

# Your Guide to Grainger.com®

**Shop** *easily*



**Order** *effortlessly*



**Manage** *efficiently*



From advanced purchasing options to mobile apps, count on Grainger for online solutions to help simplify your day. Whether you're in the office or on the go, use our time-saving solutions to place orders, streamline your approval process and manage your spend. It's online purchasing made easy.

**Sign in or register on Grainger.com today!**

# YOUR PRICING

REGISTER NOW AT [GRAINGER.COM](http://GRAINGER.COM)® FOR EXCLUSIVE FEATURES

Grainger is your source for all the products your facility needs to stay efficient and productive. We never stop working to help make work a little easier for you.

In the Grainger® catalog—you will no longer see prices. That's because on [Grainger.com](http://Grainger.com)®, you can see all your products and discounted pricing online and in real-time.

Visit [Grainger.com](http://Grainger.com) and register your account or, if you're already registered, sign in. When you're registered, you'll be able to take advantage of a number of additional features, like these:

**SEE YOUR PRODUCTS AND DISCOUNTED PRICING IN REAL TIME**

**ACCESS TO MORE PRODUCTS AND SERVICES**  
plus faster, easier ordering

**VIEW YOUR ORDER HISTORY**  
and get access to easy order management tools

**REAL-TIME PRODUCT AVAILABILITY STATUS**

**SIMPLE PRODUCT COMPARISONS**

**SAVE FAVORITE ITEMS TO YOUR PERSONAL LISTS**

**REGISTER TODAY AT**  
**[GRAINGER.COM/REGISTER](http://GRAINGER.COM/REGISTER)**

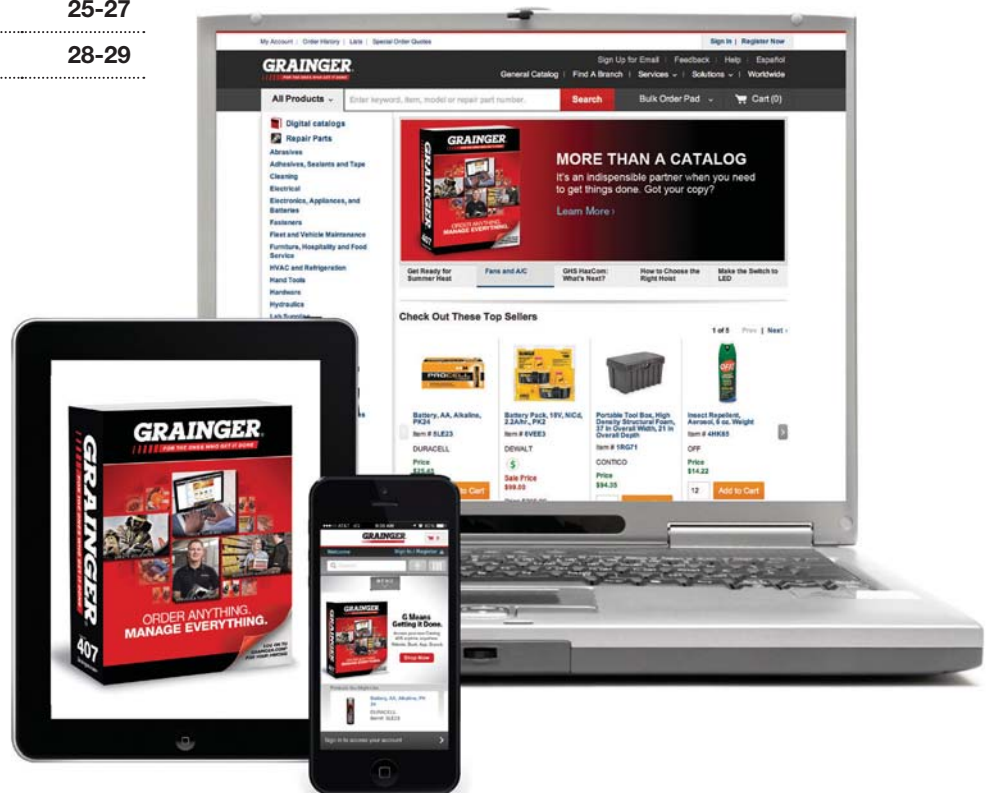
# Table of Contents

## GETTING STARTED

Registration	1-2
Getting Started	3-4
<b>SHOP EASILY</b>	
Search Overview	5
Search Results	6
Item Detail Page	7
Bulk Order Pad	8
Lists	9-10
Product Compare	11-12
Selection Guides	13-14
<b>ORDER EFFORTLESSLY</b>	
Express Checkout	15-16
Where is My Order	17-18
Order History	19-20
Invoice History	21
eQuotes	22
Order Management	23-24
Custom Catalog	25-27
Auto-Reorder	28-29

## MANAGE EFFECTIVELY

My Account Overview	30
Account Customization & Settings	31
Line Item Fields	32-33
Order Level Settings	34-35
<b>SOLUTIONS</b>	
Multi-Account User	36
KeepStock®	37
eProcurement	38-39
Mobile	40-41
Custom Product Center	42
Safety Solution Center	43
<b>HELP DESK</b>	
	44



# Register to Take Full Advantage of Grainger.com®!

By registering and signing in to your Grainger.com account, we can help you get started saving time and money. See how easy it is to view invoices, create product lists, checkout quickly and so much more!

## 1. Company or Organization

Select for a single page registration.

## 2. Federal Government

Select for Military, Federal Civilian, or USPS.

## 3. State & Local Government

Select for Education, Public Safety, Water Works, Public Works, Department of Transportation and Department of Corrections.

## 4. Register with your existing Grainger account number or provide your organization's information to request a new account.

## 5. Register a company or organization address.

## 6. Complete basic personal information and create log in credentials.

## 7. Submit your account registration.



Shop easily, order effortlessly and manage efficiently! Access your Grainger.com® account via Grainger Mobile Apps when you're on the go! Use your Grainger.com sign-in credentials to access your account via Mobile Apps. It's that easy!

For more tips, videos, helpful PDFs & FAQs go to [www.grainger.com/help](http://www.grainger.com/help)

# Registration is Easy

Here are some key things you should keep in mind when registering:

- If you already have a Grainger account number, please have that handy when registering. It gives you access to your Grainger account offline benefits directly on Grainger.com®. Additionally, you will have visibility into your orders, invoice history and other information across all purchasing channels. If you are having an issue accessing your account information, chat with an agent or call 1-800-GRAINGER (1-800-472-4643).
- If you received an email invitation to register and you can't seem to locate that email, chat with one of our agents or call 1-800-GRAINGER (1-800-472-4643) to have it resent.
- For security verification purposes, it may take up to 24 hours for your account data to be fully synced with Grainger.com
- If you would like to establish a line of credit with Grainger to use open account billing on Grainger.com, please contact 1-800-GRAINGER (1-800-472-4643) once you are notified of your account number.

## Current Grainger Account Benefits:

- Open account billing
- Your pricing
- Shipping rates
- Quotes
- And so much more!

## Quick and Easy Purchasing Process:

- Express checkout
- Account customizations
- Real-time product availability

## Time-Saving Tools Such As:

- View invoices
- Order history
- Create lists for fast ordering

## Automate Order and Approvals:

- Order management
- eProcurement
- Mobile apps

## Online Ordering 24/7

## More Products



Shop easily, order effortlessly and manage efficiently! Access your Grainger.com® account via Grainger Mobile Apps when you're on the go! Use your Grainger.com sign-in credentials to access your account via Mobile Apps. It's that easy!

For more tips, videos, helpful PDFs & FAQs go to [www.grainger.com/help](http://www.grainger.com/help)

# Getting Started – Signing in to Your Account

By registering and signing in to your Grainger.com® account, we can help you get started saving time and money. See how easy it is to view invoices, create product lists, checkout quickly and so much more!

Signing in to your account can be done from the top of every page. All you need is a User ID and Password. If you can't remember them, just click the links that say "Forgot your User ID?" or "Forgot your Password?".

Sign in to see your pricing, Lists, Order Status, Order History, Invoices and other account-specific information.

## 1. Sign In

Access "Sign In" from the top of any page.

## 2. Remember Me

Select "Remember Me" for quick access to your account when you return.

## 3. Forgot your User ID? | Forgot your Password?

Use one or both options if you need assistance logging in.

My Account | Order History | Links, Learn More | Special Order Quotes **1** Sign In | Register Now

**GRAINGER**  
FOR THE ONES WHO GET IT DONE

Sign Up for Email | Feedback | Help | Español  
Catalog 405 | Find A Branch | Services | Resources | Worldwide

All Products | Enter keyword, item, model or repair part number. Search Bulk Order Pad | Cart (0)

**Sign In**

User ID

Password

**3** Forgot your User ID? | Forgot your Password?

**2**  Remember Me

Sign In

## TIPS

Can't remember your password? No problem. You can reset your password by simply entering your User ID and clicking "Continue" where you will be prompted to answer your security question. This can also be done if you've forgotten your User ID as well. If you need additional help resetting your password, call 1-800-GRAINGER (1-800-472-4643).

## 1. Forgot Your User ID?

Enter the email address that's associated with your Grainger account and an email will be sent to you shortly containing your User ID.

## 2. Click Continue

Click "Continue" and you will be prompted to answer the security questions that you enabled on the account.

## 3. Forgot the email address you used?

Please call 1-800-GRAINGER (472-4643), 24/7 for assistance.

My Account | Order History | Lists | Special Order Quotes Sign In | Register

**GRAINGER**  
FOR THE ONES WHO GET IT DONE

Sign Up for Email | Feedback | Help | Español  
General Catalog | Find A Branch | Services | Solutions | Work

All Products | Enter keyword, item, model or repair part number. Search Bulk Order Pad | Cart

**Forgot Your User ID?**

Please enter the email address associated with your Grainger account. An email will be sent to you shortly containing your User ID.

Enter your email address: **1**

Continue **2**

**3** Forgot the email address you used?  
Please call 1-800-GRAINGER (472-4643), 24/7 for assistance.

# Getting Started – Sign In Options

If for any reason you need to edit your User ID or Password, or update your account security settings, you can do this at Login Options under My Account.

Under My Account are Login Options where you can edit your User ID or password and update your security settings.

## 1. Access Login Options

Access your login options via My Account from the top navigation rail and select “Login Options” from the left rail.

## 2. Edit

Select “Edit” to update your password or account security questions.

## 3. Security Questions

Use one or both options if you need assistance logging in.

The screenshot shows the Grainger.com website interface. At the top, there's a navigation bar with the Grainger logo and various links. Below that, a search bar and a cart icon are visible. The main content area is titled 'Login Options' and displays the user's profile information: 'Al Murphy', 'TEST ACCOUNT', and 'Grainger Account # 0085905063'. On the left, there's a 'My Account' sidebar with several menu items. A red circle with the number '1' highlights the 'Login Options' link in this sidebar. In the main content area, the 'User ID' is shown as 'nssmhybris1' with an 'Edit' link next to it, highlighted by a red circle with the number '2'. Below the user ID, there's a 'Password' section with fields for 'Current Password', 'New Password', and 'Confirm New Password', along with a 'Password Strength' indicator. A 'Security Question' section is also present, with a dropdown menu for 'City born?' highlighted by a red circle with the number '3'. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

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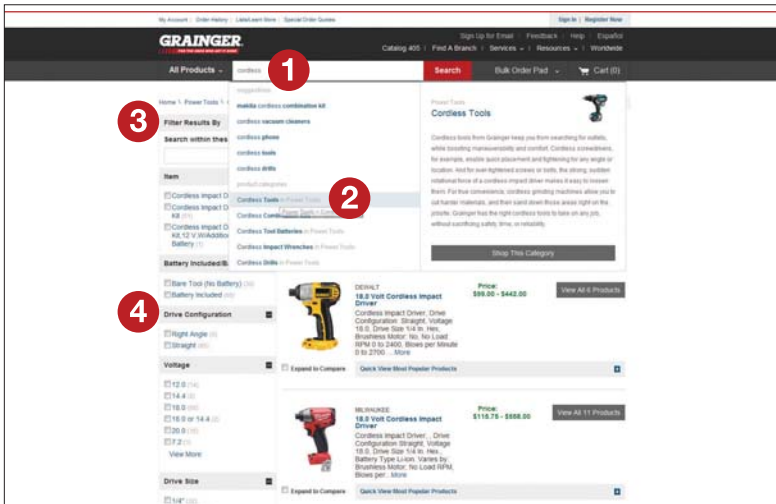
For more tips, videos, helpful PDFs & FAQs go to [www.grainger.com/help](http://www.grainger.com/help)

# Search Overview

Looking for a particular product on Grainger.com® has never been easier. We give you all kinds of ways to search and find the products you need. You can search by a specific brand, manufacturer model number, Grainger's item number, competitor numbers, cross reference number, NSN or start a keyword search.

If you are having difficulty locating the product you are searching for, try a “less is more” approach. For example, if you need to order a #2 Wood Screw, start your search by entering “wood screw”, excluding the size and other descriptive product information at first. Before pressing enter in the search box, select from the suggested drop-down list of terms whenever possible. This will help narrow your search to the right product category.

After your search leads you to the right product category, use the left navigation rail to narrow down your search results. Visual product representation and numerous attributes can help guide your search.



## 1. Keyword Search

Start your search with a brand, manufacturer, model number, Grainger item number, competitor item number, cross reference number, NSN or keyword.

## 2. Category Matches

See category matches as suggestions as you type keywords.

## 3. Search Within These Results

Refine your search with an additional keyword.

## 4. Search and Select

Select multiple attributes to narrow your search results.



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# Search Results

After your search leads you to the right product category, use the left navigation rail to narrow down your search results. Visual product representation and numerous attributes can help guide your search.

When searching for a product via keyword or through a category, you will see a list of products on the Search Results page. When you see the exact product you need, click “Add to Cart”. You can also view product detail by selecting individual products, viewing product groupings and high level attributes and selecting up to five products for a detailed comparison.

## 1. Search and Select

Select multiple attributes to narrow your search results.

## 2. Expand Group Products

Expand grouped products to view individual items, compare product and add products to your Cart. You can compare the items from the parent product page by clicking “View All Products” or expand the “Quick View” link directly within search results. Select one or multiple products.

## 3. Select a Product to: View, Add to Cart, List or Compare

## 4. Easily Add Products to Your Cart and Your List

Click “Add to Cart” and you can add an item directly to a list by clicking the “Add to List” link.

