Grainger Punchout Training Guide

Version Number 1.0
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Introduction

Overview
The purpose of this manual is to discuss the functionality of the Grainger punchout catalog. This document will provide step-by-step procedures for use of this punchout so that end-users will have success in submitting requisitions to SDezBuy with the use of this catalog.

Intended Audience
This manual will be used by super-users and Requestors in the SDezBuy application.

Documentation and Disclaimer
None
# Instructions

## Features of the Navigation Bar

*This navigation bar appears on every page of this site.*

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grainger Logo</strong></td>
<td>Click here from anywhere on the site to return to the Grainger home page.</td>
</tr>
<tr>
<td><strong>Catalog</strong></td>
<td>This feature lets you easily flip through catalog pages, search the <em>Product Index</em> and make purchases in just a few clicks.</td>
</tr>
<tr>
<td><strong>Find a Branch</strong></td>
<td>Search by ZIP code, area code, state abbreviation or branch # to find your nearest Grainger location. You can also find maps and other information.</td>
</tr>
<tr>
<td><strong>Requisition Form: (#) Items</strong></td>
<td>Easily view the number of items in your <em>Requisition Form</em> at a glance. This also opens the QUICK ITEM ENTRY to use when you have a known Grainger Item number and quantity.</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>Get answers about searching, requisitions or Grainger in general. You’ll find online ordering FAQs and other helpful information.</td>
</tr>
<tr>
<td><strong>Lists</strong></td>
<td>Access your Personal lists in just one click.</td>
</tr>
<tr>
<td><strong>Resources</strong></td>
<td>Click this menu for important resources like: Safety Center, Green Products, MSDS Sheets, Electrical Connection and more.</td>
</tr>
<tr>
<td><strong>Site Features</strong></td>
<td>Learn more about the key features of the site, including Bulk Requisition Pad, Copy/Paste, Compare Items and Search.</td>
</tr>
<tr>
<td><strong>All Products</strong></td>
<td>When All Products is selected and a keyword is entered in the search field, the system searches all products within the punchout for matches to the keyword.</td>
</tr>
<tr>
<td><strong>Market Basket</strong></td>
<td>When Market Basket is selected and a keyword is entered in the search field, the system searches the 1000 items that are at a deeper discount to find matches to the keyword.</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>You can also search Keyword(s), Grainger Item number, Manufacturer/Brand, Manufacturer Model number, National Stock Number (NSN), Cross-Reference number or Supplier Diversity Products.</td>
</tr>
</tbody>
</table>
Features of the Home Page

1. **Product Categories / Brand**: Click on any category or brand to browse the more than 155,000 products in our catalog online.

2. **Main Image**: Showcases the site specials and popular categories. The image rotates automatically or you can control the rotation by clicking a feature number at the bottom of the rotation module.

3. **Quick Item Entry**: Use this Quick Order Entry Pad to purchase products directly from the home page. For larger orders, use our *Bulk Requisition Pad*.

4. **Copy & Paste**: Copy lists of items from a purchasing system, spreadsheet, e-mail or word processing document and paste them into the *Copy & Paste* tool section to add them to your requisition. All you need is a list with quantities and Grainger Item #s to use the *Copy and Paste* functions found in the Edit menu of most computer programs.

5. **Customer Care**: Easy access to Grainger.com product and system support. Call 1-877-202-2592 Monday-Friday, 7a.m. – 7p.m. (CT) [eprocUSTOMERCARE@grainger.com](mailto:eprocUSTOMERCARE@grainger.com)

6. **Hot Buys, New Products and Clearance Items**: Contains Grainger specials and new products.
Building a Requisition

1. **Add Items to a Requisition:** Add items easily from your Quick Item Entry box, Bulk Requisition Pad, Search Results, Personal Lists, or an Item Details page. Simply click the “Add to Requisition” button.

2. **Submit Your Requisition:** To submit your Requisition, first verify everything on your Requisition Form and then click the “Continue” button. This brings up a Requisition Confirmation page.

