

The State of Indiana Grainger

MRO QPA #80947 User Guide



Contacts And Program Information

Dedicated Customer Service

Grainger Customer Service team is available to assist you with identifying product needed, creating quotes, providing invoice copies, order tracking, order lead time and/or other support services, 24/7.

Call (877) 699-4884 or email
indianagov@grainger.com.

Additional contact information

Specific order, quotes, and billing issues can be supported by calling **(877) 202-2592** or
eprocustomeercare@grainger.com.

Distribution Network

Grainger's U.S. distribution network stocks over \$1.8 billion in inventory covering 32 MRO categories available to immediately ship to customers.

Most orders received by 4 p.m. local time will ship the same day and be delivered the next business day.

Grainger's network of 250 full-service branches gives customers access to walk-in, will-call, and same-day delivery options along with product expertise.

Warranty and Return Process

The State of Indiana can return product purchased for any reason for exchange or refund up to thirty (30) days from the data of invoice, unless otherwise noted. State of Indiana can also return product for up to one (1) year from the date of invoice if the product is in its original packaging, unused, unexpired, undamaged, and in salable condition, unless otherwise noted. Proof of purchase from Grainger is required for all returns. You can place a return by calling Grainger Dedicated Indiana Customer Service, (877) 699-4884. Please be sure to have your order or invoice number and detailed information regarding the item you are returning.

About Grainger

Since 1927, our experience with large, complex, organizations have given us the knowledge to be the ideal business partner to continue to serve the State of Indiana. Grainger has the infrastructure, personnel, and relationships in place today with the State of Indiana that will enable us to continue uninterrupted support to all your departments with extremely high levels of service.

As your MRO supplier, our team has the knowledge of the state's departments' practices and policies which makes Grainger an ideal partner to continue to support your mission toward excellence, your sustainability goals, and product needs.

The information contained in this guide is owned by W.W. Grainger, Inc., and is considered strictly confidential and proprietary. The contents of this User guide are solely intended for use by employees of the State of Indiana to assist in the ordering of products from W.W. Grainger, Inc. and may not be disclosed to any person not an employee of the State of Indiana without the prior written consent of W.W. Grainger, Inc.

QPA Categories

1. General Industrial Products – Includes tools, parts, and supplies for machinery and equipment generally used in warehouse, manufacturing (or similar), kitchen, and hospital type settings. Example products include, but are not limited to, abrasives, bolts, cutting tools and metalworking, coolants, fasteners, hardware, hand tools, material handling storage and packing, metals, metalworking, raw materials, paint and painting supplies, pneumatics, power tools, sealants, studs, tape, welding and work order parts.

2. Safety Supplies – Includes safety equipment and personal protective products used to ensure the health and safety of employees. Also includes the safety, quality, and maintenance checks of the safety equipment and personal protective products. Examples include safety equipment and personal protective products such as gloves, vests, hard hats, lifting equipment, rigging equipment, gas masks, protective eyewear, and harnesses.

3. Commercial Cleaning and Janitorial Supplies– Includes paper and non-paper consumables, janitorial paper dispensers, cleaning and janitorial materials, small cleaning equipment, and chemicals used for internal, general, and routine cleaning. Example products include brooms and mops, detergents, disinfectant sprays/wipes, dispensers, floor care, furniture cleaner, hand dryers, hand sanitizers, industrial chemicals, multi-purpose cleaners, paper towels, small cleaning equipment, soaps, tissue paper, trash bags, and toilet paper.

4. Machinery and HVAC – Includes electronics, appliances, batteries, vehicle maintenance, automotives, motors, power transmission, machining, HVAC, and refrigeration.

5. Plumbing Supplies – Includes all plumbing supplies and products used in warehouse, manufacturing (or similar), kitchen, and hospital type settings. Examples include bearing adapters, dehumidifiers, epoxy, fans, faucets, hand dryers, hydraulic pumps, pipe products, tubing, valve caps, and water filters.

6. Lighting and Electrical Supplies – Includes all lighting and electrical components and supplies. Example products include ballasts, cable ties, electric wire, plugs, power strips, terminals, and wires & cables.