## 5. Leverage Selection Guides Where Available (Motor and Lamp Categories with More Categories Coming Soon)

Utilize the MotorMatch® Selection Guide tool to help narrow down results within the motor product category. This wizard will lead you through various motor attributes as well as intended motor application.

## 6. Table View

Select how you prefer to see your search results from the available views, such as grid, list or table view where available.

## 7. View Previously Purchased Products Only

Further filter on previously purchased products.

The screenshot shows the Grainger website search results for "Air Compressor Motors". The page includes a navigation rail on the left with filters for HP, Nameplate RPM, Frame, Voltage, Brand, and Price. The main content area displays a list of products, including a Century Air Compressor Motor and a Marathon Motors Air Compressor Motor. A comparison table is visible, showing details for two products. A MotorMatch Selection Guide banner is at the top right. Red numbers 1 through 7 are overlaid on the page to indicate key features: 1 points to the filter rail, 2 to the "View All 2 Products" link, 3 to the comparison table, 4 to the "Add to Cart" button, 5 to the MotorMatch banner, 6 to the product image, and 7 to the "View Previously Purchased Products Only" link.

Compare / Item #	Mfr. Model #	Frame	Voltage	Availability	Price	Qty
1ATAB	B813	56HZ	230	Check Availability	\$378.50 / each	<input type="checkbox"/>
1ATAB	B384	56Y	208-230	Check Availability	\$444.50 / each	<input type="checkbox"/>

# Item Detail Page

Use the item detail page to find a product's features, specifications and additional information such as MSDS and SDS sheets. You can also find alternate products as well as compare products from the item detail page. Once you've found the products you need, you can add them to your cart from this page. Simply click "Add to Cart" or "Add to List".

Motors > DC Motors > DC Permanent Magnet Motors  
3/4 HP DC Permanent Magnet Motor Permanent Magnet DC,1800 Nameplate RPM 12VDC Voltage 56C Frame

View Product Family

**3/4 HP DC Permanent Magnet Motor Permanent Magnet DC, 1800 Nameplate RPM 12VDC Voltage 56C Frame**  
DAYTON

Price **\$660.60 / each**

Deliver one time only  
Auto-Reorder Every 1 Month

Availability for City 1 Go

Shipping Pickup

Expected to arrive Mon, Nov 09.  
Ship to: 60045 (Change)

How can we improve our Product Images?

Compare

Add Repair & Replacement Coverage for \$129.00 each.

Required Accessories  
DC Speed Control,Chassis,0 to 12VDC Voltage Output,60 Max. Amps | Item # 6YC43 | \$376.09

Be the first to write a review | Ask & Answer

Item # 6ML04 Mfr. Model # 6ML04 UNSPSC # 28101603

Catalog Page # 38 Shipping Weight 32.0 lbs.

Country of Origin USA | Country of Origin is subject to change.  
Note: Product availability is real-time updated and adjusted continuously. The product will be reserved for you when you complete your order. More

**Technical Specs**

Item	DC Permanent Magnet Motor	Insulation Class	F
Motor Application	Variable Speed	Bearings	Ball
Motor Design	Permanent Magnet DC	Max. Ambient Temp.	40 Degrees C
HP	3/4	Rotation	CW/CCW

Hazardous material - General

Alternate Products

Compare

Item # 6ML04  
3/4 HP DC Permanent Magnet Motor Permanent Magnet DC, 1800 Nameplate RPM 12VDC Voltage 56C Frame  
DAYTON  
Price \$786.15 / each

Customers Also Purchased

1 of 2 Prev Next

Battery Pack,18V,HC62,2A8c. Item # 4GAP0 DEWALT Price: \$95.77

Screwdriver,Red Driver,1 1/2 In. Item # 20K11 KLEIN TOOLS Price: \$14.79

Electronic Ballast,18 Lamps,120/277V Item # 1VW22 PHILIPS ADVANCE Price: \$15.49

Pump,5.0 HP LITTLE GIANT Item # 2P152 Price: \$118.89

Alternate Search Terms

Electric Motors (8124) Industrial Motors (4959) TFC Motors (3244) Conveyor Motors (2007)  
C-Face Motors (1967) Direct Current (DC) Motors (134) Permanent Magnet DC (PMDC) Motors (77) Conveyor DC Motors (82)  
TFC DC Motors (81)

Reviews Write Reviews

## 1. Print/Email

Share this product page by email, print this page or save it as a PDF file.

## 2. Real-Time Product Availability

Check product availability for picking up at a local Grainger branch.

## 3. Image Feedback

Leave feedback on specific images and on product information.

## 4. Item Options

Add the product to your cart, add it to a list or set up the item for auto-reorder.

## 5. Product Feedback

Leave feedback on product information.

## 6. View Alternate Products

You can view similar products to help you make the right choice.

## 7. Product Compare

Use the compare function to see related products side-by-side. You can compare up to five products.

## 8. Catalog Page

View when you click on the catalog page number link, you'll see the product as it appears in the catalog!

## 9. View the Country of Origin

Quickly view the country of origin for each product.

## 10. Zoom Feature

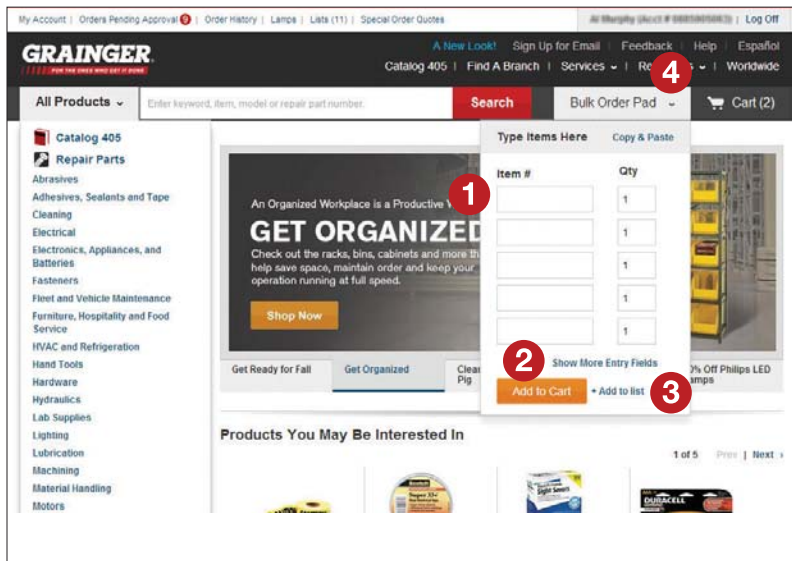
Use the zoom functionality to view products in more detail.



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# Bulk Order Pad



Quickly add items to your cart or list by entering Grainger item numbers and quantities via the Bulk Order Pad.

## 1. Item #

Save time by quickly entering items as needed.

## 2. Show More Entry Fields

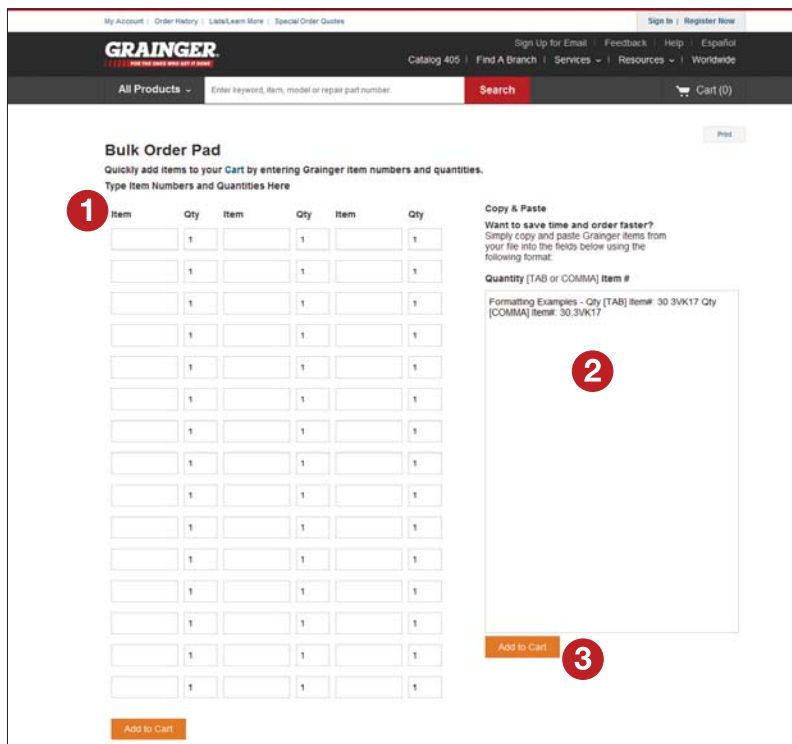
Quickly transfer your selections from an offline list or document.

## 3. Add to Cart/+ Add to List

Add to your Cart or List (when signed in).

## 4. Access the Bulk Order Pad from any page

Quickly add multiple (up to 45) items to your cart and to your list from any page on Grainger.com®.



You can add up to 45 Grainger items and their quantities by clicking the Show More Entry Fields. You can also copy and paste products from an existing list you maintain in your system.

Want to save time and order faster? Simply copy and paste the Grainger items from your file into the Copy & Paste field using the following format:  
Quantity [TAB or COMMA] Item #.

## 1. Item #

Save time by quickly entering items as needed.

## 2. Show More Entry Fields

Quickly transfer your selections from an offline list or document.

## 3. Add to Cart/+ Add to List

Quickly add products to your Cart or product List (when signed in).

# Lists and Folders

Quickly and easily save, manage and share lists using “My Lists” on Grainger.com®.

“My Lists” make ordering and reordering online even easier! Place orders and reorders quickly from your created lists with just a few clicks. Easily organize and add the entire list to your cart with just a click for fast reordering.

“My Lists” lets you save your regularly purchased and favorite items based on your needs. Use the “Share” feature to share your lists with others on your account.

Sign in to take advantage of this great feature accessible from the “My Account” section on Grainger.com.

**1. Access all personal or shared lists** from the top of every page on Grainger.com.

**2. Create lists and folders.**

**3. Select one or multiple lists** by clicking the box next to the list name and add the entire list to your cart with one click.

**4. Access a specific product list** to edit or share it with others on the account.

**5. Sort and search your lists** using key words and using sort filters such as: viewing the lists that were last updated.

## TIPS

You can associate a location with each list, allowing you to:

- Search for lists by location name.
- Automatically defaults a shipping address to your set location during checkout. If you need to make a change, no worries, quickly update directly from the cart during checkout.
- For convenience, the list view on the Mobile App is sorted based on closest proximity to your physical location. This gives you instant access to the products you need within your list, where you need them. The Location-Based Lists feature on the Grainger Mobile App uses your mobile device’s GPS services to associate your product lists with your current location.

The screenshot shows the Grainger.com interface for the 'My Lists' section. At the top, there is a navigation bar with 'My Account', 'Order History', 'Janitorial', 'Lists (68)', and 'Special Order Quotes'. A search bar is present with the text 'Enter keyword, item, model or repair part number.' and a 'Search' button. Below the navigation bar, there is a sidebar with 'My Account' and 'My Folders' sections. The main content area is titled 'My Lists' and features a 'Create New List | Create New Folder' dropdown, a search input field, and a 'Sort by' dropdown set to 'Last Updated'. There are three lists displayed: 'Janitorial' (10 products), 'Closet' (2 products), and 'Misc Items' (6 products). Each list has a checkbox, a 'Delete List' button, and an 'Add List to Cart' button. Red callout numbers 1 through 5 are overlaid on the image: 1 points to the 'Lists (68)' link in the top navigation; 2 points to the 'Create New List | Create New Folder' dropdown; 3 points to the 'Add List to Cart' button for the 'Janitorial' list; 4 points to the checkbox for the 'Janitorial' list; and 5 points to the search input field.

# List Detail and Sharing Lists

The Lists feature lets you create a list of items that all employees can access, and can be organized by department or building. Find an item once, add it to a list and be able to access it throughout your Grainger.com® experience.

- 1. Sign in** to take advantage of this great feature accessible from the “My Account” section on Grainger.com.
- 2. Manage your list settings.**
- 3. Add a list location** for mobile geographical identification (Location-Based Lists).
- 4. Add item to list.**
- 5. Select all items in the list** or individual items.
- 6. Show or hide inventory fields.** Select each product to print labels based on the information entered in to these fields. You can also mail or export the list.
- 7. You can activate custom line level fields,** and you will have up to three unique fields available for each item in your list and cart. The values entered in these custom fields from your lists are saved after you click “update” and transition when the item is added to your cart directly from your list, so the values in the fields appear on all shipping and billing documents. One of the many benefits of these custom fields is the ability to cross reference Grainger items within lists with your company’s item numbers for easy receiving and system entry. Account Administrators can activate customized line level fields via “Account Customization” from the left navigation rail.
- 8. Add selected items to your cart.**
- 9. Email or export the list.**

The screenshot displays the 'My List' page for a 'Janitorial' list. The interface includes a search bar at the top, a list of items with columns for 'Item', 'Availability', 'Your Price', 'Qty', and 'Total Price'. Numbered callouts (1-9) highlight key features: 1. Sign in (top right), 2. Manage list settings (top left), 3. Add list location (middle right), 4. Add item to list (middle right), 5. Select all items (middle left), 6. Show or hide inventory fields (middle left), 7. Custom line level fields (middle left), 8. Add selected items to cart (bottom right), 9. Email or export list (top right).

## TIPS

You can also activate inventory fields and manage your inventory by documenting inventory minimum, maximum, product locations and internal item numbers. Inventory fields are available for reference or to print inventory labels but do not flow to other areas of Grainger.com, nor are these fields reflected in shipping/billing documents.



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# Compare Products Overview

Need help choosing just the right product? Compare functionality on Grainger.com® allows you to view up to five products, and their specifications, side-by-side! Here you can add, remove, manage and purchase the products you are comparing directly from the product compare page.

The compare functionality is accessible from several search and select sections within Grainger.com to help you determine the right products for your needs. You can add items to comparison from the search results page and the item detail pages.

## Use the Compare Products tool to:

- Save time by comparing up to five products and their specifications on one page.
- Make informed decisions with consistent and complete product information.
- Easily select alternate products for discontinued items.

