



Process Guide Content

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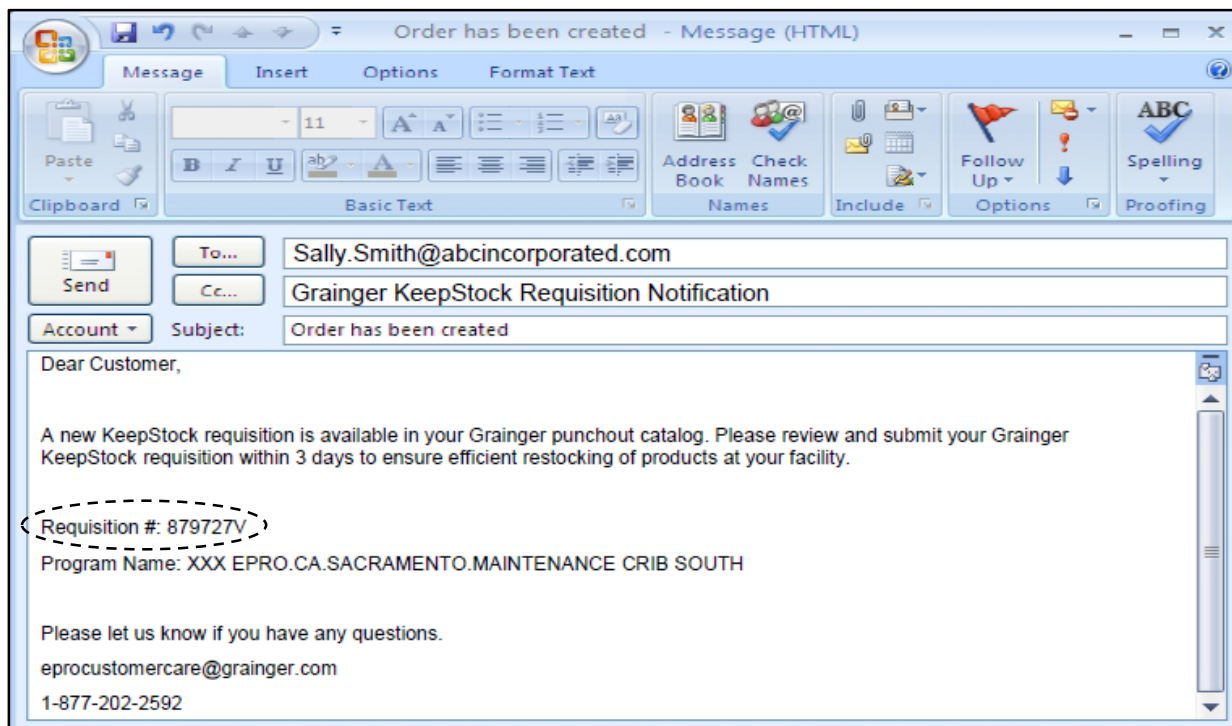
Grainger KeepStock Requisition Guide

