



W W Grainger Inc has a Punchout Catalog for Maintenance, Repair and Operations Supplies and Equipment (MRO) available to users in NC E-Procurement under State Term Contract 445B. The contract covers five (5) categories:

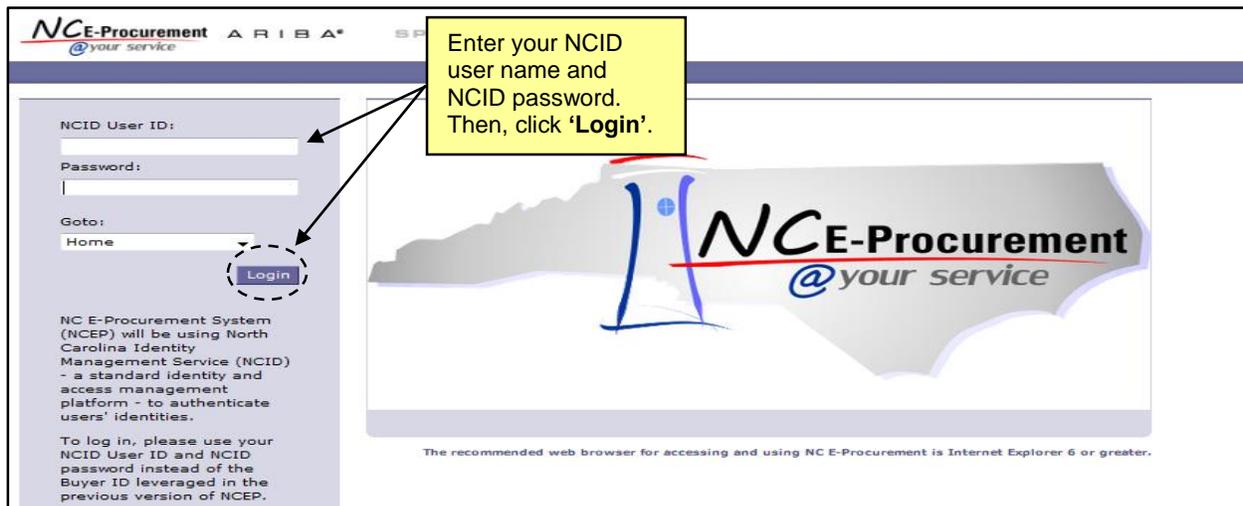
- 1) **Electrical / Lighting** (Electrical Equipment, Lamps, Ballasts, Fixtures, & Lighting);
- 2) **Industrial Supplies & Equipment** (Abrasives, Adhesives, Sealants, Lubricants & Coatings, Controls, Instrumentation, Testing & Measurements, Fasteners/Hardware, Fluid Power, HVAC/R, Material Handling, Mechanical/Power Transmission, Plumbing/PVF, Welding);
- 3) **Janitorial Supplies & Equipment;**
- 4) **Hand & Power Tools** (Power Tools & Accessories, Outdoor Gardening Supplies and Equipment);
- 5) **PPE & Safety Supplies** (Batteries, Safety & Security).

The contract does not cover the following:

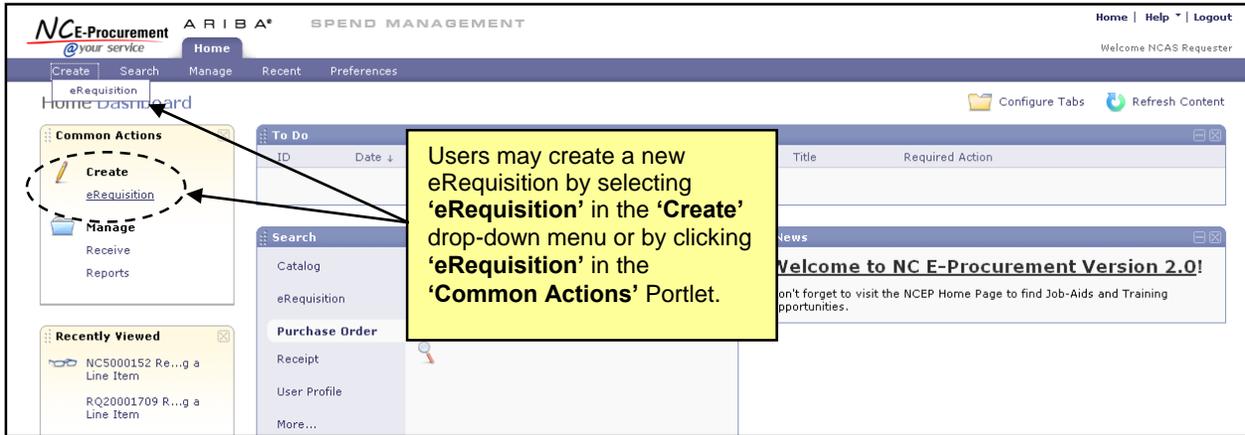
Agricultural and Landscaping Equipment, Appliances, Audio/Visual Equipment, Automobile Parts and Supplies, Fleet (Autos, Trucks, Aircraft, Boats), Communication Systems, Computers and IT Related Electronics, Educational Equipment, Floor Maintenance Machines, Vacuum Cleaners, Fencing, Fuel, Heavy Equipment, Identification Systems and Cards, Lathe and CNC Machines, Law Enforcement and Firemen Supplies, Medical/Laboratory Products, Office Equipment, Office Supplies, Furniture and Furnishings, Road Construction, Paint, Paper Supplies, Plastic Trash Bags, Services, Non-Warranty, Software and Utilities.

The steps below will help to guide you to the MRO/Facilities Punchout Catalog.

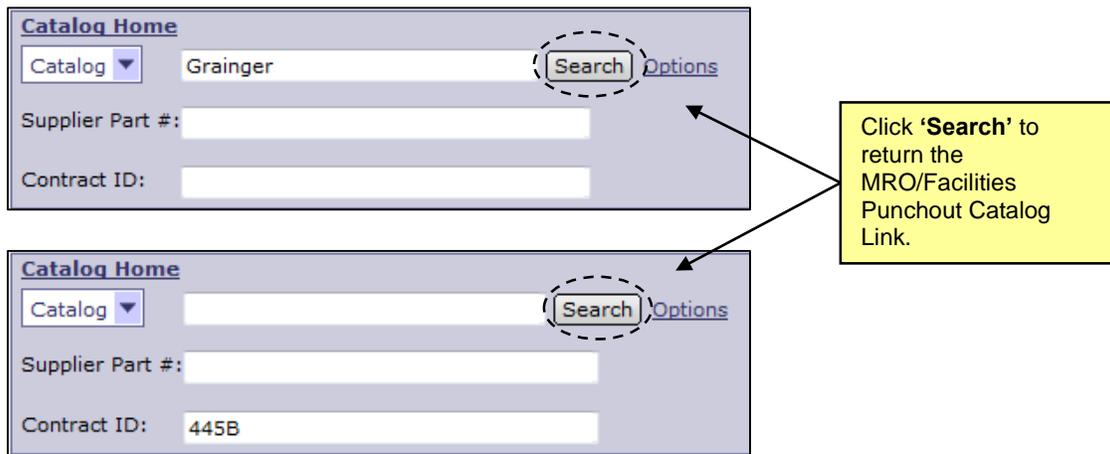
1. From the NC E-Procurement Login Page, enter your NCID login credentials. Then, click '**Login**.'



- From the NC E-Procurement Dashboard, click **eRequisition** from the **Create** Shortcut Menu or on either the Menu Bar or the **Common Actions** Portlet.

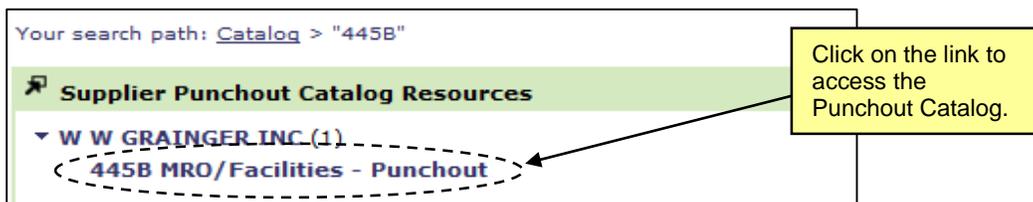


- Type either **Grainger** in the **Search** free-text field OR **445B** in the **Contract ID** free-text field. Click **Search.**