My Account | Order History | Lists/Learn More | Special Order Quotes Sign In | Register Now

**GRAINGER** Sign Up for Email | Feedback | Help | Español  
General Catalog | Find A Branch | Services | Resources | Worldwide

All Products   Bulk Order Pad

### Product Compare

< Back 2

Item #   1  4

#### Products Overview

	3				
Item 2AEV6 DEWALT Cordless Impact Driver Kit, 18V, 1/4 In.	Item 22UT48 MILWAUKEE Cordless Impact Driver Kit, 18V, 1/4 In.	Item 4NNL1 MAKITA Cordless Impact Driver Kit, 12V, 1/4 In.	Item 14F077 MAKITA Cordless Impact Driver, 18V, 1/4 In.	Item 6YHR3 BOSCH Cordless Impact Driver Kit, 12V, 1/4 In.	
Price \$455.50 / each	Price \$388.00 / each	Price \$189.00 / each	Price \$312.75 / each	Price \$205.25 / each	
Qty <input type="text" value="1"/>	Qty <input type="text" value="1"/>	Qty <input type="text" value="1"/>	Qty <input type="text" value="1"/>	Qty <input type="text" value="1"/>	
<input type="button" value="Add to Cart"/> + Add to list	<input type="button" value="Add to Cart"/> + Add to list	<input type="button" value="Add to Cart"/> + Add to list	<input type="button" value="Add to Cart"/> + Add to list	<input type="button" value="Add to Cart"/> + Add to list	5
Mfr. Model #	DC827KL	2657-22	DT01W	XPT03Z	PS41-2A
Catalog Page	954	960	975	972	980
Product Rating	☆☆☆☆☆ De the first to write a review	★★★★★ 5.0 of 5 1 review Write a Review	☆☆☆☆☆ De the first to write a review	☆☆☆☆☆ De the first to write a review	★★★★★ 4.8 of 5 113 reviews Write a Review
Country of Origin	Mexico	China	China	Japan	Malaysia
Compliance Notes					
Technical Specs					6

1. Add any of the selected products to the shopping cart.
2. You can print or share this page through an email.
3. Remove any item from the compare list.
4. Clear all items from product compare.
5. After completing all the fields, click "Add" and you're DONE.
6. Scroll down to compare products based on technical specifications and procurement information.

# Add Products to Compare from Your Search Results

## Product Compare can help you:

- Save time selecting products by comparing up to five products, and their attributes, all from one dedicated comparison page.
- Make informed decisions with consistent and complete product information.
- Easily select alternate products for discontinued items.

The compare functionality is accessible from two search and select sections within Grainger.com®. It will help you determine the right products for your needs. You can add items to your comparison page from a search results page and/or item detail pages. You can also add, remove and manage the products you are comparing directly from the product compare page.

Below is an example of a search results page highlighting the compare functionality.

## Compare Products within Search Results

1. **Expand the product grouping** to view and compare individual products.
2. **View all products** and add to “cart” or “compare” from the product group page.
3. **Expand “Quick View”** to browse individual products within a product grouping.
4. **Select a product to:** compare, view, add to cart and add to a list.
5. **Always enter a quantity** before adding to cart. Quantities are not necessary when adding to a list.
6. **View and manage** up to five items selected for comparison.
7. **You can hide the compare tool** and reactivate it later.
8. **Add known item numbers** directly into the compare boxes or hide the boxes while you search.
9. **Compare the selected products** by clicking “View Compare”.

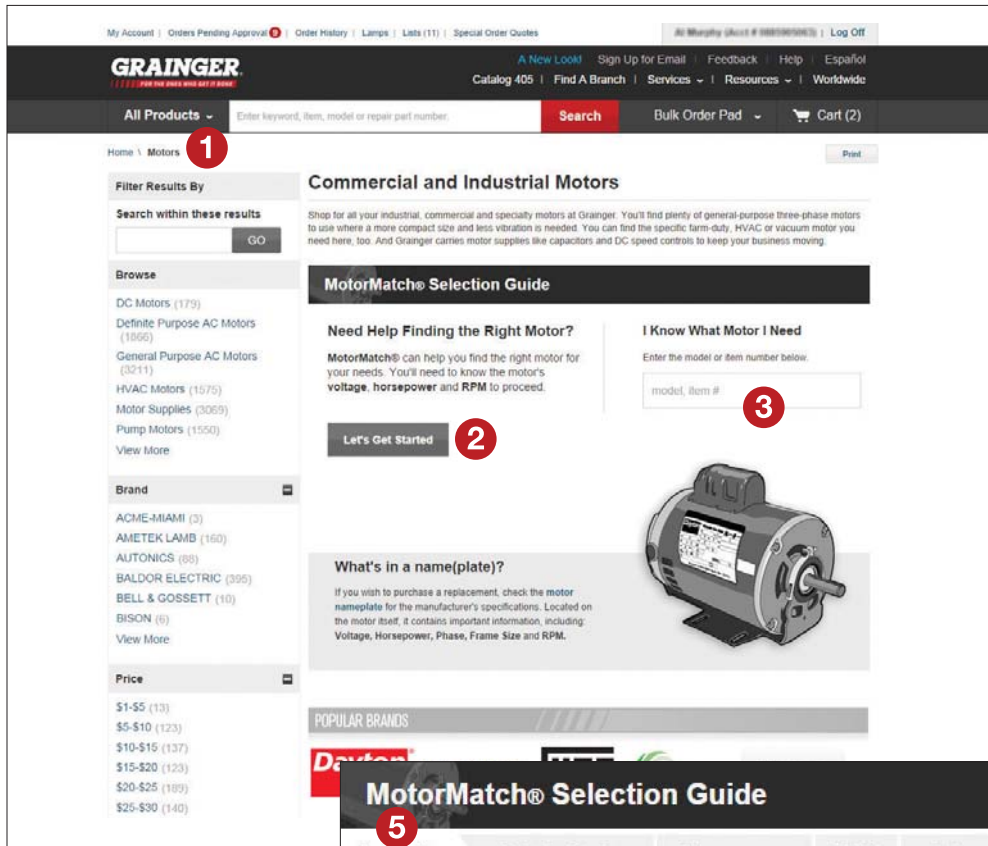
The screenshot displays the Grainger website interface for searching Cordless Impact Drivers. The search results page shows a list of products with a comparison tool overlay. The comparison tool is a table with columns for Compare / Item #, Mfr. Model #, Item, Battery Included / Bare Tool, Battery Capacity, Availability, Price, and Qty. The table lists four products: 4YEA4, 4PKT8, 2AEV6, and 2AEV5. The comparison tool is highlighted with a red circle 4. The product details for the 18.0 Volt Cordless Impact Driver are shown, with a red circle 1 highlighting the product image and a red circle 2 highlighting the 'View All 4 Products' button. The comparison tool is also highlighted with a red circle 5. The comparison tool is highlighted with a red circle 6. The comparison tool is highlighted with a red circle 7. The comparison tool is highlighted with a red circle 8. The comparison tool is highlighted with a red circle 9.

Compare / Item #	Mfr. Model #	Item	Battery Included / Bare Tool	Battery Capacity	Availability	Price	Qty
4YEA4	DC825B	Cordless Impact Driver	Bare Tool (No Battery)	2.4Ah	Check Availability	\$99.00 / each	
4PKT8	DCF826K L	Cordless Impact Driver Kit	Battery Included	2.0Ah	Limited Quantity Available	\$327.00 / each	
2AEV6	DC827KL	Cordless Impact Driver Kit	Battery Included	2.2Ah	Check Availability	\$455.50 / each	
2AEV5	DC825KA	Cordless Impact Driver Kit	Battery Included	2.4Ah	Check Availability	\$331.25 / each	

# Selection Guides – MotorMatch®

The MotorMatch Selection Guide can help you find the right motor for your needs. This selection tool helps you find the right motor based on attributes and based on your application needs.

This guide is quickly accessed directly from the motor product category page. Search by partial or full model number and search by Grainger item number, select competitor item number, manufacturer item number or supplier item number.



**1. The MotorMatch Selection Guide** is accessed directly from the motor product category page.

**2. Start** using the MotorMatch Selection Guide.

**3. Search by partial or full model number.** You can also search by Grainger item number, select competitor item number, manufacturer item number or supplier item number.

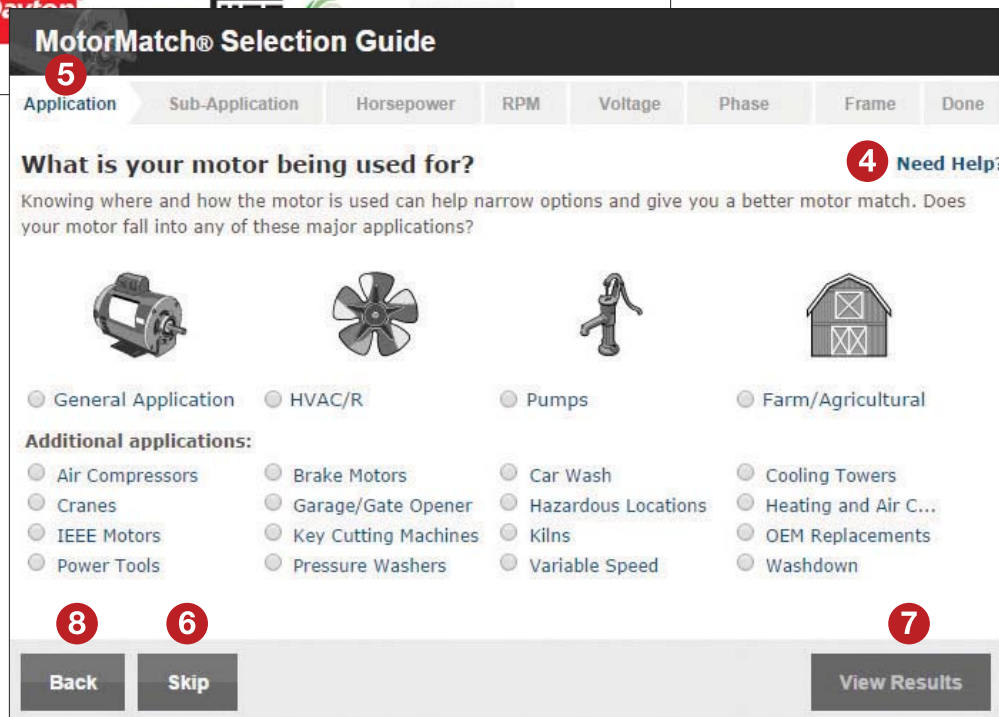
**4. Stuck?** Connect with Customer Service for help.

**5. Navigation starts** with the application selection.

**6. Skip ahead** if the attribute is not critical to product selection.

**7. View Results** will activate when there are 16 or less results.

**8. Navigate to the** prior step.





# Selection Guides – LampMatch®

The LampMatch® Selection Guide help you find the lamp that best suits your specific need and applications.

Accessed directly from the Lamps and Light Bulb Product Category Page. You can search by partial or full model number, search by Grainger item number, select competitor item number, manufacturer item number or supplier item number.

The screenshot shows the Grainger website's navigation and search interface. At the top, there are links for 'My Account', 'Order History', 'Lists/Learn More', and 'Special Order Quotes'. The Grainger logo is prominently displayed with the tagline 'FOR THE ONES WHO GET IT DONE'. A search bar is located below the logo, with a 'Search' button. To the right of the search bar are links for 'Sign In' and 'Register Now'. Below the search bar, there are navigation links for 'All Products', 'Bulk Order Pad', and 'Cart (0)'. The main content area is titled 'Lamps and Light Bulbs' and features a 'Filter Results By' section on the left. This section includes a search box, a 'GO' button, and a 'Browse' section with various lamp categories and their counts. A 'Brand' section is also present, listing various brands and their counts. The main content area is divided into two columns. The left column is titled 'Need Help Finding the Right Lamp?' and contains a 'Let's Get Started' button. The right column is titled 'I Know What Bulb I Need.' and contains a search box for 'model, trade or item #' and a 'Submit' button. Below these columns is a section titled 'Figuring Out What You Need...' which provides instructions on how to use the selection guide. At the bottom of the screenshot, there is a 'LampMatch® Selection Guide' section with a table of filter options. The table has columns for 'Type', 'Shape', 'Base', 'Light Output', 'Voltage', 'Color Temp', and 'Technology'. Below the table is a section titled 'What Type of Lamp Are You Looking For?' which contains several buttons for different lamp types: 'Standard', 'Candelabra', 'Reflector', 'Tube/Circline', 'HID', 'Miniature', and 'LEDCA'. At the bottom of the page, there are 'Restart' and 'Back' buttons, and a '2724 Results' button.

1. The LampMatch Selection Guide is accessed directly from the lamps and light bulb product category page.

2. Search by partial or full model number. You can also search Grainger item number, select competitor item number, manufacturer item number or supplier item number.

3. Start using the LampMatch Selection Guide.

4. LampMatch navigation guide.

5. Stuck? Connect with Customer Service for help.

6. Start the process by selecting the type of lamp you need.

7. This button will appear after the required three first steps are completed.

8. Skip ahead if the attribute is not critical to product selection.

## TIPS

View the conversion table—located in the Light Output tab—for lumens for different types of lamps and the wattage each will use then view results.

# Express Checkout – Save Time By Updating Your Preferred Checkout Settings

No need to make the same selections every time you checkout. Save time by using express checkout! You can set your default so you will have fewer clicks and a faster checkout. Edit your default settings and click the Update button when finished. Need to make an adjustment? You can make the change immediately while you are checking out.

Save time – Save your preferences for quick and easy check out!

The screenshot shows the 'Express Checkout Defaults' page in a user's account. The page is divided into a left navigation menu and a main content area. The left menu has several sections: 'My Account' (with 'Express Checkout Defaults' highlighted), 'Account Administration', 'Orders', 'My Lists', and 'My Folders'. The main content area is titled 'Express Checkout Defaults' and contains several sections: 'Payment Settings' (with a callout '2' pointing to the 'Default Payment Method' dropdown), 'Shipping Settings' (with callouts '3' pointing to the 'Default Shipping Address' dropdown and '4' pointing to the 'Carrier Preferences' dropdown), 'Pickup Settings' (with callout '5' pointing to the 'Default Pickup Location' dropdown), and 'Fulfillment Settings' (with callout '6' pointing to the 'Default Fulfillment Method' dropdown). A red circle with the number '1' is placed over the 'Express Checkout Defaults' link in the left navigation menu. At the bottom of the main content area is an 'Update' button.

Here's how to turn it on:

## 1. Access Express Checkout Defaults

Click on My Account at the top of every page and select "Express Checkout" from the left navigation menu.

## 2. Default Payment

Select your default payment method.

## 3. Default Shipping Address

Select a default shipping method and address.

## 4. Shipping Method and Carrier Preference

Expand to update your carrier preferences.

## 5. Pick Up/Will Call Settings

Select a Grainger branch location to pick up your order (if needed).

