

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 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.

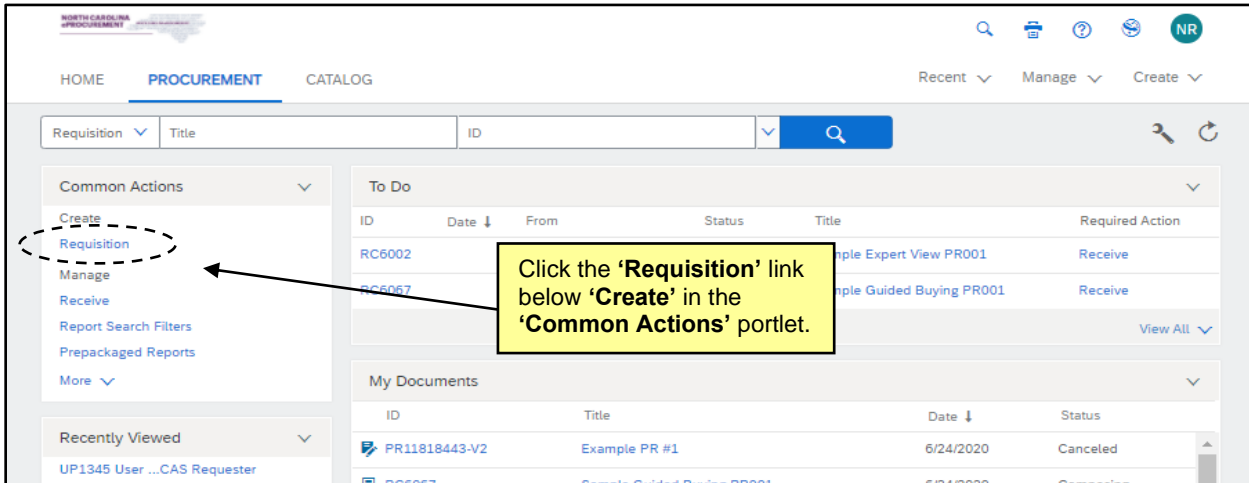
Requisition #: 879727V
 Program Name: EPRO.Maintenance

Please let us know if you have any questions.

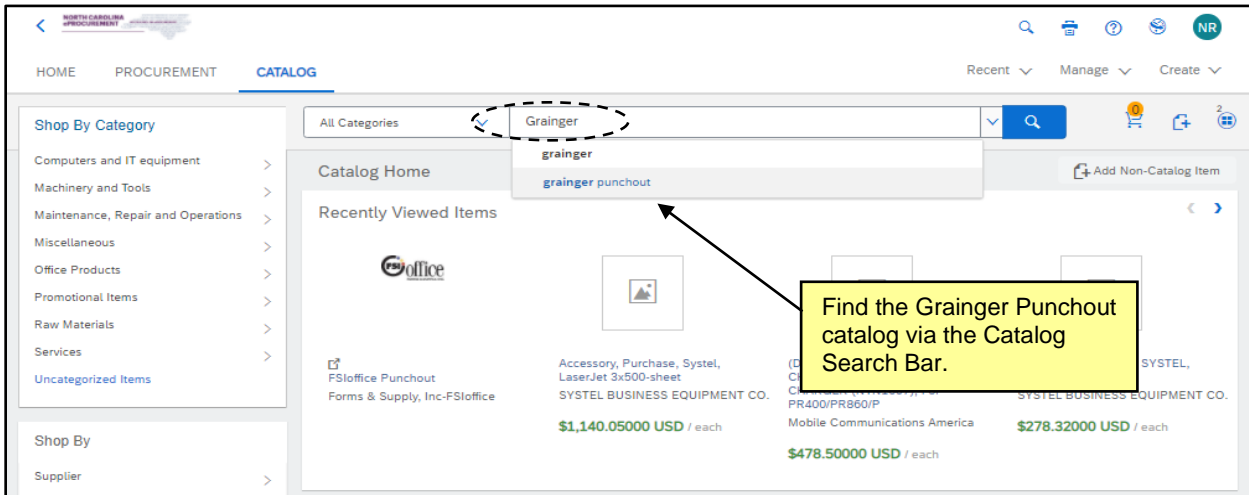
eprocustomercare@grainger.com
 1-877-202-2592