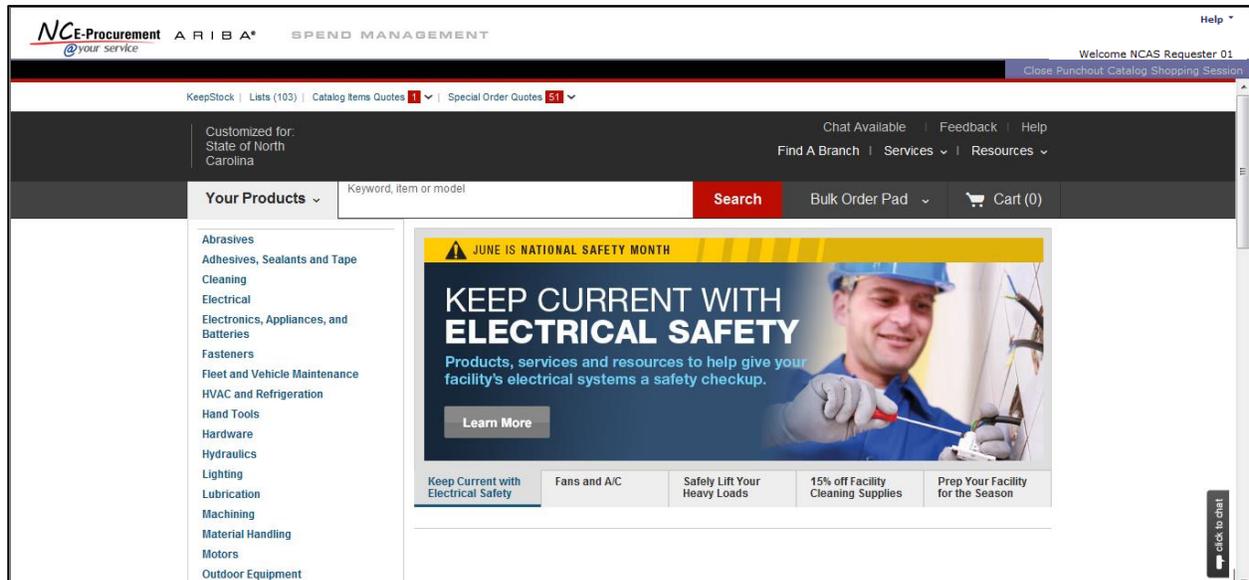


Note: If the **Contract ID** search box is not immediately available, edit the search options. To do this, click **Options** and select each additional field desired to display on the **Catalog Home** menu.

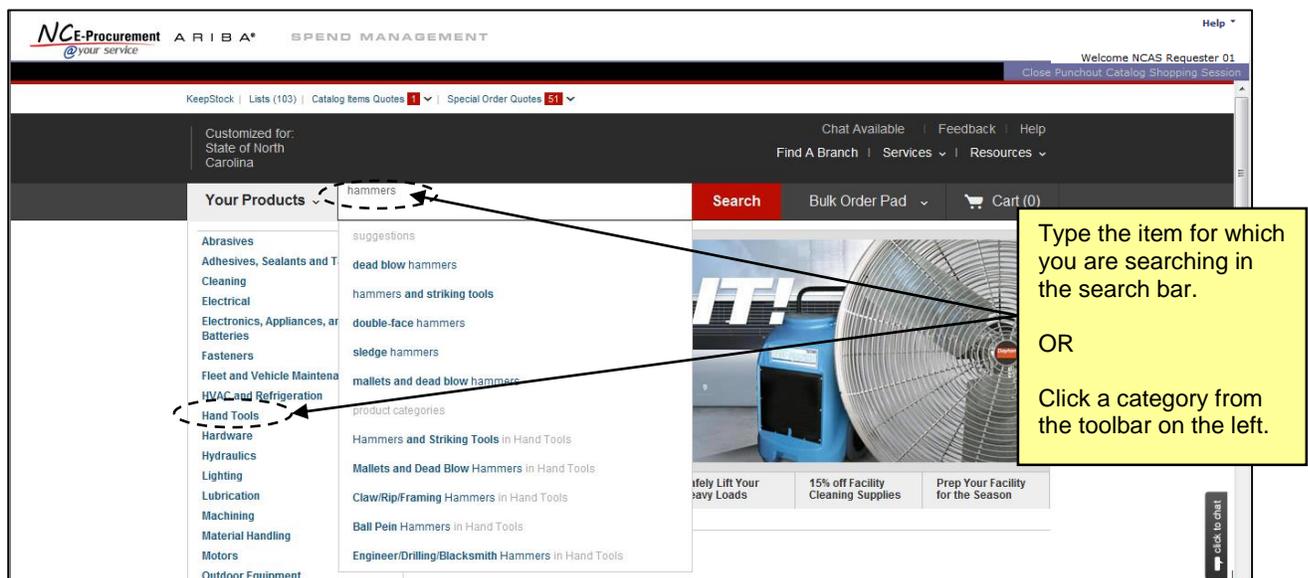
- Click the **445B MRO/Facilities - Punchout** link to access the MRO/Facilities Punchout Catalog.