## 6. Default Fulfillment Method

Select a default fulfillment method.



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For more tips, videos, helpful PDFs & FAQs go to [www.grainger.com/help](http://www.grainger.com/help)

# Your Cart and Express Checkout

If you choose to proceed to Checkout without first setting up your default preferences via Express Checkout, you can set or update your default preferences as you navigate through checkout.

The screenshot shows the Grainger shopping cart interface. At the top, there's a navigation bar with 'My Account', 'Order History', and '101 michigan ave chase'. Below that is the Grainger logo and a search bar. The main content area is titled 'Cart' and includes a 'Delivery Method' section with 'Shipping' selected and a ZIP code field set to '60045'. A table lists 'Products in Cart' with columns for Product, Quantity, Availability, and Total Price. The first item is a DAYTON motor with a quantity of 1 and a total price of \$660.60. To the right of the cart is a 'Shipping Label / Packing List' section with various dropdown menus and text input fields. At the bottom right is an 'Order Summary' section showing a subtotal of \$660.60 and an estimated total of \$679.16. A 'Promotion Code' field is also visible. Red callout boxes with numbers 1 through 8 point to specific elements: 1 points to the 'Express Checkout' button; 2 points to the 'Availability' column in the product table; 3 points to the 'Auto-Reorder' checkbox; 4 points to the 'P.O. Release #' field; 5 points to the 'Apply Promo' button; 6 points to the 'Auto-Reorder' dropdown; 7 points to the 'Deliver one time only' checkbox; and 8 points to the 'Update All' button.

Set your preferred default settings directly from your shopping cart.

**1. Proceed with Express Checkout** for faster order submission or set checkout defaults via “My Account”.

**2. By adding your shipping zip code** and selecting a delivery method (ship or pickup), you can quickly check product availability.

**3. Activate up to three customizable fields** at the Item Level and these fields will appear in your Cart and continue to appear in billing and shipping documents.

**4. Activated customizable fields** at the order level will appear in your Cart and continue to appear through to billing and shipping documents. Activate and customize these order level fields via the “Customization” section within “My Account”.

**5. Enter a promotion code.**

**6. Each item** can be set up for Auto-Reorder. Prior to processing, you will receive a system email as a reminder to confirm your order.

**7. Selecting this option**, will set this order to a one-time delivery containing all products.

**8. If you’ve updated multiple product quantities**, click ‘Update All’ to save the changes.



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# Where is My Order: Order Status and History

Need to quickly review the status of your order or track a shipment? Your order status is accessible through “Order History” which displays all Grainger orders placed within the last 18 months, regardless of which channel you used to order (Grainger.com®, branch, phone, mobile, etc.). Use “Edit Filter” to define the time period and the type of orders you would like to see displayed. Depending on your account settings, you may be able to select and view all orders on the account, orders from a specific user or only the orders you’ve placed. Account Administrators can update these settings via Account Customization.

The screenshot shows the Grainger Order History page. Callout 1 points to the 'Order History' link in the top navigation bar. Callout 2 points to the 'Edit Filter' dropdown menu. Callout 3 points to the first order in the table. Callout 4 points to the 'Orders' section in the left sidebar.

Date Ordered	Order #	P.O. #	Status	Invoice #	Total Cost	
08/07/2014 via Grainger.com	1213815211 [WEB42297073]		Shipped	Invoices Issued (2)	\$19.37	Reorder
08/06/2014 via Grainger.com	1213802922 [WEB42271020]	—	Shipped	Invoices Issued (2)	\$29.08	Reorder
08/06/2014 via Grainger.com	1213809448 [WEB42268011]	—	Delivered	9488630147	\$37.04	Reorder
08/06/2014 via Grainger.com	1213820057 [WEB42271018]	—	Shipped	9495787385	\$29.08	Reorder
08/06/2014 via Grainger.com	1213813346 [WEB42268009]	—	Not Yet Shipped	—	\$23.98	Reorder

**1. View your order status** via Order History located in the header on every page (must be logged in).

**2. Use the “Edit Filter” tool** to customize results to view any online, phone or branch orders placed within the last 18 months.

**3. Click each order number** to see the detailed status of each order. Easily reorder previous orders directly from your Order History.

**4. Tip for Account Administrators:** Depending on your account settings, you may be able to select and view all orders on the account, orders from a specific user or only the orders you’ve placed. Account Administrators can update these settings via Account Customization.

## TIPS

Save time by searching your Order History by product name, confirmation or order #, P.O. #, P.O. Release #, Invoice # or Delivery #.

# Where is My Order: Tracking Information

Tracking information is available for each shipping order on Grainger.com®. When an order includes multiple items, each item may have a separate delivery date and tracking information. This data is accessible through “Order History” directly on Grainger.com. Simply click on “Order #” to view detailed tracking information.

1. **Tracking information** links directly to the carrier and shows delivery information.

2. **The location of the tracking link** varies depending on the view you choose.

My Account | Order History | Lists | Special Order Quotes | AL MCTOOL | Acct # | Log Off

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KeepStock | Sign Up for Email | Feedback | Help | Español  
General Catalog | Find A Branch | Services | Resources | Worldwide

All Products | Enter keyword, item, model or repair part number. Search | Bulk Order Pad | Cart (1)

My Account \ Order History \ Order Details

Order # 123456789

Order Confirmation #WEB987654321

Your order has shipped

Products in your Order

This order currently has 0 invoices. Invoices are issued when products ship or are picked up from a branch

Product	Price	Qty	Status	Total
White, Hardwood, onMotionPaper Towel Roll onMotion® Package Quantity 6 Item: #3CD46 Tax Status:Taxable	\$96.40	1	Shipped Track	\$96.40
2-Point Utility Blade, 3/4 In. W, PK100 Item: #4A805 Tax Status:Taxable	\$11.31	5	Shipped Track	\$56.55

P.O. Line # 3245 Cost Center Electrical 4135

P.O. Line # 2430 Cost Center Ganatorial -1534

Shipping Information

ST GOBAIN NORTHROR  
9 GODDARD RD  
NORTHBOROUGH MA 01532-1545  
USA  
(508) 351-7100  
Best carrier

Payment Details

VISA \*\*\*\*1111 Exp 12 / 2015

Billing Address

Johann Flores  
Smoke & Brew  
123 W. Elm St  
Chicago AA 60605  
USA  
(508) 351-7100

Shipping Label/Packing List

## TIPS

Have valuable order, shipping and will-call/pick-up information sent directly to your inbox!

- After you submit your order on Grainger.com, we will send you an order confirmation email.
- Check your junk mail or spam folder to make sure that the email order confirmation is not located in these folders.
- Add customer\_care@ic.graingeremail.com to your address book to help ensure you receive these emails.
- Update your email preferences in the “My Account” section of Grainger.com.



Shop easily, order effortlessly and manage efficiently! Access your Grainger.com® account via Grainger Mobile Apps when you're on the go! Use your Grainger.com sign-in credentials to access your account via Mobile Apps. It's that easy!

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# Order History

Do you need to have visibility to all products purchased through Grainger, for yourself or another user on your Grainger account? "Order History" displays all Grainger orders placed within the last 18 months, regardless of which channel you used to place the order (Grainger.com®, Branch, phone, mobile, etc.). You can also view this information by individually purchased products, allowing you to quickly reorder these items. If you need to review the status of your order or track a shipment, you can do so from your order history.

Access and view all products purchased from Grainger directly on Grainger.com or via the Grainger mobile app.

The screenshot shows the Grainger Order History page. At the top, there is a navigation bar with the Grainger logo, account information (AI McTool), and various utility links like 'Sign Up for Email', 'Feedback', 'Help', and 'Español'. Below this is a search bar with a 'Search' button and a 'Bulk Order Pad' dropdown. The main content area is titled 'Order History' and includes a search filter dropdown (callout 1) with options like 'Confirmation or Order #', 'P.O. #', and 'Invoice #'. Below the search bar is a table of orders (callout 2) with columns for 'Date Ordered', 'Order #', 'P.O. #', 'Status', 'Invoice #', and 'Total Cost'. Each row has a 'Reorder' button (callout 6). Callout 3 points to the 'Edit Filter' dropdown, callout 4 points to the 'Status' column, and callout 5 points to the 'Invoice #' column. The left sidebar contains navigation links for 'My Account', 'Account Administration', 'Orders', 'My Lists', and 'My Folders'.

Date Ordered	Order #	P.O. #	Status	Invoice #	Total Cost	
11/09/2015 via Grainger.com	1248162830	151026-1434183	Returned	9888639383	\$1.21	Reorder
10/26/2015 via Offline	1247064266 [KS4999996]	151026-1434183	Shipped	9876892275	\$11.69	Reorder
10/07/2015 via Grainger.com	1245704275	150924-1423767	Returned	9860944363	\$27.55	Reorder
10/07/2015 via Offline	1245704265	150929-1424765	Returned	9860944355	\$1.26	Reorder
09/29/2015 via Offline	1245068903 [KS4905735]	150929-1424765	Shipped	9854206373	\$11.74	Reorder
09/24/2015 via Offline	1244843629 [KS4895935]	150924-1423767	Shipped	9851348236	\$38.03	Reorder

1. **Search** for orders by product #, order #, invoice #, delivery #, confirmation #, PO #, project # and more.
2. **Sort** orders by order date, order confirmation number and the total order amount.
3. **Filter** orders and invoices by account users, type of orders and date range, or a specific date.
4. **View order status** and detail.
5. **Invoice view**, print, or share them.
6. **Reorder** previously purchased items or add them to a list.

# Order History Download

Do you need to analyze your spend with Grainger? You can do this by downloading your account order history. This download gives you data in flexible formats to import into your analysis software such as: Excel, Access or XML format commonly used with ERP systems.

My Account | Order History | 101 michigan ave chase | Lists (35) | Orders Pending My Action 7 | Catalog Items Quotes 10 | Special Order Quotes 10

AI McTool (Acct # [REDACTED]) | Log Off

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General Catalog | Find A Branch | Services | Solutions | Worldwide

All Products | Enter keyword, item, model or repair part number. Search Bulk Order Pad Cart (1)

My Account \ Order History Download Files Print

**AI McTool**  
ACME Co.  
Grainger Account # [REDACTED]

**My Account**  
Contact Info  
Login Options  
Payment Methods  
Shipping Addresses  
Pickup Locations  
Express Checkout Defaults

**Account Administration**  
User Management  
Multi-User Management (Roles)  
Add User  
Order Management  
Account Customization

## Order History Download Files

Request By

My order history All orders 3 Months csv file Apply 1

Complete this form to create your order history file. We will send you an email containing the download instructions shortly.

Order History Purchased Products Denied Orders Order History Download Files 2

Request Date	Description	Status
11/04/2015	All order history, All orders, 18 months, csv file	Download 3

## 1. Download Options

Select your order history download preferences and click “Apply”.

## 2. Available Request

The “Order History Download Files” tab is only available when you have a download.

## 3. Download

Select to view. Download files expire after three days.



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# Online Invoicing

Spend less time on paperwork when you access your **invoice copies** on Grainger.com®. View, print, email and save a PDF version of your invoices directly from Grainger.com. Invoice history is available online for orders placed within the last 18 months.

Access your invoice history directly from “My Account” at the top of the screen.

## 1. Invoice History

Access invoice history by selecting “My Account” from the top of any page then “Invoice History”.

## 2. Search

Search by invoice #, confirmation or order #, P.O. # or delivery #.

## 3. Edit Filter

Customize your order history and invoice history view by selecting different filter options such as: orders placed by different account users, type of orders (mobile, offline, etc.) and selecting a date range or a specific date. Invoice history provides up to 18 months worth of data on orders that were placed across Grainger’s multi-channel network.

## 4. Sort

Sort by date, invoice # or total.

## 5. Invoice

View, print or share invoices.

The screenshot shows the 'Order History' page on Grainger.com. The page layout includes a top navigation bar with 'My Account | Order History | 101 michigan ave chase | Lists (35) | Orders Pending My Action 8 | Catalog Items Quotes 10 | Special Order Quotes 10'. Below this is the 'GRAINGER' logo and a search bar. The main content area is titled 'Order History' and features a search dropdown menu (callout 2) with options: Confirmation or Order #, P.O. #, P.O. Release #, Project #, Item, Invoice #, and Delivery #. A 'Search' button and a 'Reset' button are also present. A 'Print' button is in the top right. The table below shows a list of orders with columns: Date Ordered, Order #, P.O. #, Status, Invoice #, and Total Cost. A 'Reorder' button is next to each row. The page also includes a left sidebar with navigation options like 'My Account', 'Account Administration', 'Orders', 'My Lists', and 'My Folders'. A 'Filter' button is located on the right side of the table.

Date Ordered	Order #	P.O. #	Status	Invoice #	Total Cost
11/09/2015 via Grainger.com	1248162830	151026-1434183	Returned	9888639383	\$1.21
10/26/2015 via Offline	1247064266 [KS4999996]	151026-1434183	Shipped	9876892275	\$11.69
10/07/2015 via Grainger.com	1245704275	150924-1423767	Returned	9860944363	\$27.55
10/07/2015 via Offline	1245704265	150929-1424765	Returned	9860944355	\$1.26
09/29/2015 via Offline	1245008903 [KS4905735]	150929-1424765	Shipped	9054206373	\$11.74
09/24/2015 via Offline	1244843629 [KS4095935]	150924-1423767	Shipped	9851348230	\$38.03
08/28/2015 via Grainger.com	1243003080 [WEB131650031]	123-456	Cancelled	—	N/A

## TIPS

You might be able to view all order history on the entire account, only your own or select a specific user. Only Account Administrators can manage the “Edit Filter” settings for all users on the account. Admins can update these settings from the “Account Customization” section in the left navigation from “My Account”.



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For more tips, videos, helpful PDFs & FAQs go to [www.grainger.com/help](http://www.grainger.com/help)



# Special Orders & Quotes

Can't seem to find what you are looking for? Ask Us. We can help! To request a quote, please dial 1-800-GRAINGER (1-800-472-4643), contact your local branch or speak with your Sales Representative and we'll take care of the rest! We'll notify you with an email when your special order quote is ready (usually within 24 hours). Then you can order directly from your quote on Grainger.com® under "Special Order Quotes".

