

Grainger KeepStock Requisitions

Introduction

This process guide provides instruction on the functional steps to access a Grainger KeepStock Requisition from the NC eProcurement system. KeepStock is an inventory system which helps State Agencies keep items in stock depending on agency inventory needs.



STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACTS
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

Learning Objectives

At the end of this job aid, **you will be able to:**



Create and Access a Grainger KeepStock Requisition.



Submit a Grainger KeepStock Requisition.



Reactivate a Grainger KeepStock Requisition.

Grainger KeepStock Requisitions

Creating a Grainger KeepStock Requisition

1 Based on agency-defined inventory thresholds, a KeepStock requisition will be created by Grainger, and inventory will be monitored within the Grainger KeepStock program. To begin, an appointment should be scheduled with a Grainger representative at the customer location. The representative will scan the barcodes of items that are in constant demand. Once the scan is complete, the itemized list of goods for replenishment becomes a pending KeepStock requisition on the NC eProcurement Grainger Punchout site. The buyer will then receive an email notification, shown below, indicating that the KeepStock requisition is available.

In order to review the KeepStock requisition, the buyer will enter the Grainger Punchout site by logging into NC eProcurement. Once the buyer has accessed and reviewed the KeepStock requisition, the requisition can be submitted for agency approval within the NC eProcurement system. To ensure that inventory needs are met, buyers should submit the KeepStock requisition within 3 days of receiving the email notification.

It is important to understand that only the items which are available as part of Grainger's contract with the Division of Purchase & Contract will appear on the KeepStock requisition. For additional information or to schedule an appointment with a Grainger representative, please call 888-753-0019.

Grainger KeepStock Requisition Notification

To: ncbuyer@nc.gov

Dear Customer,

A new KeepStock requisition is available in your Grainger punchout catalog. Please review and submit your Grainger KeepStock requisition within 3 days to ensure efficient restocking of products at your facility.

Requisition #: 879727V
Program Name: EPRO.Maintenance

Please let us know if you have any questions.

eprocustomercare@grainger.com
1-877-202-2592

Accessing a Grainger KeepStock Requisition

2 To access a Grainger Keepstock requisition, navigate to the **Catalog** tab in Expert View.

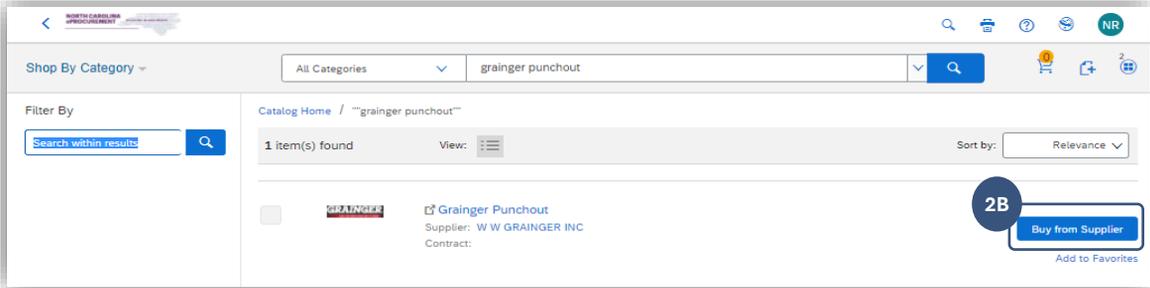
A. Access the Grainger Punchout catalog by typing **Grainger** or **2711B** in the catalog search bar.

The screenshot shows the 'CATALOG' tab selected in the top navigation. A search bar at the top right contains the text 'Grainger'. A dropdown menu is open below the search bar, showing two options: 'grainger' and 'grainger punchout'. A blue circle with the number '2A' is placed over the search bar and dropdown menu. Below the search bar, the 'Recently Viewed Items' section is visible, displaying four product cards with their respective images, descriptions, and prices.