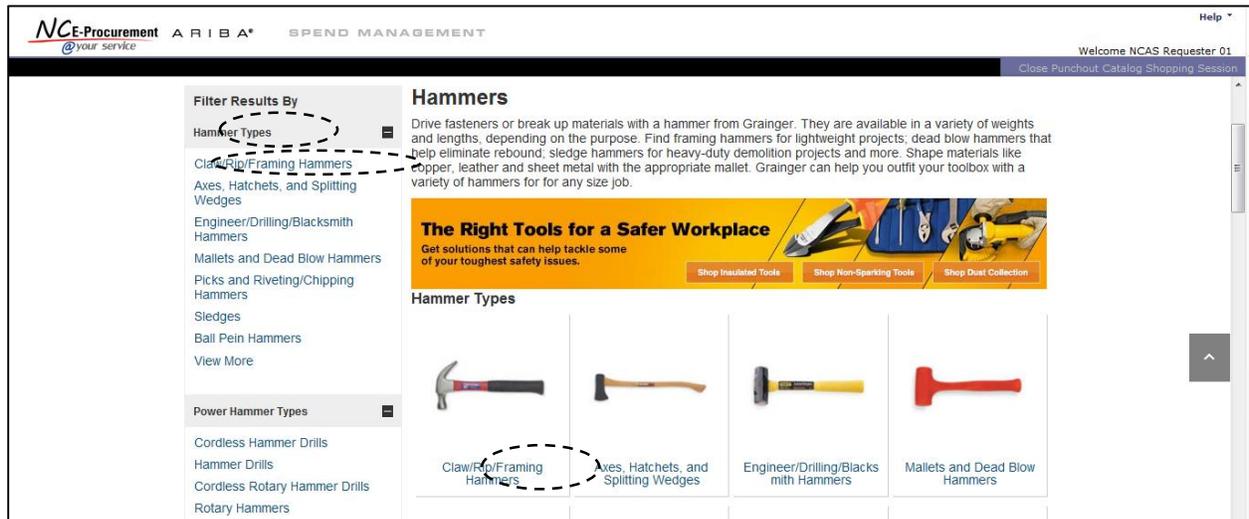
5. The page will refresh and you will be directed to the MRO/Facilities Punchout Catalog.