II. Accessing a Grainger KeepStock Requisition

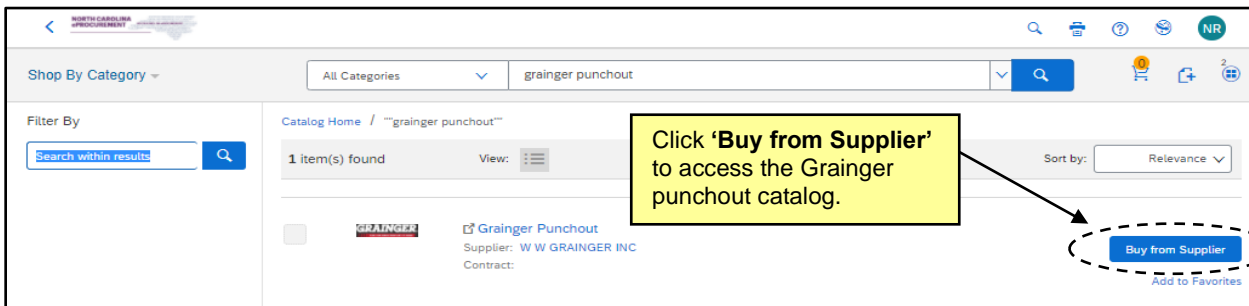
1. To access a Grainger Keepstock requisition, the user must first log into NC eProcurement and begin the process of creating a requisition.



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



3. Click 'Buy from Supplier.'



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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

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

Click the **'KeepStock'** link on the left.

- Enter the KeepStock requisition number. Then, click **'Search.'**

Enter the **'KeepStock'** requisition number

III. Submitting a Grainger KeepStock Requisition

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

Select one pending KeepStock Order and click "Add to Cart"

Order #	Program Name	# of Lines	Date Created
KS021211105	STATE_OF_NC.Integrated.KeepStock.Test	2	February 11, 2015

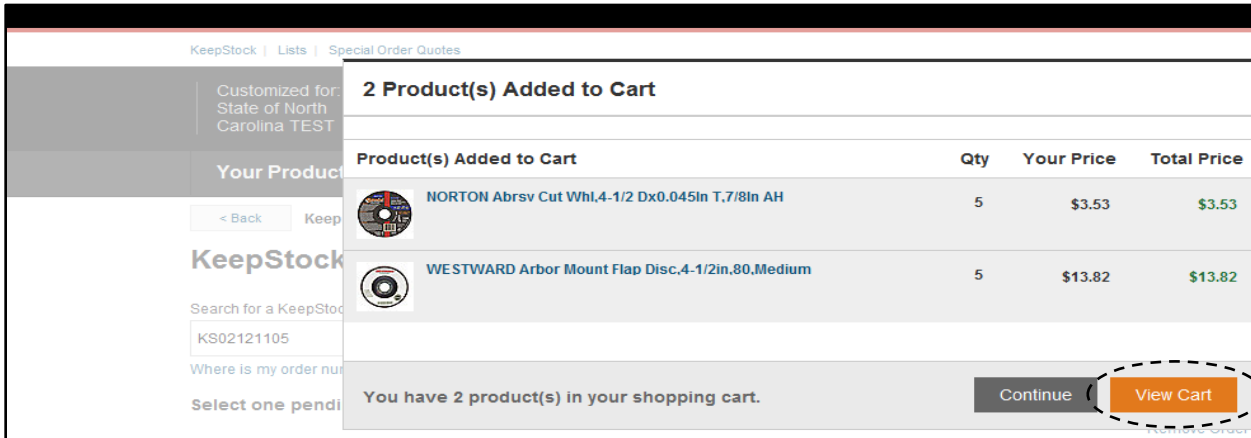
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 QUOTE PUNCHOUT CATALOG
 PURCHASE ORDER
 SOURCING
 BIDDING
 BUY