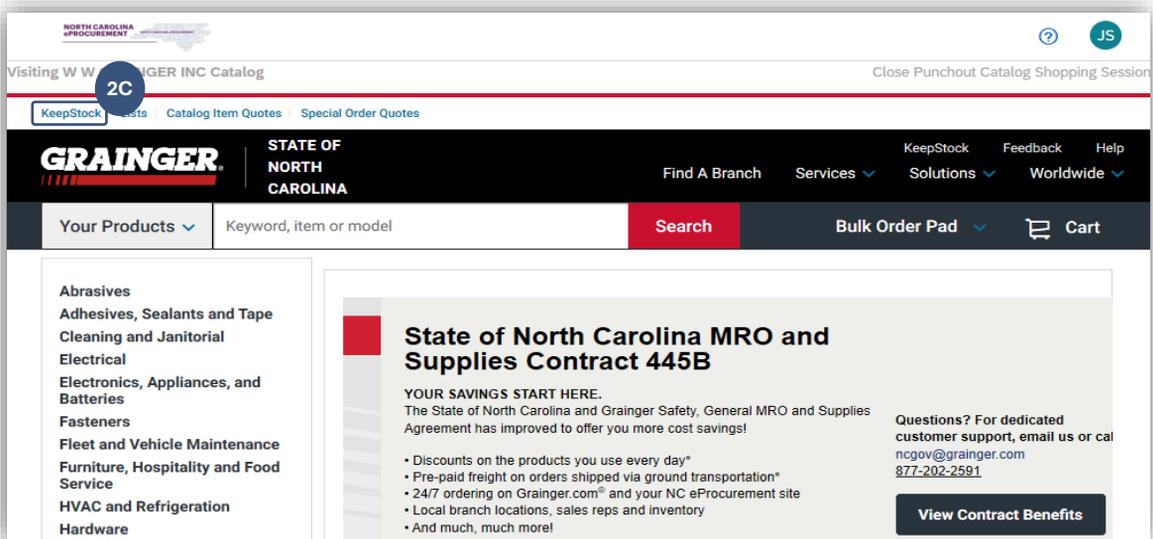
Product Name	Price
FSloffice Punchout Forms & Supply, Inc-FSloffice	\$1,140.05000 USD / each
Accessory, Purchase, Systel, LaserJet 3x500-sheet SYSTEL BUSINESS EQUIPMENT CO.	\$478.50000 USD / each
(DIST) UNIVERSAL TRI-CHEMISTRY, SINGLE UNIT CHARGER (NTN1667), For PR400/PR860/P Mobile Communications America	\$278.32000 USD / each
Accessory, Purchase, SYSTEL, LaserJet 500-sheet SYSTEL BUSINESS EQUIPMENT CO.	\$278.32000 USD / each

Grainger KeepStock Requisitions

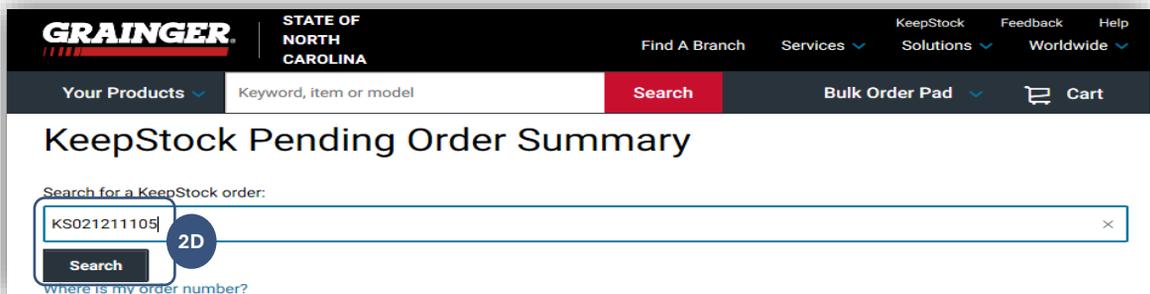
B. Click Buy from Supplier.