After requesting a quote, you can access, order and reorder from your active quotes on Grainger.com faster than ever before:

- Easily add quoted products to an order via Grainger.com or your eProcurement system Punchout.
- Sort and view products across multiple quotes, view all quoted items and your active quote history on Grainger.com.
- Search within a quote for specific products via product category or by brand.
- Print your quotes and easily share them with others in your organization and comply with internal processes.
- Leverage the Grainger.com order management system to systematically route orders with quoted products for internal approval.
- View and reorder your most recent quotes directly from "My Account", which provides a consolidated view of all your account information.

1. **Access Catalog or Special Order Quotes** from the header and view the last five quotes directly from the drop down.
2. **Access your quotes** or view individual quoted products.
3. **Search quotes** by: quote #, Job #, requestor, start or expiration date.
4. **Click individual quote number** to view a quote's details.
5. **View expiration dates.**
6. **View quote details** or add the entire quote to your cart with a single click.

The screenshot shows the Grainger.com interface for managing quotes. At the top, the navigation bar includes 'Special Order Quotes' (1). Below the search bar (3), a table lists quotes (4) with columns for Quote #, Project/Job, Requestor, Start Date, and Exp. Date. A detailed view of a quote (5) is shown on the right, displaying the item description, price, and an 'Add Quote To Cart' button (6).

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For more tips, videos, helpful PDFs & FAQs go to [www.grainger.com/help](http://www.grainger.com/help)

# Order Management System

Order Management functionality on Grainger.com® allows you to quickly set up an online workflow that is easy to use and that can help simplify your purchasing process. You can set up spend and order approval limits based on your company requirements to help ensure you have the right control over your MRO spend. Want all the control? No problem. You can set up a zero dollar spend limit, allow end users to find what they need for the job and assign approvers to review and approve every order. The Order Management System on Grainger.com is flexible, simple to set-up and best of all. . . it's FREE. Get started today!

As a Grainger.com customer, you can access Order Management System (OMS) without installation or system integration. This tool can help you control maverick spending, drive compliance with your entities policies and provide visibility to your overall spend. Set individual spending limits, create an approval flow with multiple levels of approvers and have the ability to customize company data on every item on every order. In addition, this great tool also integrates with Grainger KeepStock® Inventory Management solutions. Only account administrators can activate and configure OMS settings on the account. Go to My Account to get started!

The screenshot shows the 'My Account' dashboard on Grainger.com. It includes a navigation bar with 'My Account', 'Orders Pending Approval', 'Order History', 'Uniforms', 'Lists (9)', and 'Special Order Quotes'. The main content area is divided into several sections:

- 1. Order Management System (OMS) Notifications:** A notification banner at the top right indicates '8 total orders on the account'.
- 2. Pending your action:** A section showing '0 standard orders' and '0 KeepStock orders'.
- 3. Pending on the account:** A section showing '8 total orders on the account'.
- 4. Multi-User Management (Roles):** A section for managing roles, with a callout '4'.
- 5. Order Management:** A section for managing orders, with a callout '5'.
- 6. Spend and Approval Limits:** A section for managing spend and approval limits, with a callout '6'.

The 'Recent Online Orders' table is as follows:

Date	Order #	Status	Total
09/02/2014	1214501799	Partially Shipped	\$87.2
08/26/2014	1214443947	Shipped	\$2079.06
08/26/2014	1214424116	Not Yet Shipped	\$87.2
08/25/2014	1214355984	Backordered	\$20.66
08/25/2014	1214342699	Not Yet Shipped	\$2079.06

- 1. Order Management System (OMS) Notifications**  
View OMS notifications and requested actions.
- 2. Pending Your Action**  
View orders waiting for your action.
- 3. Pending on the Account**  
Approvers have visibility to all orders pending on the account.
- 4. Multi-User Management (Roles)**  
OMS settings can be managed at the user or multi-user level.
- 5. Order Management Administrators**  
Administrators can access the OMS dashboard.
- 6. Spend and Approval Limits**  
View your spend and approval limits (if applicable).

# Order Management System

My Account | Orders Pending Approval 1 | Order History | Clearing | Lists (1) | Catalog Items Quotes 27 | Special Order Quotes

GRAINGER  
Sign Up for Email | Feedback | Help | Español  
Find A Branch | Services | Solutions | Worldwide

Your Products - Enter keyword, item, model or repair part number. Search Cart (1)

Shipping Address | Shipping Method | Payment | Review Order | Submit

## Review Order

Order #K54905457

**1** Your Approval Limit - Can Approve Any Order

**2** Your Approval Limit - Can Approve Any Order

When you take action on the order we'll send you an e-mail confirmation.  
**Need help?** Call Customer Care, toll-free, at 1-800-GRAINGER anytime. We're ready to help!

Add Items to Order Print Order

### Items in Order

Need to add P.O. Line #'s, Part #'s or Special Notes? Hide fields

Product	Quantity	Availability	Total Price
OE LIGHTING Plug-In CFL,13W,Dimmable,4100K,12,000 hr Item # 1PGWS Your Price / each	8 Update Remove Item	Expected to arrive Wed, Sep 30.	

\* GL Code Part # Special Notes  
Select One 1PGWS

If you changed multiple quantities, Update All.

### Actions on this Order

Action	By	To	Date	Comments
Submitted	KeepStock User	MATT DANTUMA	09/29/2015	

### Approve Order

Approve Options

Add comments to your action. (optional - 250 characters max.)

(optional)

CC Request for Approval E-mail to  
Select One

Set as my default  
+ cc more users

Shipping Address Edit

My Contact Address

+ Add Recipient

Shipping Method Edit

Standard FREE

Export Compliance

Products will be exported to another country

Carrier Billing

Use Best Carrier

Payment Edit

American Express \*\*\*1008 Exp 4/2016

Shipping Label / Packing List

\* COID/DEPT #  
Select One

Apply Show more fields

### Order Summary

You are eligible for FREE Standard Ground Shipping!

Subtotal	999.99
Estimated Tax	18.00
Estimated Standard Shipping	199.99
<b>Estimated Total</b>	<b>1297.98</b>

Availability, shipping, tax & promotions are not final until you complete your order.

**4** Your Approval Limit - Can Approve Any Order

Approve Order Apply

When Order Management System (OMS) is activated on the account, each participant in the workflow will receive account notifications within the website or mobile apps and via email. Users can view their own orders and approvers can see and act upon pending orders across the account. This is particularly beneficial when orders are pending approval on the account. When orders are submitted to the workflow and subsequent actions are taken by the approvers, a notification process will ensure that anyone with a required response is notified.

## 1. Order Workflow

When a reviewer role is disabled on the account, the approval of an order is the final step in the workflow prior to processing.

## 2. Order Notifications

Each action in the workflow can trigger notifications to the next participant in the process.

## 3. Actions on this Order

View the summary of actions on this order.

## 4. Order Summary

Includes the approver's approval limit.



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# Custom Catalog

Is contract compliance a big deal in your organization? Enabling custom catalog facilitates contract compliance. The custom catalog functionality provides an easy way to help limit your spend to pre-selected products for consistency and maximum savings, which can help take costs out of your business.

Customize your Grainger.com® or Punchout search through a Custom Catalog. Grainger's Custom Catalog provides you with a tailored view and search of online products. Custom Catalog is great for customers with Contract or Customer Specific Priced (CSP) items. Choose the best scenario for your needs. Contact your Grainger Sales Representative or call 1-800-GRAINGER (1-800-472-4643) to get started!

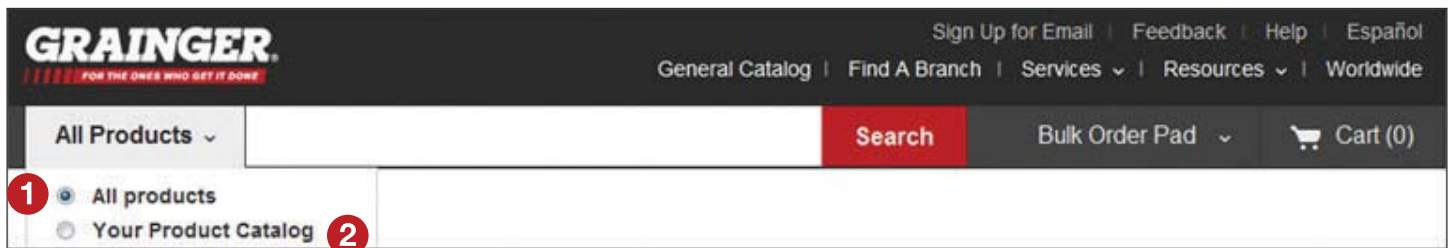
## Scenario 1 Custom Catalog

### 1. All Products

View and search all Grainger products.

### 2. Your Product Catalog

Restrict your Search within the Custom Catalog only.



## Scenario 2 Custom Catalog

### 1. Your Products

Search within the Custom Catalog only.

### 2. Bulk Order Pad

Items outside of your Custom Catalog can be ordered through the Bulk Order Pad.

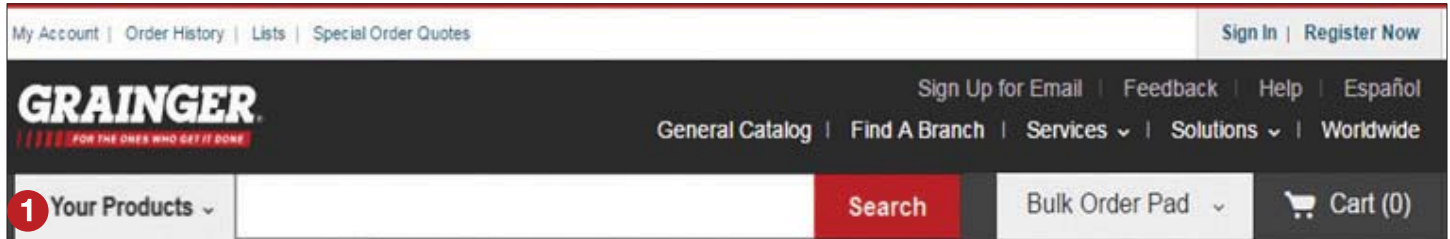


# Custom Catalog (Cont.)

## Scenario 3 Custom Catalog

### 1. Your Products

Search only within the Custom Catalog. Items outside the Custom Catalog cannot be purchased online.



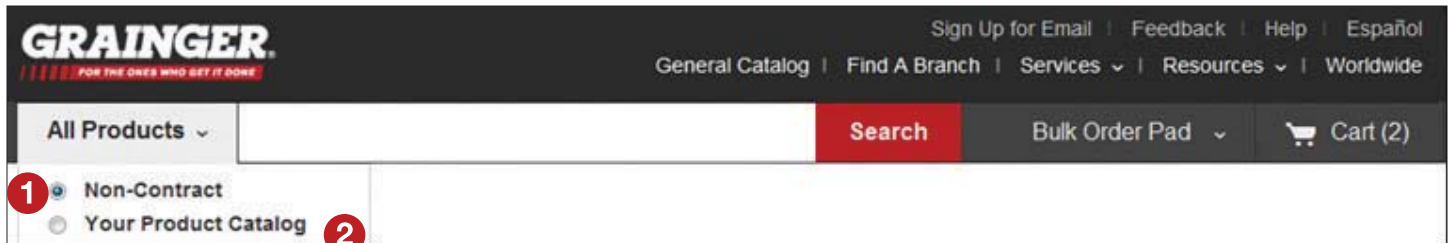
## Scenario 4 Custom Catalog

### 1. Non-Contract

Search Non-Contract items only.

### 2. Your Product Catalog

Search Your Product Catalog/Contract items only.



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# Custom Catalog

Items within a Custom Catalog can easily be identified by a “Red C” or custom logo on all product pages online.

**GRAINGER** Sign Up for Email | Feedback | Help | Español  
General Catalog | Find A Branch | Services | Solutions | Worldwide

All Products | Enter keyword, item, model or repair part number. **Search** Bulk Order Pad | Cart (1)

Power Tools | Cordless Tools | Cordless Combination Kits

Filter Results By  
Search within these results  
GO

Voltage  
12 (2)  
12.0 (29)  
14.4 (3)  
15.6 (1)  
18.0 (164)  
20.0 (35)  
View More

Number of Tools  
15 (3)  
2 (160)  
3 (9)  
4 (37)  
5 (8)  
6 (9)  
View More

Tools Included  
(2) Drills, Impact Driver, Light, Oscillating Tool, Radio, Reciprocating Saw  
Band Saw, (2) Circular Saws, Cut Off Tool, Drill, Hammer Drill, Handheld Blower, Impact Driver, (2) Impact Wrenches, Jigsaw, Light, Oscillating Tool, Reciprocating Saw, SDS Rotary Hammer (1)  
Band Saw, Circular Saw, Cut

**Cordless Combination Kits**  
116 Results Found that Include 237 Products  
How can we improve the Search Experience?

Product availability based on selecting either shipping or pick up and a location. Ship to 60087 **Change** Dismiss

Sort results by: Top Sellers View Previously Purchased Products Only

Grid | List | Results per page: 16 | 32 | 40 1 2 3 4 ... Next

PORTER CABLE  
20.0 Volt Cordless Combination Kit  
Multiple product options available  
View All 4 Products

Expand to Compare Quick View Most Popular Products

Select items to compare 4 Products +Add to List Add to Cart

Compare / Product #	Mfr. Model #	Number of Tools	Tools Included	Price	Ship to 60087 Change	Qty
	25DT69 PCCK605 L2	2		Expected to arrive Tue, Oct 27. Offer Ends 12/31/15	<b>1</b>	<input type="checkbox"/>

## 1. Search Results

Use a company logo to identify your Custom Catalog Items.

## 2. Item Details Page

Custom Catalog items are identified by a “Red C” by default on all product pages.

**GRAINGER** Sign Up for Email | Feedback | Help | Español  
General Catalog | Find A Branch | Services | Solutions | Worldwide

Your Products | Enter keyword, item, model or repair part number. **Search** Bulk Order Pad | Cart (1)

Lighting | Lamps | HID Lamps and Bulbs  
HID Lamp, Metal Halide Lamp Type, ED28 Lamp Shape, Enclosed Fixture Type, 175 Watts

View Product Family

**HID Lamp, Metal Halide Lamp Type, ED28 Lamp Shape, Enclosed Fixture Type, 175 Watts**  
GE LIGHTING

Your Price **1** / each

Deliver one time only  
Auto Reorder Every 1 Month

Availability for City 1 Go  
Shipping Pickup  
Expected to arrive Tue, Oct 27  
Ship to 60045 (Change)

This item is approved for your organization's Custom Catalog.

How can we improve our Product Images?

Compare

Item # 4V550 Mfr. Model # MVR175/U NSN # 6240-01-163-2813  
UNSPSC # 39101614 Catalog Page # 843 Shipping Weight 0.2 lbs.

