Process Guide Content

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Grainger KeepStock Requisition Guide

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

I. Creation of 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 E-Procurement related 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 E-Procurement. Once the buyer has accessed and reviewed the KeepStock requisition, the requisition can be submitted for agency approval within the NC E-Procurement 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.
II. Accessing a Grainger KeepStock Requisition

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

2. Access the Grainger Punchout catalog link by typing ‘Grainger’ in the catalog keyword search field or ‘445B’ in the Contract ID field, and click ‘Search.’
3. Click on the link for the **445B MRO/Facilities** - Punchout Catalog.

4. Upon entering the Grainger Punchout catalog, click on the ‘*KeepStock*’ link.
5. Enter the KeepStock requisition number. Then, click ‘Search.’
III. Submitting a Grainger KeepStock Requisition

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

2. 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.
3. 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.

**Note:** The user will have the ability to edit the KeepStock requisition once the ‘Submit Requisition’ button is clicked on the Grainger punchout catalog and the user returns to the NC E-Procurement Requisition Summary page. The user can re-enter the Grainger punchout catalog by clicking the item description of any supplier part on the NC E-Procurement Requisition Summary 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.

4. Click ‘Submit Cart’ to transfer the requisition to the NC E-Procurement system.
5. Once the KeepStock requisition is returned to the NC E-Procurement system, the user should follow standard submission procedures. If necessary, the user may update line item information, such as accounting information, need-by date, 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 or non-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.

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.’
4. Click ‘Reactivate Order.’
5. Click ‘Add to Cart.’

6. 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.

7. Once the necessary items have been added to the Grainger shopping cart, click ‘Submit Cart’ to transfer the requisition to the NC E-Procurement system, and complete the appropriate steps to submit the requisition for approval.