C. Upon entering the Grainger Punchout catalog, click the KeepStock link on the left.



D. Enter the KeepStock requisition number and click Search.

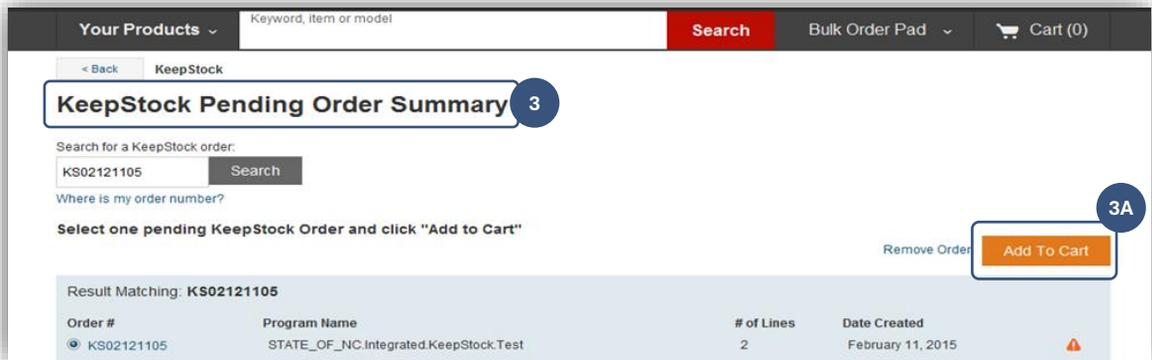


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Submitting a Grainger KeepStock Requisition

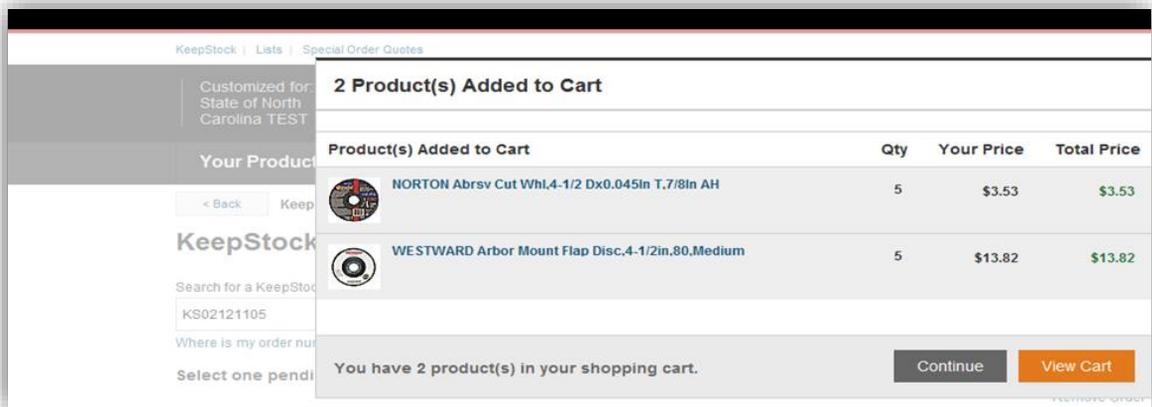
3 Once the KeepStock requisition number is located, the **KeepStock Pending Order Summary** page will appear.

A. Click **Add to Cart** to continue.



B. All items on the KeepStock requisition will be displayed for review. Click **View Cart** to edit or submit the Keepstock requisition.

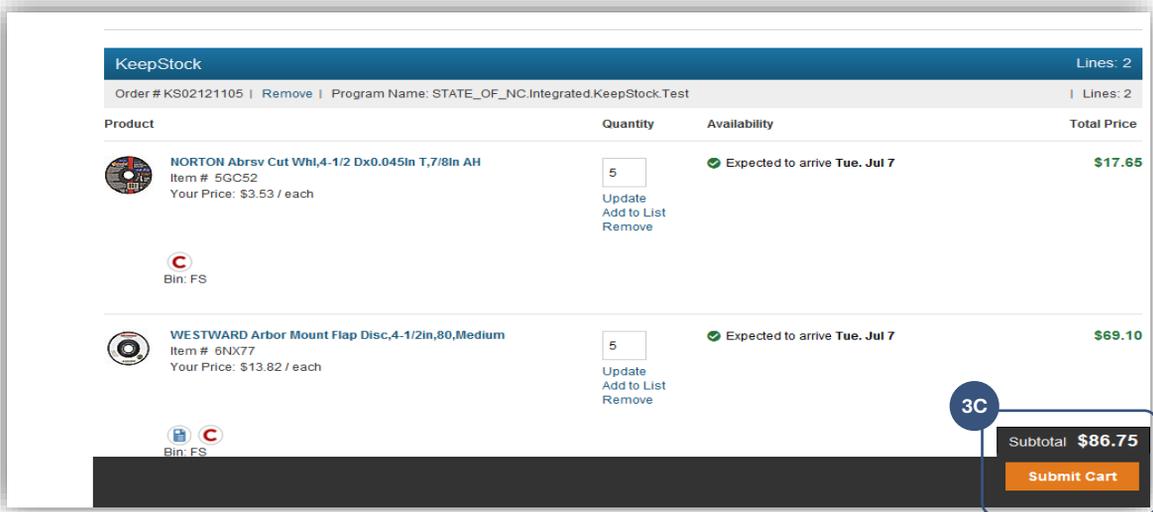
The user may add new Non-KeepStock items from the Grainger Punchout catalog by clicking **Continue**. However, it is not recommended to combine new Non-KeepStock items to a KeepStock requisition.