3. **Notes and Restrictions Link:** Look for icons in the Notes column of your Requisition Form. They provide additional information on the product.
4. **Edit / Submit Requisition:** When you click the “Continue” button from the Requisition Form, the Requisition Confirmation page will be displayed. If you’re ready to submit, just click “Submit Requisition.” Or, if you want to make changes to your order, simply click “Edit Requisition.”
Using the Bulk Requisition Pad

The Bulk Requisition Pad is used to handle large item orders fast and easy.

1. Click on the Bulk Requisition Pad link under Quick Item Entry on the Home Page. Use the pad to quickly add products to your Requisition Form. Simply insert your Grainger Item Numbers, the quantities you want, and then click, “Add to Requisition.” From here, you can also save these items to a Personal List for faster reordering.

2. Show More Entry Fields: For large purchases that require more fields, click “Show more entry fields” and additional fields will be displayed. You can requisition up to 120 items with this option!

3. Copy & Paste: Copy lists of items from a purchasing system, spreadsheet, e-mail or word processing document. Paste them into the Copy & Paste section and add them to your requisition. All you need is a list with quantities and Grainger Item Numbers, and then you can use the Copy and Paste functions found in the Edit menu of most computer programs. You can copy and paste up to 60 items.

4. Learn More: To learn more about the Copy & Paste feature, click “Learn More” for help. This page will show you how to copy from a spreadsheet or a document.

Note: a [TAB] is automatically inserted between the Quantity and Item # when copying and pasting from a spreadsheet or table.
**Copy & Paste Help**

1. **Select the Quantities and Grainger Item #'s** from your file. Choose Copy from your program’s Edit menu. You can copy and paste up to 60 items.

