NC eProcurement Grainger KeepStock Requisitions

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.

I. Creating a Grainger KeepStock Requisition

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.

Note: 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				
	← Reply	🏀 Reply All	→ Forward	
To O ncbuyer@nc.gov				
Dear Customer,				
A new KeepStock requisition is available in your Grainger punchout catalog. Pleas requisition within 3 days to ensure efficient restocking of products at your facility.		ubmit your Graii	nger KeepStock	
Requisition #: 879727V Program Name: EPRO.Maintenance				
Please let us know if you have any questions.				
eprocustomercare@grainger.com 1-877-202-2592				

II. Accessing a Grainger KeepStock Requisition

1. To access a Grainger Keepstock requisition, the user must first log into NC eProcurement and begin the process of creating a requisition.

NORTH CAROLINA ePROCUREMENT							٩	a () ()	S NR
HOME PROCUREMENT	CATA	ALOG					Recent 🗸	Manage 🗸	Create 🗸
Requisition V Title			ID		~	C	λ		ર ૮
Common Actions	\sim	To Do							~
Create		ID	Date 🌡	From	Status	Titl	e	Require	d Action
Requisition		RC6002]		aguiaitian' li	ink	nple Expert View PR001	Receive	
Manage		RC6067		below 'Crea	equisition' li ate' in the		nple Guided Buying PR001	Receive	
Report Search Filters Prepackaged Reports					Actions' port	let.			View All 🗸
More 🗸		My Docu	iments						\sim
		ID		Title			Date 🖡	Status	
Recently Viewed	\sim	PR1181	.8443-V2	Example	PR #1		6/24/2020	Canceled	^
UP1345 UserCAS Requester			7	Samala C	wided Dunie - DD001		6/04/0000	Companies	

2. Access the Grainger Punchout catalog by typing 'Grainger' or '445B' in the catalog search bar.

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	HOME PROCUREMENT	CATA	LOG		Recent 🗸	Manage 🗸 Create 🗸
_						
	Shop By Category		All Categories 😽	Grainger	✓ Q	💾 🗗 🗑
-	Computers and IT equipment			grainger		
	computers and ri equipment	>	Catalog Home			Add Non-Catalog Item
	Machinery and Tools		0	grainger punchout		2
	Maintenance, Repair and Operations	>	Recently Viewed Items	×		< >
	Miscellaneous	>				
	Office Products	>	Conflice			
	Promotional Items	>			Find the Grainger Pur	nchout
	Raw Materials	>			catalog via the Catalo	
	Services				Search Bar.	SYSTEL.
	Uncategorized Items		Sloffice Punchout	Accessory, Purchase, Systel, LaserJet 3x500-sheet		SYSIEL,
			Forms & Supply, Inc-FSIoffice	SYSTEL BUSINESS EQUIPMENT CO.	PR400/PR860/P	EL BUSINESS EQUIPMENT CO.
						20000 1100
	Shop By			\$1,140.05000 USD / each	\$278	.32000 USD / each
	0100 03				\$478.50000 USD / each	
	Supplier	~				
		1				

3. Click 'Buy from Supplier.'

				Q	a (?)	۲	NR
Shop By Category –	All Categories	✓ grainger punchout		<mark>۲</mark> ۹		<mark>2</mark> 6	-
Filter By	Catalog Home / "grainger	punchout""	Oliele (Dury from Cumplicat)				
Search within results Q	1 item(s) found	View: :	Click 'Buy from Supplier' to access the Grainger	50	ort by:	Releva	ance 🗸
	GRAINGER	D ^a Grainger Punchout Supplier: W W GRAINGER INC Contract:	punchout catalog.			Buy from S Add to	Supplier o Favorites

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



5. Enter the KeepStock requisition number. Then, click 'Search.'

GRAINGER, STATE OF NORTH CAROLINA		Find A Branc	h Services 🗸	KeepStock Solutions V	Feedback Help Worldwide V
Your Products V Keyword, item or model		Search	Bulk O	rder Pad 🖂	₽ Cart
KeepStock Pending Ord	der Sumr	nary			
Search for a KeepStock order: KS021211105	Enter the 'Kee requisition num				×
Search Where is my order number?					

III. Submitting a Grainger KeepStock Requisition

6. Once the KeepStock requisition number is located, the 'KeepStock Pending Order Summary' page will appear. Click 'Add to Cart' to continue.



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

Note: 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.

KeepStock Lists Sp	ecial Order Quotes			
Customized for: State of North Carolina TEST	2 Product(s) Added to Cart			
Your Product	Product(s) Added to Cart	Qty	Your Price	Total Price
< Back Keep	NORTON Abrsv Cut Whl.4-1/2 Dx0.045in T,7/8in AH	5	\$3.53	\$3.53
KeepStock	WESTWARD Arbor Mount Flap Disc,4-1/2in,80,Medium	5	\$13.82	\$13.82
KS02121105				
Where is my order nur		_		,
Select one pendi	You have 2 product(s) in your shopping cart.		Continue	View Cart

8. 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.