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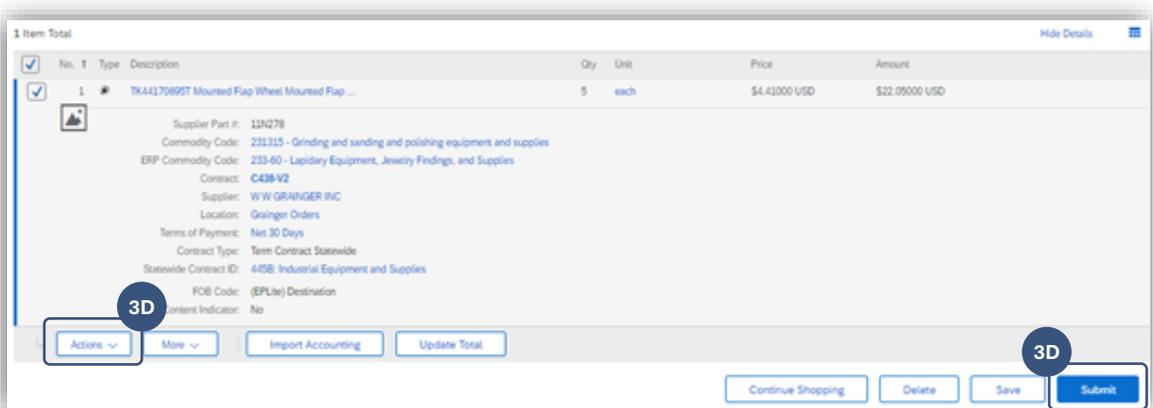
- C. At this time, the user will have the ability to check availability and select which items they would like to order from the KeepStock requisition. The user may edit the requisition by updating the quantity of the existing items or add new Non-KeepStock items from the Grainger Punchout catalog using the **Search** field. Click **Submit Cart** to transfer the requisition to the NC eProcurement system.

The user will have the ability to edit the KeepStock requisition once the **Submit Cart** button is clicked on the Grainger punchout catalog and the user returns to the NC eProcurement Requisition Checkout page. The user can re-enter the Grainger punchout catalog by clicking the item description of any supplier part on the NC eProcurement Requisition Checkout page. The user can select to view their cart on the Grainger punchout catalog to update the quantity and add or remove both KeepStock and non-KeepStock items to/from their cart.



- D. Once the KeepStock requisition is returned to NC eProcurement, the user should follow standard submission procedures. The user should update line item information, such as accounting information and comments, etc., then click the **Submit** button.

As previously mentioned, although it is possible to add other catalog line items to the requisition, it is recommended to include only the initial Grainger KeepStock items on the requisition.