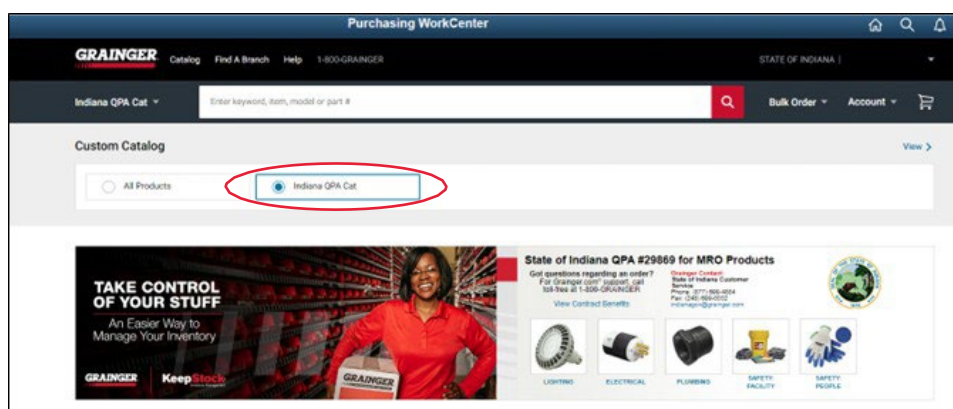
**State of Indiana Customers can also get Special item orders that are not in our Grainger Catalog.*

GETTING STARTED ON GRAINGER.COM®



SIGN IN

- Once you have accessed Peoplesoft and navigated to the Create Requisition section, you will select Grainger from the Browse Supplier Website option.
- On the Grainger punchout, you will make sure to select Indiana QPA Catalog before continuing searching for the items you are needing.

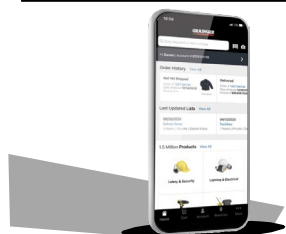


GETTING STARTED

- Click **My Account** to edit your checkout defaults for a quick and efficient check-out process on Grainger.com and our Mobile App.
- Create personal and shared **shopping list** of items for quick access during your shopping experience.
- **SHOP** easily with user-friendly tools to easily find products. View and compare product features, specifications, MSDS and real-time product availability.
- **ORDER** effortlessly using the tools that meet your needs.
- **MANAGE** your account efficiently using user default assignments and approval processes with the Order Management System.
- Create a bookmark in your browser for www.grainger.com.
- Download the Grainger Mobile App.
- Visit www.grainger.com/help for additional assistance.

MOBILE SPECIFIC FEATURES

- Reorder using barcode and item number scanner
- Snap a pic to search by image for items you need
- Get help using click-to-chat
- Match products to specific locations



Apple, the Apple logo and iPhone are trademarks of Apple, Inc. registered in the U.S. and other countries. App Store is a service mark of Apple Inc. Google Play is a trademark of Google Inc.

MY ACCOUNT FEATURES

- Account Administration
- Customization options
- Manage Users, Spend and Approval Limits
- Contact Information
- Login Options
- Payment Methods
- Shipping Addresses
- Checkout Defaults
- Order History
- Invoicing
- Auto Reorder
- My Lists

877-699-4884

indianagov@grainger.com



[View Online Help](#)



[View Online Help Videos](#)



[Chat with us](#)



[Call us](#)