Note: 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.

Keep	Stock			Lines
Order #	KS02121105 Remove Program Name: STATE_OF_NC.In	tegrated.KeepStock.Tes	t	Lines
Product		Quantity	Availability	Total Pr
	NORTON Abrsv Cut Whl,4-1/2 Dx0.045in T,7/8in AH Item # 5GC52 Your Price: \$3.53 / each	Update Add to List Remove	Expected to arrive Tue. Jul 7	\$17
	C Bin: FS			
0	WESTWARD Arbor Mount Flap Disc,4-1/2in,80,Medium Item # 6NX77 Your Price: \$13.82 / each	5 Update Add to List Remove	Expected to arrive Tue. Jul 7	\$69
	Bin: FS			Subtotal \$86. Submit Cart

9. Once the KeepStock requisition is returned to the NC eProcurement system, the user should follow standard submission procedures. If necessary, the user may update line item information, such as accounting information and comments, etc. The user may submit the requisition for approval by clicking the **'Submit'** button.

Note: 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.

1 Item Total						Hide Details	
No. † Type Description		Qty	Unit	Price	Amount		
✓ 1 ■ TK44170895T Mounted F	ap Wheel Mounted Flap	5	each	\$4.41000 USD	\$22.05000 USD		
ERP Commodity Code: Contract: Supplier: Location: Terms of Payment. Contract Type: Statewide Contract Dr. Tax Amount. Other Costs: Line Total of Tax and Other Costs:	231315 - Grinding and sanding and polishing equipment and supplies 233.60 - Lapidary Equipment, Jewelry Findings, and Supplies C438-V2 WW GRAINSER INC Grainger Orders rece so LogiS Term Contract Statewide 445B: Industrial Equipment and Supplies (EPLite) Destination						
							,
				Continue Shopping	Delete Save	Submi	it

IV. 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.

- 1. Access the Grainger Punchout catalog.
- 2. Upon entering the Grainger Punchout catalog, click on the 'KeepStock' link.
- 3. Enter the KeepStock requisition number. Then, click 'Search.'

KeepStock Lists Special Order Quotes				
Customized for: State of North Carolina TEST		Chat Una	available KeepStock I Find A Branch Services -	Feedback ∣ Help ✓ I Resources ✓
Your Products ~	item or model	Search	Bulk Order Pad 🗸	🐂 Cart (0)
< Back KeepStock				
KeepStock Pending	Order Summary			
Search for a KeepStock order KS02121230 Search Where is my order number?	\sum			

4. Click 'Reactivate Order.'

Your Product	Keyword, item or model	Search	Bulk Order Pad 🗸 📜 Ca	art (0)
< Back Keep	tock			
KeepStock	Pending Order Summary			
Search for a KeepStoc	order:			
KS02121230	Search			
Where is my order nun	ber?			
The following KeepSto	k order has been submitted to your procurement system. Click "Read	ctivate Order" to reactivate the or	der and return it to your pending order list.	
Order #	Program Name	# of Line	es Date Created	
KS02121230	STATE_OF_NC.Integrated.KeepStock.Test	2	February 11, 2015	
			Cancel Reactivate	Order

5. Click 'Add to Cart.'

Your Products ~	Keyword, item or model	Search	Bulk Order Pad 🗸	📜 Cart (0)
< Back KeepStock				
KeepStock Pen	ding Order Summary			
Search for a KeepStock order:				
KS02121230 Sea	arch			
Where is my order number?				
Select one pending Keep	Stock Order and click "Add to Cart"		Remove Order	Add To Cart
Order K\$02121230 has b	been reactivated.		-	
Order#	Program Name STATE OF NC.Integrated.KeepStock.Test	# of Lines	s Date Created February 11, 2015	A
© K302121230		2	1 00/04ly 11, 2010	

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

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

KeepStock Lists Sp	ecial Order Quotes			
Customized for: State of North Carolina TEST	2 Product(s) Added to Cart			
Your Product	Product(s) Added to Cart	Qty	Your Price	Total Price
<back keep<="" td=""><td>NORTON Abrsv Cut Whi,4-1/2 Dx0.045in T,7/8in AH</td><td>5</td><td>\$3.53</td><td>\$3.53</td></back>	NORTON Abrsv Cut Whi,4-1/2 Dx0.045in T,7/8in AH	5	\$3.53	\$3.53
KeepStock	WE STWARD Arbor Mount Flap Disc.4-1/2in.80.Medium	5	\$13.82	\$13.82
KS02121230				
Where is my order nur		_		<mark>、</mark> 、
Select one pendi	You have 2 product(s) in your shopping cart.	C	Continue	View Cart

16. 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.