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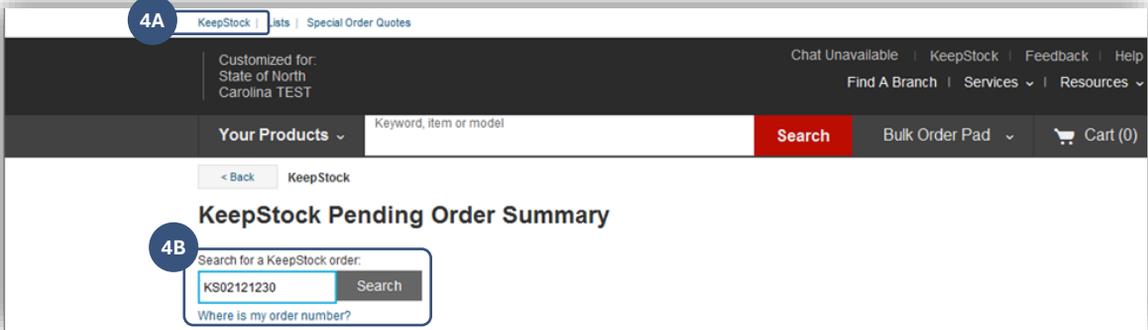
4

Reactivating a Grainger KeepStock Requisition

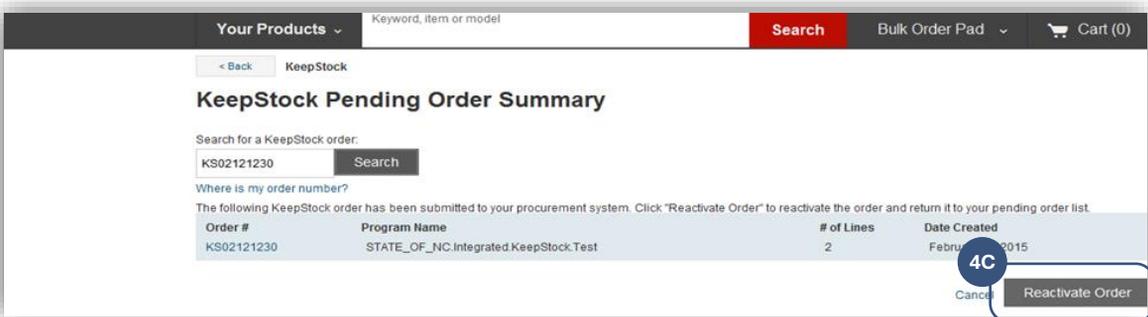
A KeepStock requisition which was previously accessed can be retrieved in a new session, if necessary, by accessing the Grainger Punchout System and reactivating the KeepStock requisition.

A. Access the Grainger Punchout catalog and click on the **KeepStock** link.

B. Enter the KeepStock requisition number then click **Search**.



C. Click **Reactivate Order**.



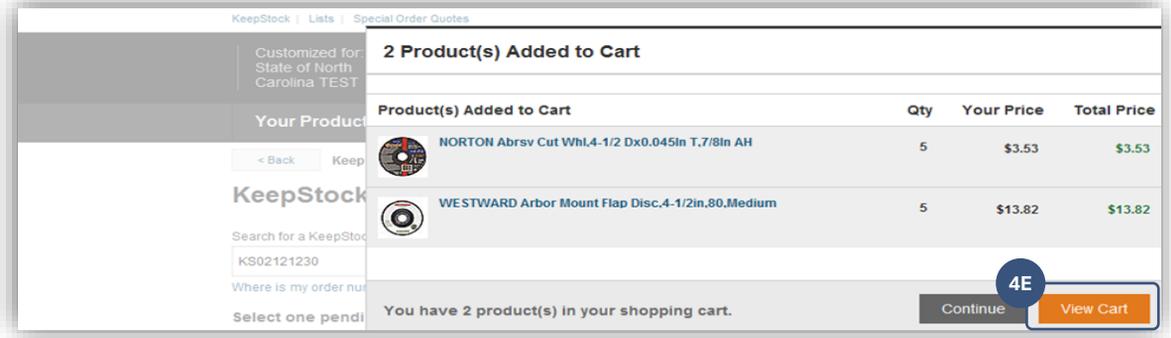
D. Click **Add to Cart**.



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E. Click **View Cart** to edit and/or submit the re-activated KeepStock requisition.

Click **Continue** to search for a different KeepStock requisition to re-activate or add new Non-KeepStock items from the Grainger Punchout catalog.



F. Once the necessary items have been added to the Grainger shopping cart, click **Submit Cart** to transfer the requisition to the NC eProcurement system, and complete the appropriate steps to submit the requisition for approval.