Country of Origin Hungary | Country of Origin is subject to change  
Note: Product availability is real-time updated and adjusted continuously. The product will be reserved for you when you complete your order. More

**2**

# Auto-Reorder

Using Auto-Reorder for the products you use regularly is an easy way to help make sure that you don't run out. And you can change your orders whenever you want, so you don't have to worry about ending up with more than you need.

Set up Auto-Reorder to guarantee you have what you need when you need it the most! Managing your auto-reorder settings is easy. View scheduled orders by individual products or by order. Customize how far in advance you prefer to receive your email notifications, or disable Auto-Reorder at any time to avoid ordering more than you need.

## 1. Auto-Reorder Duration

At checkout, you can determine if each product you are purchasing should be a one-time delivery or set up for periodic Auto-Reorder.

The screenshot shows the Grainger website's checkout process. At the top, there are navigation links for 'My Account', 'Order History', 'safety', 'Lists (4)', and 'Special Order Quotes'. The Grainger logo is prominently displayed. Below the logo, there are links for 'Sign Up for Email', 'Feedback', 'Help', and 'Español'. The main navigation includes 'General Catalog', 'Find A Branch', 'Services', 'Resources', and 'Worldwide'. The user is currently viewing the 'Cart' page, which has a 'Search' button and a 'Cart (3)' indicator. The cart contains three items:

Product	Quantity	Availability	Total Price
PURELL Hand Sanitizer, Size 12 oz., Gel Item # 20W433 Your Price: \$8.77 / each	1	Expected to arrive Wed. Apr 8	\$8.77
LUTRON Adapter Plate, For Studded Ballasts Item # 26CT23 Your Price: \$16.38 / each	2	Expected to arrive Wed. Apr 8	\$32.76
DURACELL Rechargeable Battery, AA, 2400mAh, PK4 Item # 21LN85 Your Price: \$18.55 / pkg. of 4	1	Expected to arrive Wed. Apr 8	\$18.55

Each item has an 'Auto-Reorder Every' option selected with a duration of 1 month for the sanitizer and 3 months for the battery. A red circle with the number '1' is overlaid on the sanitizer's auto-reorder dropdown. The right side of the page shows the 'Shipping Label / Packing List' section with fields for 'PO #', '\*Attention', and 'PO # can be changed for future Auto-Reorders.' Below this is the 'Order Summary' section showing a subtotal of \$60.08 and an estimated total of \$60.08. A 'Promotion Code' field is also present. At the bottom, there is a red button that says 'see next page'.

# Auto-Reorder

The screenshot shows the Grainger website's Auto-Reorders page for user SUZANNE POLINSKY. The page includes a navigation bar with 'All Products', a search bar, and 'Bulk Order Pad'. A left sidebar contains 'My Account', 'Account Administration', 'Orders', and 'My Lists'. The main content area is titled 'Auto-Reorders' and includes a dropdown menu for 'Auto-Reorders placed by' (set to 'Me'), tabs for 'Upcoming Orders' and 'Auto-Reorder Items', and a table of scheduled reorders. The table has columns for 'Scheduled Reorder', '{PO#}', 'Ship To', and 'Email'. A specific reorder is shown for 'Apr 30, 2015' with PO# '6REZ3', shipping to 'SUZANNE', and a quantity of '1'. Below the table is an 'Order Details' section with an item list.

Scheduled Reorder	{PO#}	Ship To	Email	
Apr 30, 2015	6REZ3	SUZANNE	10 Days Before Ship	Order Now / Skip this Order

Item	Item #	Qty	
30lb Ready Nail Conventional Hangr PK 25	6REZ3	1	Remove from this Order

## 2. Auto-Reorders placed by

Account admins can select to view Auto-Reorders placed by other users on the account.

## 3. Upcoming Orders

Select this tab to view & manage Auto-Reorders by order or by items.

## 4. Notifications

Set timing of email reminders.

## 5. PO#

Enter a PO#.

## 6. Ordering Options

Order now or skip an order.

## 7. Quantity

Update your order quantity.

## 8. Remove

Remove an item from Auto-Reorder.



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# My Account Overview

My Account displays your account and personal information; as well as key settings including account administrator preferences (applicable for accounts with multiple registered users), recent orders, order status and personal lists.

## 1. My Account

Sign in to your account to access My Account.

## 2. My Information

View and update your personal information.

## 3. Express Checkout Defaults

Set and view personal settings and order defaults.

## 4. View All Orders

View your recent orders and order status.

## 5. Order Management

Activate Order Management System and manage settings.

## 6. Auto-Reorders

Manage items enrolled in Auto-Reorder.

## 7. Lists

Create, manage, and share lists.

## 8. Catalog Product & Special Order Quotes

View catalog product and special order quotes.

The screenshot shows the Grainger My Account page. At the top, there is a navigation bar with links for 'My Account', 'Order History', 'Coffee', 'Lists (27)', and 'Special Order Quotes'. The Grainger logo is prominently displayed. Below the logo, there are links for 'Sign Up for Email', 'Feedback', 'Help', and 'Español'. A search bar is present with the placeholder text 'Enter keyword, item, model or repair part number.' and a 'Search' button. To the right of the search bar are links for 'Bulk Order Pad' and 'Cart (2)'. The main content area is divided into several sections. On the left, there is a sidebar with 'My Account' (containing links for Contact Info, Login Options, Payment Methods, Shipping Addresses, Pickup Locations, and Express Checkout Defaults), 'Account Administration' (containing links for User Management, Multi-User Management (Roles), Add User, Order Management, and Account Customization), 'Orders' (containing links for Order History, Purchased Products, Invoice History, and Auto-Reorder), 'My Lists' (containing links for Create New List and All Lists (27)), and 'My Folders'. The main content area features a 'My Account' section with sub-sections for 'Contact Info', 'Payment Method', 'Shipping Address', and 'Pickup Location'. Below this is a 'Recent Online Orders' table with columns for Date, Order #, Status, and Total. At the bottom, there are sections for 'Auto-Reorders', 'Special Order Quotes', and 'Lists'.

**1** My Account | Order History | Coffee | Lists (27) | Special Order Quotes

**2** My Account

**3** Express Checkout Defaults

**4** Pickup Location

**5** Order Management

**6** Auto-Reorder

**7** Lists

**8** Special Order Quotes

Date	Order #	Status	Total
09/02/2014	1214501799	Partially Shipped	\$87.2
08/26/2014	1214443947	Shipped	\$2079.06
08/26/2014	1214424116	Not Yet Shipped	\$87.2
08/25/2014	1214355984	Backordered	\$20.66
08/25/2014	1214342699	Not Yet Shipped	\$2079.06

# Account Customization and Settings

Customizing your Grainger.com® experience is easy. Administrators on the account, can define the default information and access for standard users directly from the “Account Customization” section on Grainger.com.

## 1. My Account

Access Account Customization from here.

## 2. Account Customization

Activate Account Customization and Account Settings.

## 3. Account Settings

Activate account settings.

## 4. New User Registration & Default Role

Determine new registered user roles and options.

## 5. New User Spend Limits

Set a default spend limit for all newly registered users.

## 6. Order History, Purchased Items & Invoice History

Set “Order History”, “Purchased Items”, and “Invoice History” options for all users on the account.

## 7. Auto Reorder and Share List Setting

Enable and disable these features across the entire Grainger.com account for all users.

The screenshot shows the Grainger Account Customization interface. At the top, a navigation bar includes 'My Account | Order History | Janitorial | Lists (61) | Special Order Quotes' and a user profile 'Test User (Acct # 0882470511) | Log Off'. The main header features the Grainger logo and navigation links like 'A New Look!', 'Sign Up for Email', 'Feedback', 'Help', 'Español', 'Find A Branch', 'Services', and 'Resources'. Below this is a search bar and a 'Search' button. The main content area is titled 'Account Customization' and contains several sections: 'My Account' (with sub-sections like Contact Info, Login Options, etc.), 'Account Administration' (with sub-sections like User Management, Multi-User Management, etc.), 'Orders' (with sub-sections like Pending Orders, Order History, etc.), 'My Lists' (with sub-sections like Create New List, All Lists, etc.), and 'My Folders' (with sub-sections like Safety, Department 27, etc.). The 'Account Administration' section is expanded to show 'New User Registration', 'New User Role', 'New User Spend Limit', 'Approval Rights', 'Order History & Purchased Items', 'Auto-Reordering', and 'Lists Sharing'. Red numbered callouts (1-7) point to specific elements: 1 points to the 'Account Customization' link in the breadcrumb; 2 points to the 'Account Customization' link in the left sidebar; 3 points to the 'New User Registration' section; 4 points to the 'New User Role' section; 5 points to the 'New User Spend Limit' dropdown menu; 6 points to the 'Order History & Purchased Items' dropdown menu; and 7 points to the 'Lists Sharing' checkbox.



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# Line Item Fields

Do you have a need to capture data at the item level that can flow through to your shipping, packing and billing documents? On Grainger.com® you can activate up to three customizable fields to do just that! These fields can be required for end users to complete or just good to have.

The “Account Customization” section is available for all account Administrators and is accessible directly from “My Account” at the top of every page on Grainger.com. There are numerous benefits to activating Custom Line Level fields. Each field can be set as required, where all users must enter or select a value from a custom drop-down menu into the field prior to finalizing an order. These fields can also be informational and not required, such as a notes field.

The left screenshot shows the 'Account Customization' page. The 'Line Item Fields' tab is selected. A 'Customize Field' form is open, showing a 'Field Name' of 'Cost Center', a 'Field Type' of 'Options List', and three options: 'Electrical - 4135', 'Ganatorial - 1534', and 'Warehouse - 2320'. The 'Update' button is highlighted with a red circle 5. The right screenshot shows a shopping cart with a 'Products in Cart' table. The table has columns for Product, Quantity, Availability, and Total Price. The product is 'GE LIGHTING Fluorescent Linear Lamp, TL Cool, 4100K, Item # 4PL16'. The quantity is 1. The total price is \$2.16. At the bottom of the cart, there are fields for 'P.O. Line #', 'Cost Center', and 'Special Notes'. The 'Special Notes' field is highlighted with a red circle 6.

## 1. My Account

Access Account Customization from My Account.

## 2. Account Customization

Access line item fields from the appropriate tab.

## 3. Line Item Fields

Activate Account Customization and account settings.

## 4. Customization

Customize line item fields to reflect your organizational needs.

## 5. Update

Apply your updates.

## 6. Cart

Customized line item fields at checkout.



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# Inventory List

When line item fields are activated, they also appear in Lists. In addition to Line Item Fields, you can activate Inventory Fields to help you manage your inventory by documenting inventory minimum, maximum, product locations and internal item number. Inventory Fields are available for reference or to print inventory labels but do not flow to other areas of Grainger.com, and unlike line item fields, Inventory fields are not reflected in shipping/billing documents.

**1. Show Inventory Fields**  
Activate Inventory Fields.

**2. Inventory/Label Information**  
Min, Max, Product Location, Customer Part #.

**3. Update**  
Update to save changes.

**4. Select All/Item**  
Designate all or specific items to print labels.

**5. Print Labels**  
Print labels to manage inventory.

- Antislip Tape,Black/Ylw Stripes,2Inx60ft**  
Min: 5, Max: 20  
SKU: 3ZG32, CustPart#: 74fasd  
Location: 8734wq
- Jersey Gloves,Poly/Cotton, L,Brown,PR**  
Min: 3, Max: 15  
SKU: 5AX05, CustPart#: ty78  
Location: 3456lk
- Caution Sign,10 x 14In,BK/YEL,ENG,Text**  
Min: 5, Max: 20  
SKU: 1K971, CustPart#: 23adtg  
Location: 34336a
- Barricade Tape,Yellow/Black,1000ft x 3In**  
Min: 5, Max: 20  
SKU: 4A416, CustPart#: 45tgh  
Location: 4569jh
- Cut Resistant Gloves,Yellow/Blue,L,PR**  
Min: 5, Max: 20  
SKU: 2RA77, CustPart#: 6trgf  
Location: 587jh

# Order Level Settings

**GRAINGER** Sign Up for Email | Feedback | Help | Español  
General Catalog | Find A Branch | Services | Solutions | Worldwide

All Products | Enter keyword, item, model or repair part number. Search Bulk Order Pad Cart (0)

My Account \ Account Administration \ Account Customization

**AI McTool**  
ACME Co.  
Grainger Account #

**Account Customization**  
Customize your Grainger.com experience. Choose your preferred settings from the options below to apply the updates to your account.

**My Account**  
Contact Info  
Login Options  
Payment Methods  
Shipping Addresses  
Pickup Locations  
Express Checkout Defaults

**Account Administration**  
User Management  
Multi-User Management (Roles)  
Add User  
Order Management  
Account Customization

**Orders**  
Pending Orders  
Order History  
Purchased Products  
Invoice History

**My Lists**  
Create New List  
All Lists (35)

**My Folders**  
State St Location (1)  
General Use Items (4)  
Columbus Location (2)  
PR (2)  
Hazmat (0)

**Quotes**  
Catalog Items  
By Quote (10)  
By Item (13)

**Special Order**  
By Quote (10)  
By Item (15)

**Account Customization**  
Account Settings | Line Item Fields | Order Level Settings

**Shipping Label / Packing List Information**

Field Name	Required	Preview Field	Customize
Location#	Yes		
Work Unilxpense #	Yes	Preview Field	Customize
Delivery Instructions	No	Preview Field	Customize
P.O. Release #	No	Preview Field	Customize
Project Code	No	Preview Field	Customize
Requisition Name	No	Preview Field	Customize
Site Name	No	Preview Field	Customize
Phone Ext	No	Preview Field	Customize

**Customize Field**

Field Name: P.O. #

Field Type: Options List (selected), Text Entry Field

Option: 123123, 123-456

Update Cancel

**Order Level Fields Information Requirements**

- Order submitter must provide required field(s) information.
- Order submitter has option to provide required field(s) information otherwise Approver/Reviewer must provide required information.

**Prices on Packing Slip**

Hide prices on packing slip

**Set Default for How Your Products Ship at Checkout**

- Ship products as they become available  
Get your products as fast as possible. Products may ship individually for fastest delivery.
- Ship products in as few shipments as possible  
This consolidates your order but may cause a delay. Products that are backordered or ship directly from the supplier will arrive separately.

Users can override the default setting when they checkout.

Update

Easily configure your Grainger.com® account and start capturing data on your orders through this easy-to-use feature. You can capture purchase order number, project/job number, department code or any other company-specific data, with up to eight customizable fields!