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

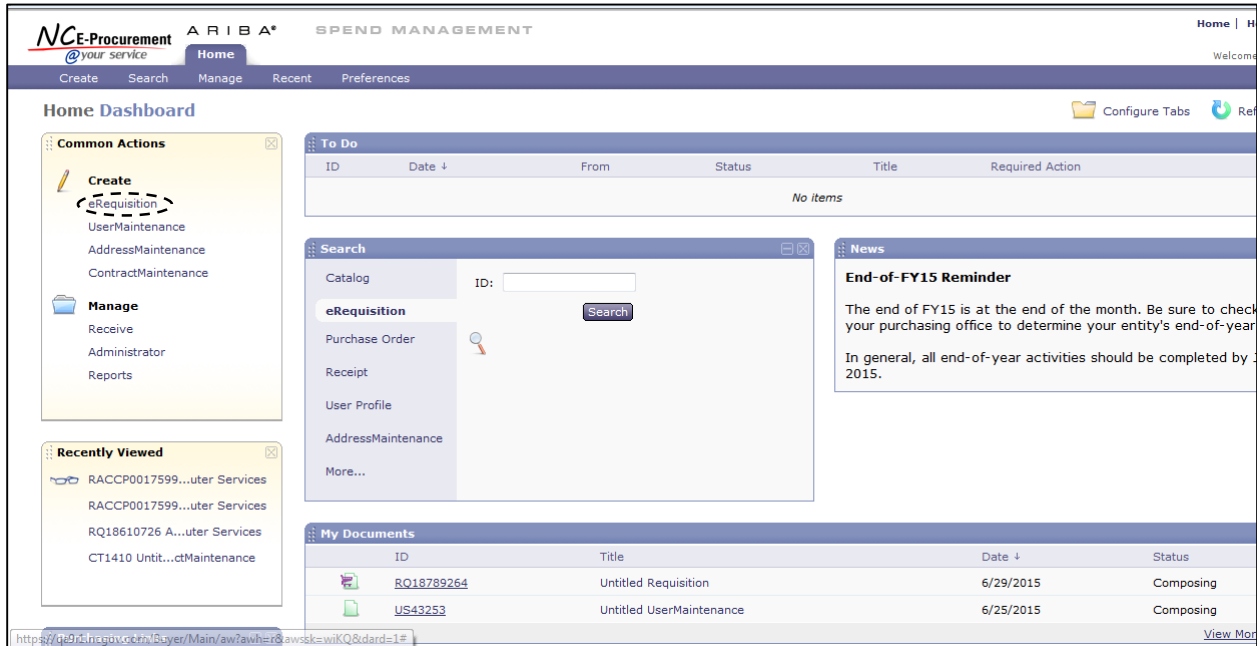
Based on agency defined inventory thresholds, a KeepStock requisition will be created by Grainger, and inventory will be monitored within the Grainger KeepStock program. To begin, an appointment should be scheduled with a Grainger representative at the customer location. The representative will scan 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.

