

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.'

NCID User ID: Password:	Enter your NCID user name and NCID password. Then, click 'Login'.
Goto: Home NC E-Procurement System (NCEP) will be using North Carolina Identity Management Service (NCID) - a standard identity and access management platform - to authenticate	VCE-Procurement @your service
users' identities. To log in, please use your NCID User ID and NCID password instead of the Buyer ID leveraged in the previous version of NCEP.	The recommended web browser for accessing and using NC E-Procurement is Internet Explorer 6 or greater.



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



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

Catalog Home	
Catalog Grainger (Search Options	
Supplier Part #:	Click <b>'Search'</b> to return the
Contract ID:	MRO/Facilities
	Link.
Catalog Home	
Catalog  Cat	
Supplier Part #:	
Contract ID: 445B	

**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.

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





NC E-Procurement @ Your Service eRequisition Course 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.





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7. 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').

	AGEMENT	Help *		
@your service		Welcome NCAS Requester 01		
	Close F	unchout Catalog Shopping Session		
Filter Results By	Hammers	*		
Hammer Types	Drive fasteners or break up materials with a hammer from Grainger. They are available in a variety of weights and lengths, depending on the purpose. Find framing hammers for lightweight projects; dead blow hammers that			
ClawRip/Framing Hammers Axes, Hatchets, and Splitting Wedges	Delp eliminate rebound; sledge hammers for heavy-duty demolition projects and more. Shape materials like opper, leather and sheet metal with the appropriate mailet. Grainger can help you outfit your toolbox with a variety of hammers for for any size job.	E		
Engineer/Drilling/Blacksmith Hammers	The Right Tools for a Safer Workplace			
Mallets and Dead Blow Hammers	Get solutions that can help tackle some			
Picks and Riveting/Chipping Hammers	Shop Insulated Tools Shop Non-Spanking Tools Shop Dust Collection			
Sledges				
Ball Pein Hammers				
View More		^		
Power Hammer Types	1			
Cordless Hammer Drills Hammer Drills Cordless Rotary Hammer Drills Rotary Hammers	Claw/Ro/Framing Hammers Splitting Wedges Engineer/Drilling/Blacks Mallets and Dead Blow Hammers Hammers			

8. 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.

	STANLEY <b>Rip-Claw Hammer, Fiberg</b> <b>Smooth, 16 Oz</b> Item # <b>6GRJ7</b> Mfr. Model # 51-622	Price glass, \$12.10 / each	Qty: 3 Add to Cart +Add to list	
Compare	Rip Claw Hammer, Rim Tempe Head Weight (Oz.) 16, Overall L (In.) 13, Jacketed Fiberglass Handle,More	ered, ength Select the item(s) to be added by adjusting the quantity desired and click 'Add to Cart'.	Expected to arrive <b>Thu. Jun</b> <b>11</b> using standard ground shipping. <b>Ship to 27839</b> <u>Change</u> ~ Catalog Page # <b>1117</b>	



 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.	Q	Continue	View Cart

10. 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 A RI	IBA <sup>®</sup> SPEND	D MANAGEMENT				Help *
@your service						Welcome NCAS Requester 01
					Close	Punchout Catalog Shopping Session
	Delivery Method Shipping	Availability Enter ZIP code to check availability 27839 Go				Â
Pro	oducts in Cart					
Pro	oduct		Quantity	Availability	Total Price	E
F	STANLEY Rip-Claw Item # 6GRJ7 Your Price: \$12.10.	Hammer,Fiberglass,Smooth,16 Oz / each	3 Update Add to List Remove	Expected to arrive Thu. Jun 11	\$36.30	
	۲ ک					
		If you changed	multiple quantitie	es, Update All.	Subtotal \$36.30	
					Submit Cart	



 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.

NCE-Procurement	Home   Help *   Logout
@your service Home	Welcome NCAS Requester 01
La Create Search Manage Recent Preferences	
RQ18751066: 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: * NCAS Requester 01	
Delay Purchase Until: 🚦	
Buying Entity: * 13EG	
Transmit To Supplier?	
My Labels: 1 Apply Label	
Line Items (1)	Show Details
V No. Type Description	Supplier Part Number Qty Unit Tax Other Price Amount
V 1 Rip Claw Hammer Rim Tempered Head Weight Oz	6GRJ7 3 each \$0.00 \$0.00 USD \$36.30000 USD
Edit Copy Delete   Add from Catalog Add Non-Catalog Item	
	Total Cost: \$36,30000 USD Update Total