The Account Customization section is available for all account administrators and is accessible directly from “My Account” at the top of every page on Grainger.com. These fields would be marked by an “\*” in the cart and would need to be completed by every user prior to finalizing an order. Options do exist for customers that have the Order Management System enabled to allow orders to flow to approvers before the completion of these fields is required. The Approver would then include information in the required activated custom fields before the order is submitted for fulfillment.

## 1. My Account

Access Account Customization from My Account.

## 2. Account Customization

Activate Account Customization and Account Settings.

## 3. Order Level Settings

Activate Order Level Settings.

## 4. Customize Fields

Personalize checkout with required fields and custom names.

## 5. Order Level Fields Information Requirements

Additional options exist for customers that have the Order Management System enabled to allow orders to flow for approval. The Approver can choose to include information in the required activated custom fields before the order is submitted for fulfillment.

## 6. Set Default to “Ship Complete” at Checkout

This setting will consolidate the items ordered to be delivered in one shipment, for all Grainger.com orders.

## 7. Update

Apply your updates.

# Order Level Settings – Cart

Administrators can choose to make certain fields required on the account. These fields would be marked by an “\*” and would need to be completed prior to finalizing an order. Order Level Settings will appear on both the shipping label and packing list.

The screenshot shows the Grainger website's cart interface. At the top, there are navigation links like 'My Account', 'Order History', and 'Special Order Quotes'. The main header includes the Grainger logo and navigation options like 'KeepStock', 'Sign Up for Email', 'Feedback', 'Help', 'Español', 'General Catalog', 'Find A Branch', 'Services', 'Resources', and 'Worldwide'. Below this is a search bar and a 'Cart (1)' indicator. The main content area is divided into several sections: 'Delivery Method' (Shipping/Pickup), 'Find A Branch' (with a search box and 'Go' button), 'Selected Branch' (WHEELING Branch #140), 'Products in Cart' (listing a GE LIGHTING Fluorescent Linear Lamp), and 'Order Summary' (showing Subtotal and Estimated Total of \$2.16). Red circles 1, 2, and 3 are placed over the 'Shipping Label / Packing List' section, the 'Apply' button, and the 'Show more fields' button respectively.

## 1. Shipping Label/Packing List

Required Fields will automatically display within the Cart and be marked by an “\*”.

## 2. Apply

Apply Shipping Label/Packing List information to your order.

## 3. Show More Fields

Access optional fields to provide additional information for your order.

## 4. Save

Save optional fields to apply to your order and continue checkout.

The screenshot shows a modal form titled 'Add Shipping Label / Packing List Info To Your Order'. The form contains several input fields: 'P.O. #' (with a dropdown menu), 'Work Unit/expense #' (with a dropdown menu), 'P.O. Release #' (text input), 'Requisition Name' (text input), 'Project Code' (with a dropdown menu), 'Site Name' (with a dropdown menu), 'Phone Ext' (text input), and 'Delivery Instructions' (with a dropdown menu). At the bottom of the form are 'Cancel' and 'Save' buttons. A red circle 4 is placed over the 'Save' button.



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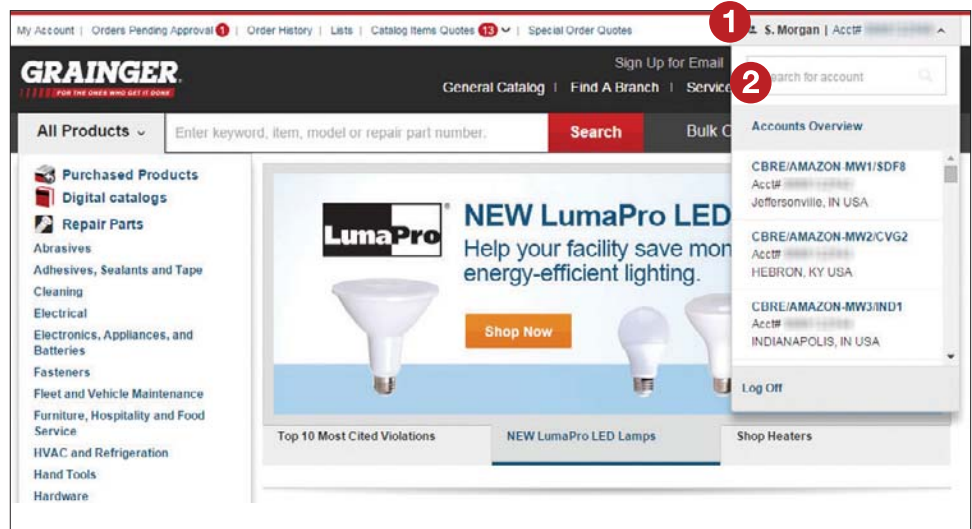
# Multi-Account User

Does your organization have more than one Grainger.com® account? The Multi-Account User feature allows you to have a single sign-on to multiple Grainger.com accounts to make purchases, approve orders and review invoices.

This feature is great for any large, multi-site or multi-account customer. To activate this feature simply contact your Sales Representative or call 1-800-GRAINGER (1-800-472-4643)!

## Multi-Account User Main Features

- Single Sign on to all your associated Grainger.com accounts using one username and password.
- Select from your organization's multiple sites/accounts to administer, purchase on or review orders from a simple drop-down list.
- Items in your cart are retained for future reference when you switch out of an account before checking out.



- Account specific settings can be applied to each individual account.
- Users can be a Standard or Administrator user on each account, no need for a user to have the same access rights on all accounts.
- After retiring your former user names, your previous Order History is not lost, it can be viewed using your single username.

### 1. Contact Name

Access all accounts with a single username and password.

### 2. Search

Enter a search term or scroll to locate an account to access.

Shop easily, order effortlessly and manage efficiently! Access your Grainger.com® account via Grainger Mobile Apps when you're on the go! Use your Grainger.com sign-in credentials to access your account via Mobile Apps. It's that easy!

• For more tips, videos, helpful PDFs & FAQs go to [www.grainger.com/help](http://www.grainger.com/help)

KeepStock® Order Management System (OMS) enables customers to monitor and manage spending on their account for online and KeepStock Scan, mobile, and onsite purchases.\* Here are just a few benefits of why leveraging Grainger's OMS to review and approve KeepStock orders quickly and easily will save you time and money:

- Simplified processes help improve productivity. One system to log into for both online and KeepStock orders, enables users to see the order history for the entire account number.
- More order approval options. Set up as many as four levels of order approvals workflow, and receive order confirmations for each order placed.
- Full accounting information. View tax and freight charges for the total order.

The screenshot displays the Grainger.com Order Management System (OMS) interface. At the top, a navigation bar includes links for 'My Account', 'Order History', and 'Orders Pending My Action' (highlighted with a red circle '1'). The main header features the Grainger logo and navigation options like 'Sign Up for Email', 'Feedback', and 'Help'. Below the header, there's a search bar and a 'Search' button. The main content area is titled 'Pending Orders' and shows a table of orders. A red circle '2' highlights the 'KeepStock Orders' tab. A red circle '3' highlights the 'View' link for a specific order. The table has columns for 'Date Ordered', 'Order No.', 'Currently Submitted to', 'Order Lines', and 'Total Cost'. The order listed is dated 03/05/2015 with order number KS4223773, submitted to 'Smith, Eric', and has a total cost of \$4.09.

### 1. KeepStock order pending review

Access KeepStock orders pending review from the top of every Grainger.com page via "Orders Pending My Actions".

### 2. View your KeepStock orders in a separate tab

Reviewer and Approvers see KeepStock orders in a separate tab to facilitate a faster review process.

### 3. View and Approve KeepStock orders quickly

To learn more about KeepStock solutions visit [www.grainger.com/keepstock](http://www.grainger.com/keepstock)



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\*KeepStock solutions are subject to customer eligibility and agreements.



# eProcurement Solutions

## What is eProcurement?

eProcurement (ePro) or electronic procurement is a seamless electronic connection between your company's eProcurement system and Grainger. An ePro connection is set up to emulate an online, retail-like experience to help you lower your transaction cost and ensure compliance while you find products, place orders and make payments easily and efficiently.

## What are the benefits of connecting?

Studies show that connecting via an ePro application can greatly reduce the amount of time and resources required to procure products. Grainger has found that ePro help in managing your spend can help you achieve greater efficiencies throughout your entire procure-to-pay process.

Automating your procurement process can help reduce errors, lower your costs, and provide control and visibility to the products you are buying. Leveraging Grainger ePro capabilities can also help you reduce paper transactions, control unauthorized spend, expedite the approval process, and reduce delivery and payment cycle times.

By utilizing the Grainger Punchout catalog, you can have access to the most up-to-date product and pricing information from Grainger. You will no longer need to call someone to determine your price or find out if an item is in stock. Our real-time pricing and product availability features help save you time in the shopping process. In addition, you will have access to a significant amount of technical product information, product images, videos, MSDS sheets and other great tools to help you find the products you need, when you need them.

## What's included?

Grainger offers the following ePro solutions and services for our customers:

**Punchout Catalog** – The Grainger online catalog that can be accessed from an ERP (SAP, Oracle, Peoplesoft, etc.) or marketplace (Ariba, Coupa, SciQuest, etc.).

**Hosted Content** – Grainger's product catalog provided as a file to load into your company's ERP, or the third party who is providing the ePro solution.

**Business-to-Business (B2B) Integration Services** – Integrated Purchase Orders, Order Acknowledgements and Invoices using EDI or XML technologies.

To learn more about Grainger's ePro solutions, please contact your sales representative. Your Grainger sales representative will initiate a discovery process while working with an ePro Solutions Manager to determine the best solution for your procurement needs.



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For more tips, videos, helpful PDFs & FAQs go to [www.grainger.com/help](http://www.grainger.com/help)

# eProcurement Solutions (Cont.)

1

Lists (1) | Special Order Quotes

**GRAINGER** Customized for: Demo Punchout  
FOR THE ONES WHO GET IT DONE

Chat Unavailable | Feedback | Help  
Catalog 405 | Find A Branch | Services | Resources

All Products | Keyword, item or model | Search | Bulk Order Pad | Cart (0)

Catalog 405

2

Featured on Grainger

3

Abrasives  
Adhesives, Sealants and Tape  
Cleaning  
Electrical  
Electronics, Appliances, and Batteries  
Fasteners  
Fleet and Vehicle Maintenance  
Furniture, Hospitality and Food Service  
HVAC and Refrigeration  
Hand Tools  
Hardware  
Hydraulics  
Lab Supplies  
Lighting  
Lubrication  
Machining  
Material Handling  
Motors  
Office Supplies  
Outdoor Equipment  
Paint, Equipment and Supplies  
Plumbing  
Pneumatics  
Power Tools  
Power Transmission  
Pumps  
Raw Materials  
Reference and Learning Supplies  
Safety  
Security  
Test Instruments  
Welding





OSHA'S TOP 10 MOST CITED VIOLATIONS

ARE YOU IN COMPLIANCE?

WHEN THINGS COOL DOWN, BRING THE HEAT.

Products You May Be Interested In

1 of 5 Prev | Next

 Paper Towel Roll, enMotion, 800 ft., PK6 Item # 3EB46 GEORGIA-PACIFIC Price: <b>\$105.10</b> 1 Add to Cart	 Electrical Tape, 3/4 x 66 ft, 7 mil, Black Item # 2A225 SCOTCH Price: <b>\$7.88</b> 10 Add to Cart	 Triple Antibiotic Ointment, 0.5g, PK 25 Item # 3VAN2 MEDIQUE Price: <b>\$8.03</b> 1 Add to Cart	 Replacement Eye Wash Bottle, 16 oz. Item # 3ARE2 HONEYWELL Price: <b>\$10.95</b> 1 Add to Cart
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## 1. List

The ePro Punchout can help you find the products you need.

## 2. Featured on Grainger

The ePro Punchout experience has a similar look and feel to Grainger.com®.

## 3. Categories

Search through the numerous product categories which can be customized via Custom Catalog.



Shop easily, order effortlessly and manage efficiently! Access your Grainger.com® account via Grainger Mobile Apps when you're on the go! Use your Grainger.com sign-in credentials to access your account via Mobile Apps. It's that easy!

For more tips, videos, helpful PDFs & FAQs go to [www.grainger.com/help](http://www.grainger.com/help)

# Mobile—Anytime. Anywhere.

The Grainger mobile app makes it easy for you to get the products and services you need, no matter what device you use or where your work takes you. Discover just some of the reasons why you need to download it today!

## **Grainger Mobile Chat With an Expert**

Get answers to your questions right on your mobile device. You can even upload pictures and receive product recommendations via text message. It makes solving problems on the go easy!

## **Barcode Scanner**

Search and order products faster by simply scanning a product and drop it right in your cart.

## **Location-Based Lists**

Match products to specific locations on the Grainger Mobile App. Need the right bulb or filter? Location-Based lists will show you which product you need based on the products matched to the location of your mobile device.

## **Workflow Approvals**

Give your ordering process the visibility, control and convenience that helps you save time and money. Easily manage spending limits, defaults and your order workflow from your tablet or smartphone.

## **KeepStock® Solutions\***

Manage inventory in the palm of your hand. Order the commonly used items you want managed, place special one-time orders, and manage workflow quickly and easily. You can even ship to the local branch if that is where your work takes you.

## **ePro Mobile**

From your phone—to their approval! If you're an integrated customer, your field users can use their mobile devices to request the products they need and electronically submit them to you for review and purchase.

## **DOWNLOAD THE GRAINGER MOBILE APP**

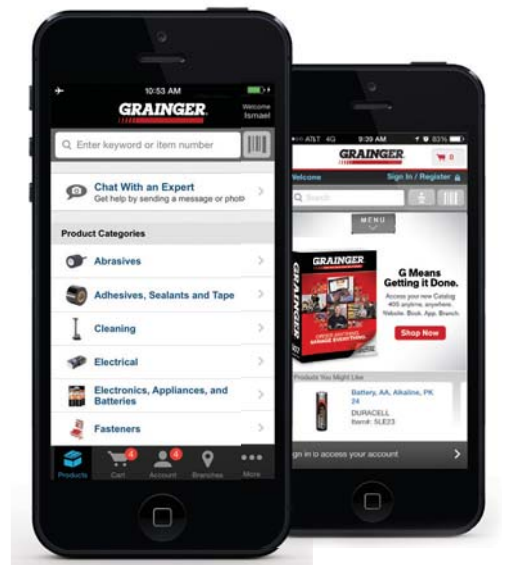
# Mobile – Anytime. Anywhere.