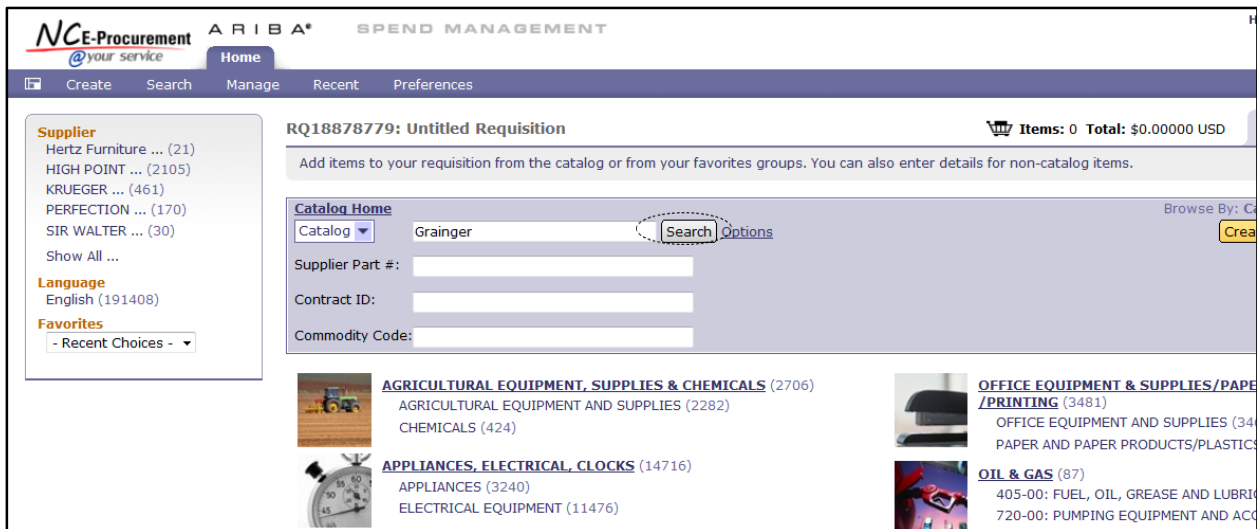


II. Accessing a Grainger KeepStock Requisition

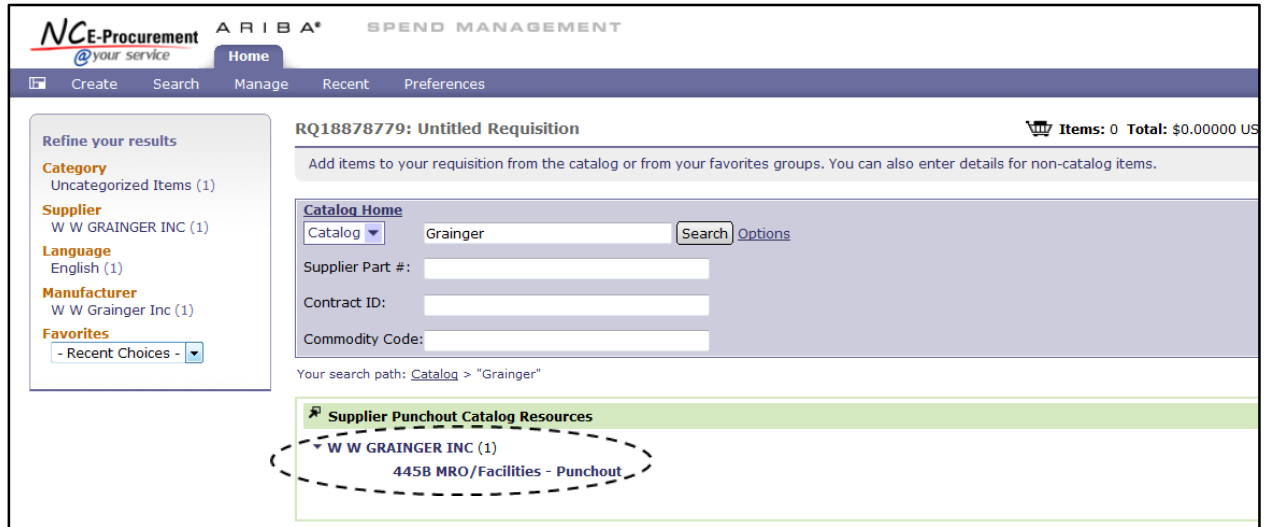
1. To access a Grainger Keepstock requisition, the user must first log into the NC E-Procurement system and begin the process of creating a requisition.



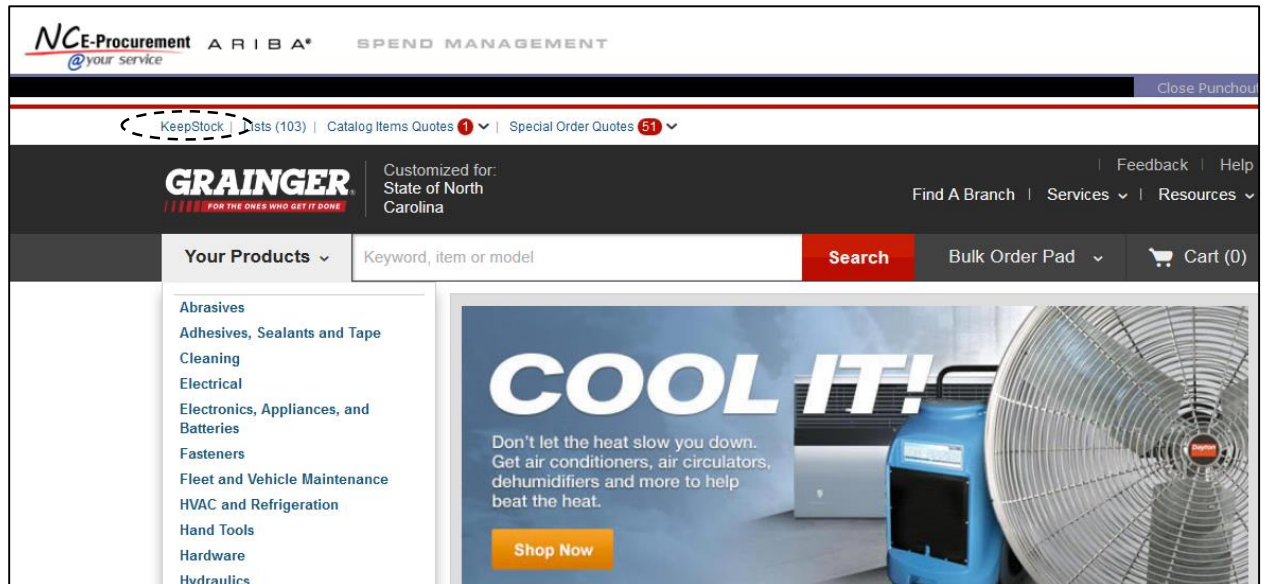
2. Access the Grainger Punchout catalog link by typing 'Grainger' in the catalog keyword search field or '445B' in the Contract ID field, and click 'Search.'