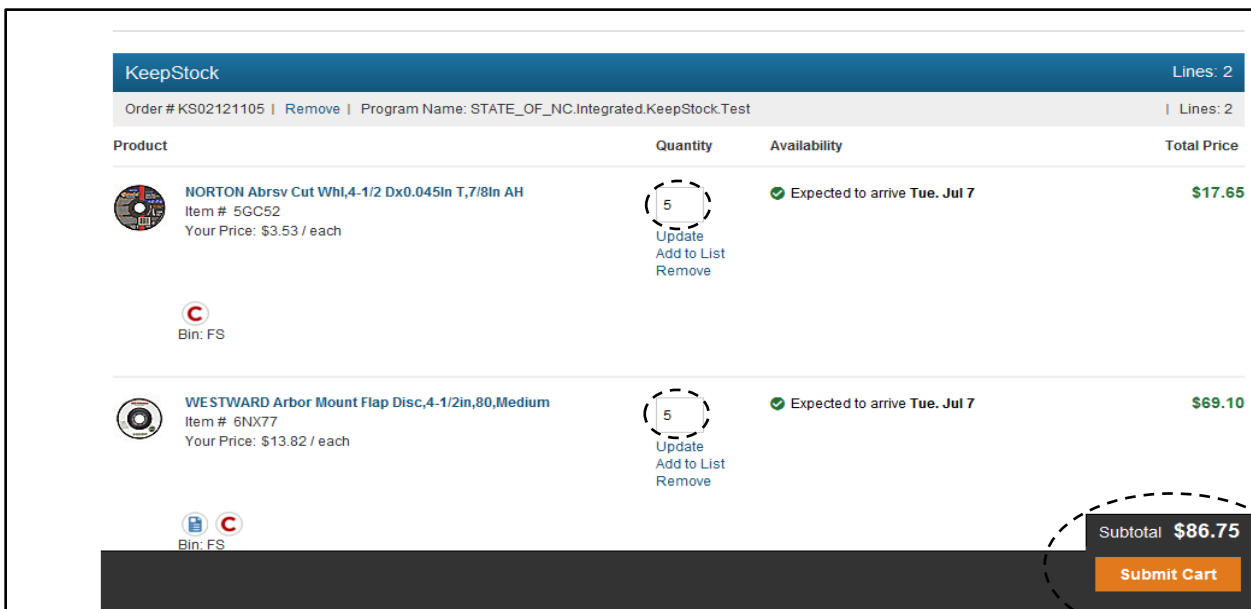
- All items on the KeepStock requisition will be displayed for review. Click **'View Cart'** to edit or submit the Keepstock requisition.

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.**



- 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.



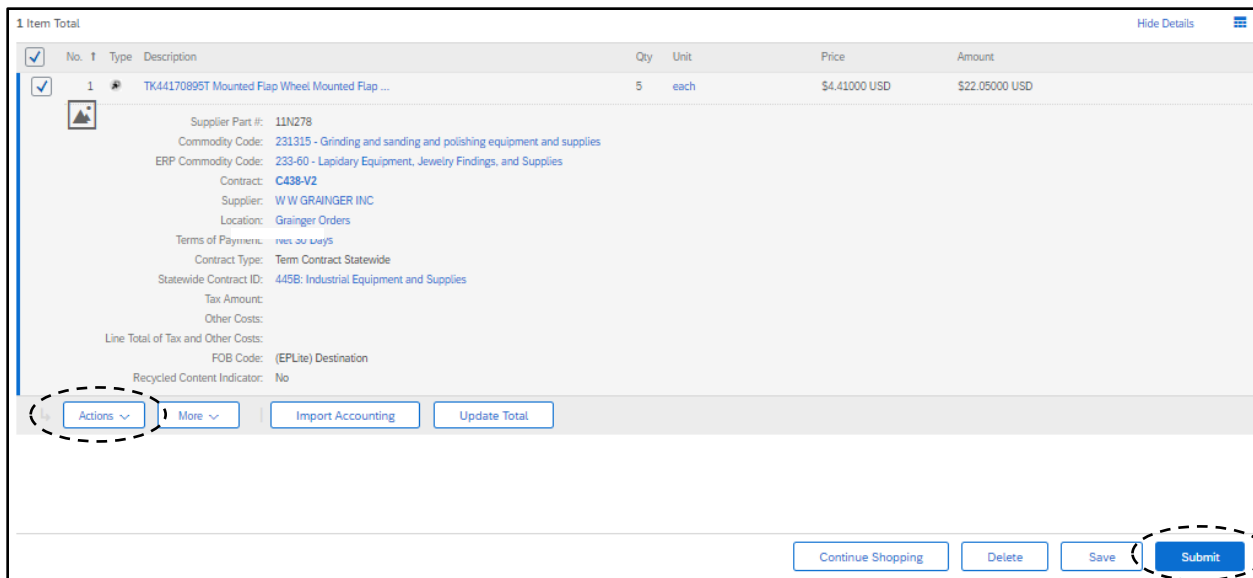
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- Once the KeepStock requisition is returned to the NC eProcurement system, the user should follow standard submission procedures. If necessary, the user may update line item information, such as accounting information and comments, etc. The user may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