The Grainger mobile app makes it easy for you to get the products and services you need no matter what device you use or where your work takes you. Discover just some of the reasons why you need to download it today!



Apple, the Apple logo and iPad are trademarks of Apple, Inc.

\*KeepStock solutions are subject to customer eligibility and agreements.



# The Grainger iPad® App

Powerful tools, optimized for your iPad. This is the solution that helps make it easy to get the products and services you need to get more done.

## Search

Find what you want quickly and easily with intuitive tools like type-ahead functionality, multiple sorting options and more!

## Barcode Scanner

Search and order products faster when you simply scan a product and drop it right in your cart.

## Access Your Personal Lists

Match products to specific locations on the Grainger mobile App. Need the right bulb or filter? Location-Based lists will show you which product you need based on the products matched to the location of your mobile device.

## Order Management

Give your ordering process the visibility, control and convenience that helps you save time and money. Easily submit orders for approval, manage pending orders, approve orders and get real-time notifications of newly submitted orders all on your iPad.

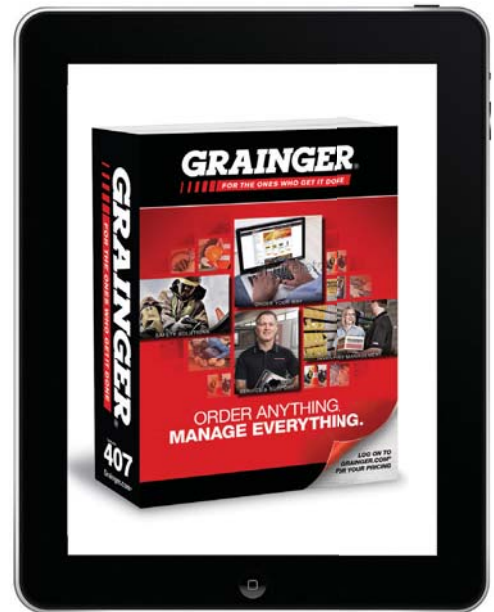
**DOWNLOAD THE GRAINGER IPAD APP**

## The Grainger iPad® App

Powerful tools, optimized for your iPad. This is the solution that helps make it easy to get the products and services you need to get more done.



Apple, the Apple logo and iPad are trademarks of Apple, Inc.



# Custom Product Center

Apply your logo or unique message to just about any product to promote your brand or for easy identification. Customize products like filters or signs to meet your needs. You decide the size, configuration or message—we take care of the rest.

## 1. (A) Access Product Center

Select Custom Product Center from Solutions drop down air filters.

## (B) Air Filters

Customize standard and high-capacity filters, fiberglass and polyester throwaway filters, electrostatic, aluminum, pocket, and rigid air filters.

## 2. Band Saw Blades

Create custom band saw blades specific to your sawing application.

## 3. Floor Mats

Build the perfect floor mat for your application.

## 4. Hard Hats

Customize Hard Hats in just a few clicks.

## 5. Locks

Create custom locks to your exact specifications.

## 6. Pipe Markers

Identify your pipe contents and flow direction with custom pipe markers.

## 7. Property ID Tags

Create labels to identify everything from computers, office equipment, desks, chairs, table, file cabinets, tools, fire extinguishers, machinery and electrical appliances.

## 8. Safety Signs

Prevent injuries and reduce downtime with safety and informational signs that put important information at the point of need.

## 9. Traffic Signs

Create traffic signs to communicate information.

## 10. Valve/Key Tags

Choose from a variety of materials in stamped or engraved styles to create your custom valve tags.

The screenshot shows the Grainger website's Custom Product Center. At the top, there's a navigation bar with 'My Account', 'Order History', 'Lists', and 'Special Order Quotes' on the left, and 'Sign In' and 'Register Now' on the right. Below this is the Grainger logo and a search bar with the text 'Enter keyword, item, model or repair part number.' and a 'Search' button. To the right of the search bar are 'Bulk Order Pad' and 'Cart (0)'. The main content area is titled 'Custom Product Center' and features a sidebar on the left with a 'Solutions' menu. The 'Custom Product Center' option is highlighted with a red circle labeled '1a'. The main content area includes a sub-header 'Custom Product Center' and a large image of two hard hats (one white, one red) with 'Your Company LOGO' on them. Below the image is a text block: 'Customize products with your logo or message and leave a lasting impression.' and a note: 'Note: Orders are for direct shipment only. These orders will not be available for pick up at a Grainger branch location.' A call to action says: 'For questions, please call the Grainger Product Configuration Help Line at 1-800-Grainger ext. 2879999.' Below this is a grid of 10 product categories, each with a red circle number and an image: 1b (Air Filters), 2 (Band Saw Blades), 3 (Floor Mats), 4 (Hard Hats), 5 (Locks), 6 (Pipe Markers), 7 (Property ID Tags), 8 (Safety Signs), 9 (Traffic Signs), and 10 (Valve/Key Tags).

# Safety Solution Center

Grainger knows that safety matters to you and your employees. Leverage Grainger's robust safety solutions and choose from products, services and resources to help keep your people safe and healthy while operating safer facilities.

## 1. Resources

View and access numerous Safety Resources directly from Grainger.com® such as: the Safety Catalog, OSHA regulations by state, *Safety & Compliance Directory*, Safety webinars and more!

## 2. Solutions By Topic

View safety solutions organized by topics of interest with robust articles, products, Quick Tips articles and selection guides.

## 3. Services

Take advantage of Grainger's safety training and MSDS Complete, which puts you in control of your material safety data sheets and helps you comply with the new GHS (Global Harmonization Standards). Take advantage of all Grainger's safety services and review what matters most to you!

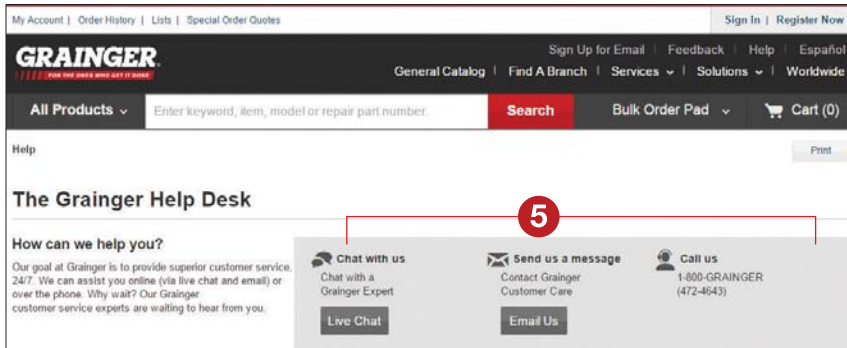
The screenshot displays the Grainger Safety Solution Center website. At the top, there is a navigation bar with links for 'My Account', 'Order History', 'Lists', 'Special Order Quotes', 'Sign In', and 'Register Now'. Below this is the Grainger logo and a search bar with a 'Search' button. The main content area is divided into three sections: 'Resources', 'Solutions By Topic', and 'Services'. Callout 1 points to the 'RESOURCES' section, which includes links for 'Grainger SDS Lookup', 'OSHA Checklists', 'Safety & Compliance Directory', and 'Safety Catalog'. Callout 2 points to the 'SOLUTIONS BY TOPIC' section, which features six topic cards: 'ELECTRICAL SAFETY', 'CONFINED SPACES', 'SAFETY COMMUNICATION', 'SLIPS, TRIPS AND FALLS', 'LOCKOUT / TAGOUT', and 'ENVIRONMENTAL SAFETY HAZARDS'. Callout 3 points to the 'SERVICES' section, which lists various services such as 'Safety Training', 'Grainger Online Safety Manager', 'SDS Online Management System', 'Calibration Service', 'Gas Detection Service', 'Lockout Procedure Service', 'Electric Arc Flash Service', 'Honeywell Prescription Safety Eyewear', '3M Prescription Safety Eyewear', and 'Visual Lockout Procedure Authoring Service'.

# Help Desk

**NEED HELP? You'll find it, anytime at: [www.Grainger.com/help](http://www.Grainger.com/help)**

In the NEW Help Section, learn about the features that are available on Grainger.com®, where to access them and how to quickly set-up and manage these tools.

The Help Section on Grainger.com has over 70 dedicated topics including:

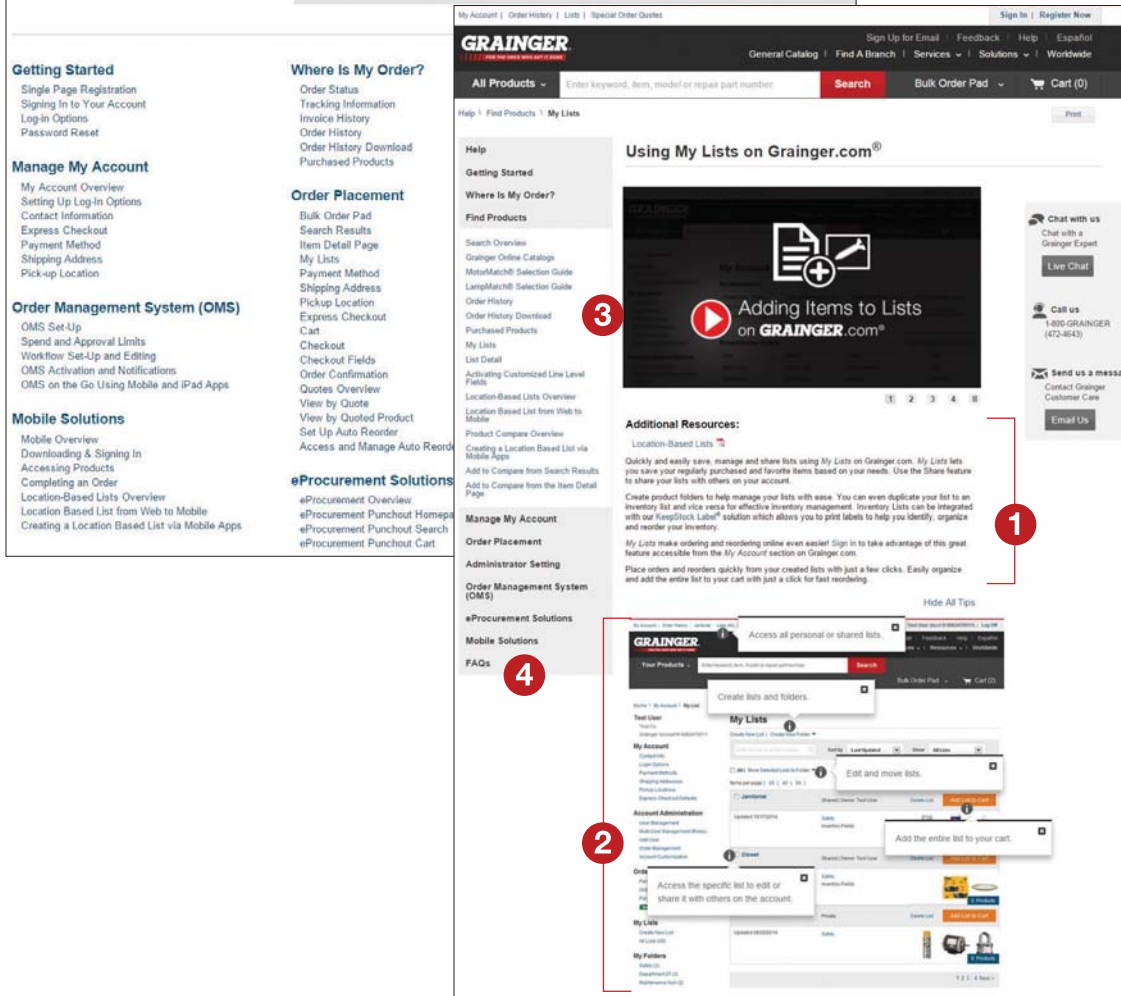


1. Tips and Tricks

2. Functionality images with key call outs

3. Videos ranging from brief functionality overviews and more detailed how-to videos

4. FAQs section

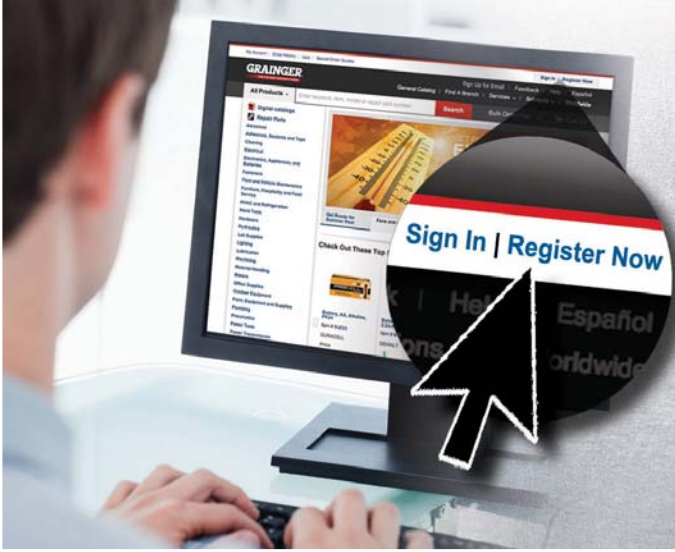


5. Can't find what you are looking for? Try Chatting with a Grainger Expert or sending us a message plus you can also call us at 800-GRAINGER (472-4643).

All of this and so much more is available in the Help Section!

Tell us how we can improve our website at: [Feedback@grainger.com](mailto:Feedback@grainger.com)

# Grainger.com® – This is how you get more done!



## Register Now!

Enjoy these benefits and more!

- Access your pricing
- View order history
- Save favorites to your personal lists
- Check real-time product availability

**Sign in or Register on Grainger.com® Today!**



## Anytime, Anywhere!

Search, find and order on-the-go in and outside of your facility.

- Place orders on the go
- Check real-time product availability
- Locate the nearest branch
- View your account pricing
- Access order history and lists

**Download the Grainger app today.**



Apple, the Apple logo and iPhone are trademarks of Apple Inc. App Store is a service mark of Apple Inc. Google Play is a trademark of Google Inc.

## Auto-Reorder

Help avoid costly production and processing downtime.

- Get your frequently used products shipped on a schedule you set
- Simply select the quantity and frequency you need and we'll take care of the rest

**Get started today!**

Visit [grainger.com/autoreorder](http://grainger.com/autoreorder)



## Order Management

An effective ordering process customized by you.

- Control your spend and budget
- Streamline the approval process
- Download order history and information

**Call Grainger customer care at 1-800-GRAINGER.**



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