optional	more ‡	only, Control Range 40-90 Degrees Fahrenheit, Diameter 3 1/4		
	accessories and more.		Inches, Height 3 1/4 Inches, Width 3 1/4 Inches, Color Taupe, amarks 2 Terminal Heat Only Wall Plate Included, For All	Service .	06 75 Ch
	Technical Specifications		adels, Product Contains Mercury, Refer To Applicable State		MILLARD
В	If an item requires	-	Regulations for Disposition After Use		
	technical specifications,		Grainger Item: 2ED96 Ship Oty 12 : 1 Your Price (ea): \$25.60 Usually Ships 12 : Today		
	you'll find a technical	Also Consider	Your Price (ea): \$25.60 Usually Ships 🕄 : Today Manufacturer: HONEYWELL Catalog 396 Page: 3446 🔳	las	5 TO 6
	specifications box that is a		Mfg. Model#: T87F2873		
	quick reference for	Since	Ship Weight (lbs):0.3		
			Oty. Add to Personal List	B TECHNICAL	SPECIFICATIONS
	important specs. Notes & Restrictions		++ Compare Alternates	Here:	Low-votage
С	If a product contains	Thermostat Subbase,	teer comparenties (actes	Item	Electromechanical Thermostat
		Switching Fan Auto On, Use with Thermostat 2E096,		Туре	Heat only
	hazardous materials, it will be noted here. It will also	4E087, 4E244, Type Heat/Cool, Color	NOTES & RESTRICTIONS	Power Method	24V
	be noted if MSDS sheets		C MSDS Sheets Available	Color	Taupe
		Manufacturer: HONEYWELL Orainger Item#: 2E151	This item has been restricted from sale in the following	Switching, Fan	None
	or repair parts are	Usually Ships 🕐 : Today	states: CT,RI See Catalog 396 Page 📧 for application and/or safety	Subbase	See Below
	available. Alternate Products	Your Price (ea): \$16.32	information.	Characteristics	2 Terminal heat only
D		Oty:	ALTERNATE PRODUCTS	Dia. (In.) Includes	3 1/4 diameter Wall Plate
	Manufacturers often have	Se waa to kedaistaan	Thermostat,Electronic Electronic Electronic Thermostat, 1 Heating, 1 Cooling, Power Stealing	111111100	T FOR T FIRST
	multiple products that may work for the same		Your Price (ea): \$53.20 Usually Ships 😰 : Today		
			Grainger Item# 5UT45		
	application. Those				
	products are listed here.		City.		
	Add them to your requisition or click on the				
			Add to Personal List		
	Grainger Item # to see		++ Compare Alternates		
	their Item Details page.		OPTIONAL ACCESSORIES		
E	Compare Alternatives You can quickly compare		Subbase,Thermostat Thermostat Subbase, Switching Fan Auto On, Use with		
	alternate products on one		Thermostat 2E096, 4E087, 4E244, Type Heat/Cool, Color		
	page to see how they		Taupe, Remarks For Single Transformer System Your Price (ea): \$16.32 Usually Ships 🕐 : Today		
	measure up in price and		Grainger Item# 2E151		
	specifications. Just click on				
	Compare Alternates for a		Oty.		
	complete listing.		C.C.P.		
	Optional Accessories		Add to Personal List		
F	Some products have				
	optional items you may		Ring,Adapter,Taupe Adapter Ring, Use with Thermostat 2E096, 4E244, 4E087,		
	want to order for specific		Type Adapter Plate Assembly, Color Taupe, Remarks 6		
	applications. This page will		Inches Diameter Decorator Cover Plate		
	list those products so you		Your Price (ea): \$9.68 Usually Ships (2) : Today Grainger Item#: 2E235		
	can easily add them to	I	ger merrine analoge'		
	your requisition.				
 	Required Accessories				

Some products may need required accessories to work or be installed properly. This page will list these accessories so you can easily add them to your requisition.

Informative Item Details Page:

- Pricing
- Product Availability
- Technical Specifications
- Accessories/Alternate Products
- Hazardous materials notifications

Grainger eProcurement questions? Contact Customer Care at 1.877.202.2592. (M–F, 7:00am–7:00pm CT). Or, send an email to eprocustomercare@notes.grainger.com When you click the "Checkout" button your order will be brought back into the Penn Marketplace for completion.

When Back in the Penn Marketplace, you can add items to your shopping cart or complete the process by clicking on "Return to Ben Buys Shopping Cart" where your requisition will be created.

Brian Caputo user info						≧ ₩ 2005	-10-13 bcaput	0 01 1 item(s)), 3.72 USD
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			Supplier					une Item Histo	
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