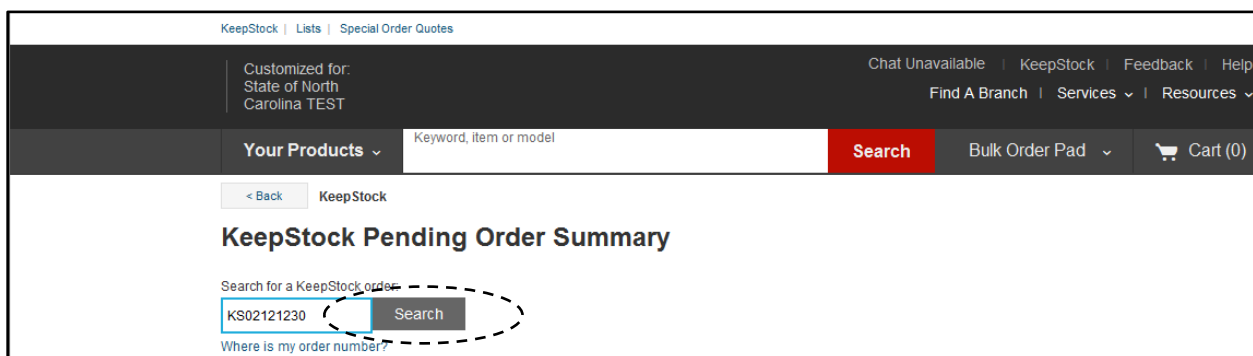
Note: As previously mentioned, although it is possible to add other catalog line items to the requisition, it is recommended to include only the initial Grainger KeepStock items on the requisition.



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.

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



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4. Click 'Reactivate Order.'

KeepStock Pending Order Summary

Search for a KeepStock order:
KS02121230 Search

Where is my order number?
The following KeepStock order has been submitted to your procurement system. Click "Reactivate Order" to reactivate the order and return it to your pending order list.

Order #	Program Name	# of Lines	Date Created
KS02121230	STATE_OF_NC.Integrated.KeepStock.Test	2	February 11, 2015

Cancel Reactivate Order

5. Click 'Add to Cart.'

KeepStock Pending Order Summary

Search for a KeepStock order:
KS02121230 Search

Where is my order number?
Select one pending KeepStock Order and click "Add to Cart"

Order **KS02121230** has been reactivated.

Order #	Program Name	# of Lines	Date Created
KS02121230	STATE_OF_NC.Integrated.KeepStock.Test	2	February 11, 2015

Remove Order Add To Cart

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 | Special Order Quotes

Customized for: State of North Carolina TEST

2 Product(s) Added to Cart

Product(s) Added to Cart	Qty	Your Price	Total Price
NORTON Abrsv Cut Whl, 4-1/2 Dx0.045In T, 7/8In AH	5	\$3.53	\$3.53
WESTWARD Arbor Mount Flap Disc, 4-1/2in, 80, Medium	5	\$13.82	\$13.82

You have 2 product(s) in your shopping cart.

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.