   **Copying from a Spreadsheet**
   ```
<table>
<thead>
<tr>
<th>Qty</th>
<th>Grainger Item #</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>123</td>
</tr>
<tr>
<td>250</td>
<td>456</td>
</tr>
<tr>
<td>11</td>
<td>789</td>
</tr>
</tbody>
</table>
   ``

   **Copying from a Word Document**
   ```
   Qty Grainger Item 
   50 123
   250 456
   11 789
   ```

2. Click in the Copy & Paste input box. Choose Paste from your browser’s Edit menu. The data should list only one item per line using the following format:

   **Quantity [TAB] Item #**
   ```
   30 5V1K17
   250 1A123
   ```

   **Quantity [COMMA] Item #**
   ```
   30,5V1K17
   250,1A123
   ```

   **NOTE:** A [TAB] is automatically inserted between the Quantity and Item # when copying and pasting from a spreadsheet or table.
Using Personal Lists

Your *Personal Lists* are records of the products you requisition frequently, as well as a timesaving and convenient way to place additional requisitions with just a few clicks.

1. **Accessing your Personal List:** To access your *Personal List*, click on the “*Personal List*” link in the grey navigation bar on any page of the site.

2. **Creating a List:** To create a *Personal List*, click *Personal List* from the top navigation bar. Click the *Create New Personal List* button to access the create a *New Personal List* page and add your items.

3. **Managing Your Lists:** Keeping your *Personal Lists* up-to-date can save you time! You can add or delete entries, sort lists, combine lists, create new titles – whatever you like (don’t forget to name your lists in an easily identifiable manner). Creating separate lists for categories such as “Tools” or “Maintenance” makes requisitioning easier than ever.

4. **Adding Your List to a Requisition:** Just bring up the list you’d like to create a requisition from, click *Select All Items* next to the items you wish to add to a requisition, update the quantity, and hit *Add to Requisition*. Then check out and you’re done.
Search

1. **Search Options**
   Search products by Product Categories, Keywords, Grainger Item Number, Manufacturer/Brand, Manufacturer Model Number, National Stock Number (NSN), Cross Reference Number or Supplier Diversity Products. When searching by Product Categories you can click on the Product Categories tab and select the product category, or select from a list of all the Manufacturer/Brand names Grainger carries. Both Product Categories and Brands are listed alphabetically.

2. **Wildcard Feature**
   By using an asterisk (*), you may perform a Wildcard Search. For example, if you were looking for a model number but didn’t remember the full number, just type in the first three characters followed by an asterisk (*). The site will search all of the model numbers that start with those three characters.
3. **Search Within These Results**
   Further refine your search results by clicking *Search Within these Results*. This will filter the search results by an additional keyword or description.

4. **Add to Order / Add to Personal Lists**
   To add items to a *Requisition Form* or a *Personal List*, enter the quantities you want under *Qty*. After that, just click *Add to Requisition* or *Add to Personal List*.

5. **Compare**
   Compare multiple products side-by-side on the screen. Select two to eight items from any page within your Search results, click *Compare* for an easy-to-read chart listing all the product attributes.

6. **Item Details**
   Get detailed descriptions for each product including technical information, product descriptions, notes and restrictions, and more.

7. **Product Availability**
   Your *Search Results* will show general availability and approximately when items will ship.

8. **Change Views**
   This is List View. Click on *Change view* to Gallery View (next slide).
9. **Sort Results**
Sort your *Search Results* by clicking on the column headings for Grainger Item #, Brand, Catalog, Availability and Price.

10. **You Searched For**
A listing of all the refinements you made on your initial search term. You can remove any of these refinements at any time.

11. **Narrow Your Search By**
Further refine your search term by Product Categories, Brand, Shop by or Price. As refinements are made, detailed technical specifications are shown to allow you to narrow down even further to your exact product.

12. **Search Results Information**
Easily see the number of products that match your search term, how many pages of products that match your results, adjust the number of items shown per page and click through the various pages of results.

**Gallery View**

![Product Gallery View](image-url)
Compare Products

Product specifications are arranged in an easy-to-read chart for fast selection. You can compare multiple products side-by-side on one screen with the Product Comparison tool.

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

1. **Product Comparison**
   From the Search Results page, select between 2 and 8 items across multiple search pages, and click Compare Items. By viewing all of your products on one page, you can turn search results into a powerful product comparison tool.

<table>
<thead>
<tr>
<th>Description</th>
<th>Brand</th>
<th>Model</th>
<th>Usually Ships</th>
<th>Catalog #:</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio/Wall Charger</td>
<td>RITRON</td>
<td>ECW-4</td>
<td>Today</td>
<td>0424</td>
<td>$11.90</td>
</tr>
<tr>
<td>Battery Charger, Mobile, Voltage 12 VDC</td>
<td>DURACELL</td>
<td>CEF20004</td>
<td>Today</td>
<td>2001</td>
<td>$20.99</td>
</tr>
<tr>
<td>Battery Charger, 15 Minutes, Voltage 12 VDC</td>
<td>DURACELL</td>
<td>CEF20004</td>
<td>Today</td>
<td>2001</td>
<td>$20.99</td>
</tr>
<tr>
<td>Battery Charger, 2 AAA or AA</td>
<td>DURACELL</td>
<td>CEF20004</td>
<td>Today</td>
<td>2001</td>
<td>$20.99</td>
</tr>
<tr>
<td>Battery Charger, AAA</td>
<td>DAYTON</td>
<td>4V50</td>
<td>Today</td>
<td>943</td>
<td>$20.50</td>
</tr>
</tbody>
</table>

**Product Comparison**
2. **Compare Alternates**

Click on *Compare Alternates* from an *Item Details* page if you’re looking for similar products with different features or want to evaluate specs side by side.

3. **Free-form Compare**

If you already know which products you would like to compare, just click *Compare* from the Site Features Dropdown, enter the Grainger Item numbers and click *Compare.*
Item Details

The Item Details screen includes; Pricing, Product Availability, Technical Specifications, Accessories/Alternate Products, Hazardous Materials Notification.

1. Product Information
   The Item Details page gives you full product descriptions, including manufacturer information, pricing and shipping information, technical specifications, required/optional accessories, and more.

2. Access to Product Information through the use of tabs. These tabs help to reorganize the information you are used to seeing on Item Details:
   a. View actual catalog copy with the Additional Information tab
   b. Find warning information listed in the catalog with the Notes & Restrictions tab
   c. Additional tabs include Technical Specs, MSDS, Required Accessories, Optional Accessories and Alternate Products

3. Print all of the Item Detail information in an easy to read format with the View Printable Page feature.