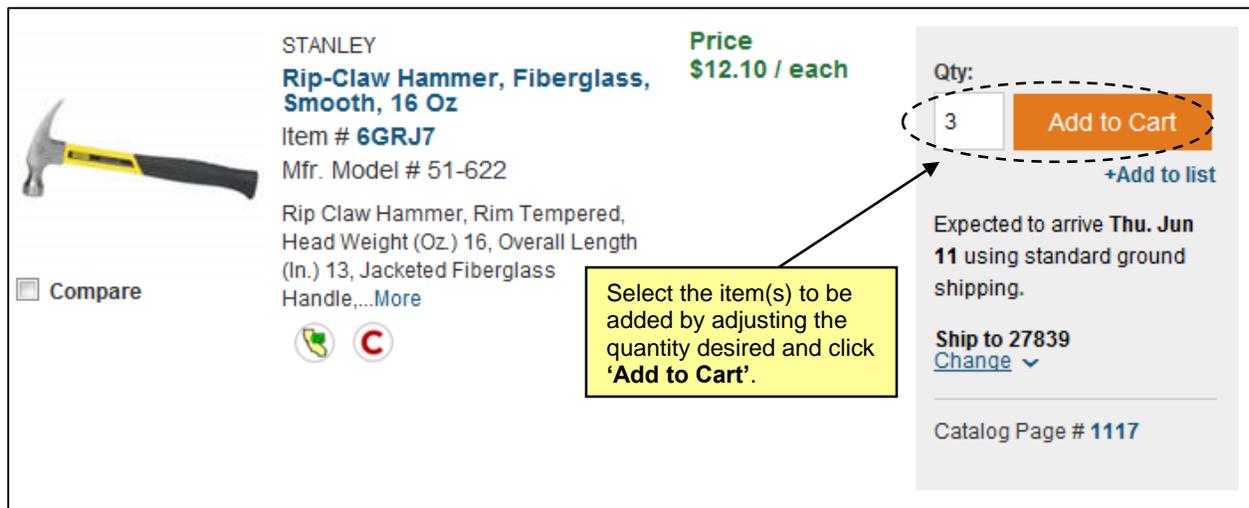
6. Type an item for which you are searching (in this case, 'hammer') in the free-text search bar OR click a category from the toolbar to the left (in this case, 'Hand Tools') to display further searchable results. Click on the result that best matches the item(s) you'd like to purchase.



- After conducting a search, the results page will be displayed. It may provide further options (in this case **'Hammer Types'**) for refining the search and evaluating the results. Select the category most appropriate for the item wanted (in this case **'Claw/Rip/Framing Hammers'**).



- Detailed results for the item(s) selected will be displayed. Select the item(s) you wish to purchase by adjusting the quantity in the **'Qty'** box and click the **'Add to Cart'** button.



- After clicking **'Add to Cart'**, a confirmation screen will appear. If you have completed purchasing the catalog item(s), click **'View Cart'**. If you are NOT finished, click **'Continue'**. This will return the user to the search results.

1 Product(s) Added to Cart

Product(s) Added to Cart	Qty	Your Price	Total Price
 STANLEY Rip-Claw Hammer,Fiberglass,Smooth,16 Oz	3	\$12.10	\$50.40

You have 1 product(s) in your shopping cart.

Continue
View Cart

- After selecting the item(s) to add to the shopping cart, click **'Submit Cart'**.

Note: Some products may not be available for all locations. Enter the zip code mapped to the **'Ship To'** address for this order to verify that it is available to ship to the desired location.

NCE-Procurement @your service A R I B A* SPEND MANAGEMENT
Help

Welcome NCAS Requester 01
[Close Punchout Catalog Shopping Session](#)

Delivery Method Shipping	Availability Enter ZIP code to check availability
	<input style="width: 80%;" type="text" value="27839"/> <input style="width: 15%; height: 20px;" type="button" value="Go"/>

Products in Cart

Product	Quantity	Availability	Total Price
 STANLEY Rip-Claw Hammer,Fiberglass,Smooth,16 Oz Item # 6GRJ7 Your Price: \$12.10 / each	<input style="width: 30px;" type="text" value="3"/> Update Add to List Remove	✔ Expected to arrive Thu, Jun 11	\$36.30

If you changed multiple quantities, [Update All.](#)

Subtotal \$36.30

Submit Cart



11. The MRO/Facilities Punchout Catalog closes and the user is directed back to the **'Summary'** page of the newly-created Requisition where the punchout purchase(s) are displayed as line items.

Note: To edit the quantity or items of a punchout catalog purchase, click the **'Description'** of the line item to return to the punchout site. Changes to punchout line items must be made within the punchout catalog.

The screenshot displays the 'Summary' page for a requisition titled 'Untitled Requisition'. The page includes a navigation bar with 'Home', 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area shows the requisition details and a table of line items.

Requisition Details:

- Title: Untitled Requisition
- Pre-Encumbrance Status: Not Encumbered
- On Behalf Of: NCAS Requester 01
- Delay Purchase Until: [Calendar icon]
- Buying Entity: 13EG
- Transmit To Supplier?
- My Labels: [Apply Label...](#)

Line Items (1):

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Other	Price	Amount
1		Rip Claw Hammer Rim Tempered Head Weight Oz...	6GRJ7	3	each	\$0.00 USD	\$0.00 USD	\$12.10 USD	\$36.30000 USD

Total Cost: \$36.30000 USD