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.'

The screenshot shows the NCE-Procurement website interface. At the top, there is a navigation bar with the NCE-Procurement logo, 'ARIBA', and 'SPEND MANAGEMENT'. Below this is a dark navigation bar with 'KeepStock | Lists | Special Order Quotes' and a 'Close' button. The main content area is titled 'KeepStock Pending Order Summary'. It includes a search bar with the text 'Search for a KeepStock order:' and a search button. The search bar contains the requisition number 'KS02121105'. Below the search bar, there is a question 'Where is my order number?'. The search button is highlighted with a dashed box.

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.

KeepStock Pending Order Summary

Search for a KeepStock order:

KS02121105 Search

Where is my order number?

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

Remove Order Add To Cart

Order #	Program Name	# of Lines	Date Created
KS02121105	STATE_OF_NC.Integrated.KeepStock.Test	2	February 11, 2015

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.**

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

- 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.

Product	Quantity	Availability	Total Price
NORTON Abrsv Cut Whl,4-1/2 Dx0.045In T,7/8In AH Item # 5GC52 Your Price: \$3.53 / each	5	Expected to arrive Tue. Jul 7	\$17.65
WESTWARD Arbor Mount Flap Disc,4-1/2in,80,Medium Item # 6NX77 Your Price: \$13.82 / each	5	Expected to arrive Tue. Jul 7	\$69.10

Subtotal: **\$86.75**

Submit Cart

- Click **'Submit Cart'** to transfer the requisition to the NC E-Procurement system.

Submit Cart ?

Thank you for visiting Grainger!

You are about to transfer products to your internal procurement system.

These products will not be shipped until an order is received from your company.

For customer service, please contact ePro Customer Care at 1-877-202-2592 or email us at eprocustomeercare@grainger.com



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- 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.

RQ18800755: Untitled Requisition Back to Catalog **Submit** Exit

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Title: Untitled Requisition

Pre-Encumbrance Status: Not Encumbered

On Behalf Of: * (none selected) [v]

Delay Purchase Until: [] []

Buying Entity: * (none selected) [v]

Transmit To Supplier?

My Labels: [] Apply Label...

Line Items (2) Hide Details [] [v]

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1	[x]	TK612296T Arbor Mount Flap Disc Disc Type ...	6NX77	5	each	\$0.00 USD	\$0.00 USD	\$10.09 USD	\$50.45000 USD

Contract ID: 445B
 Supplier: W W GRAINGER INC
 Location: Grainger Orders
 Commodity Code: 365-30 - Polishing and Scru...
 ItemID: (no value)
 WarehouseID: (no value)

Company:
 Account:

[Edit] [Copy] [Delete] [Add from Catalog...] [Add Non-Catalog Item...]

Total Cost: \$57.05000 USD

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.'**

The screenshot shows the top navigation bar with 'NCE-Procurement @your service', 'ARIBA', and 'SPEND MANAGEMENT'. Below this is a breadcrumb trail: 'KeepStock | Lists | Special Order Quotes'. A dark navigation bar contains 'Customized for: State of North Carolina TEST', 'Chat Unavailable | KeepStock | Feedback | Help', and 'Find A Branch | Services | Resources'. A search bar with 'Your Products' dropdown and 'Search' button is visible. Below the search bar, the page title is 'KeepStock Pending Order Summary'. A search input field contains 'KS02121230' and a 'Search' button is circled with a dashed line.

4. Click **'Reactivate Order.'**

This screenshot shows the same interface as the previous one, but with more content. Below the search bar, there is a table with the following data:

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

Below the table, there is a 'Cancel' button and a 'Reactivate Order' button, which is circled with a dashed line.

5. Click 'Add to Cart.'

KeepStock Pending Order Summary

Search for a KeepStock order:

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
<input checked="" type="radio"/> KS02121230	STATE_OF_NC.Integrated.KeepStock.Test	2	February 11, 2015

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.

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.

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.