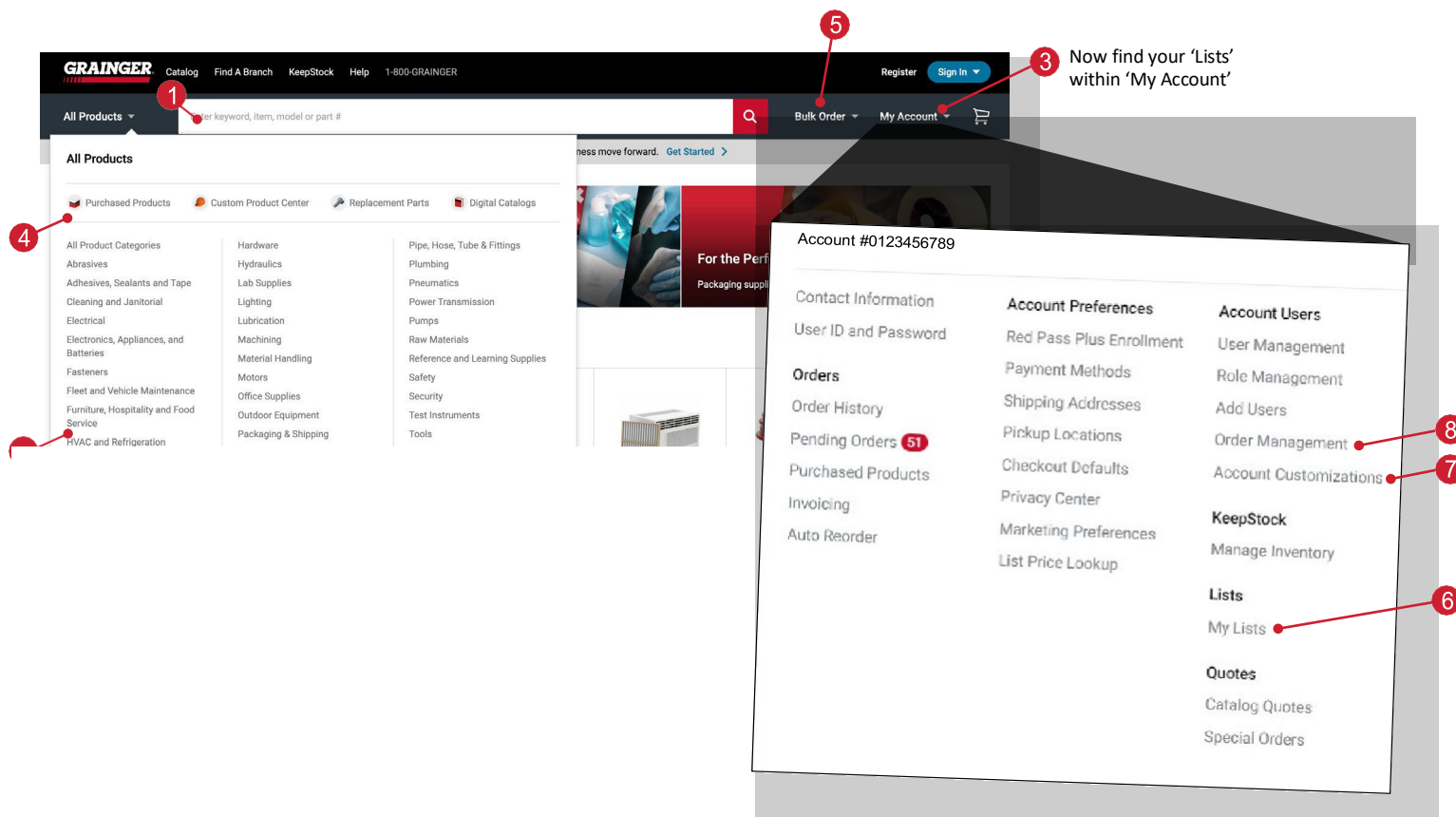
[Send us a message](#)

Connect with us



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EXPLORE THE POWER OF GRAINGER.COM®



SHOP easily

View and compare product features, specifications and real-time availability.

- 1 Use our robust **Search** engine with type-ahead search functionality
- 2 Browse by **Product Category** Access
- 3 personal or shared **Lists**
- 4 View previously **Purchased Products**

ORDER effortlessly

Intuitive tools make ordering a breeze.

- 5 Quickly add items to your cart or list by entering Grainger item numbers and quantities via the **Bulk Order Pad**
 - 6 Order products directly from your personal or shared **Lists**
 - 7 Use **Account Customizations** to personalize your experience
 - 8 Maintain complete visibility of all purchases with **Order Management**
- Access previously **Purchased Products**
 - Add items to your cart from the **Item Detail** page or from your **search results**
 - Replenish your inventory with **Auto-Reorder**

MANAGE efficiently

Optimize purchasing and approvals through our Order Management system.

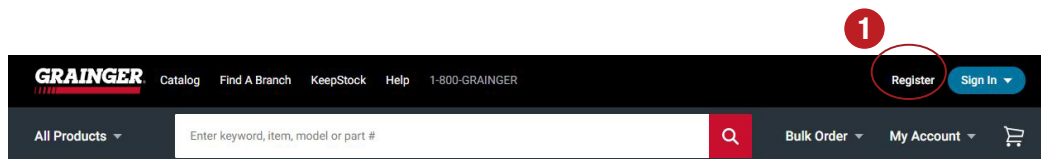
- Customize checkout requirements with order and item level fields
- Manage user access and settings
- Create user spend limits and approval routing
- Manage payment methods and shipping addresses
- Establish budgets for each user and track through reporting
- Streamlined checkout process
- View pending orders and order history
- View and download invoice history and create personal shopping lists

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REGISTER TO TAKE FULL ADVANTAGE OF GRAINGER.COM®



Grainger.com is a fast and easy online solution, giving you quick access to over a million products. Sign in to view your pricing and product availability, create personal and/or shared lists for quicker access, enable the Order Management System (OMS) with your workflow and approval process, customize your checkout requirements, view order history and pay invoices online. Use your Grainger.com credentials to quickly access the Grainger mobile app for your on-the-go needs. Complete your registration today!



1

Sign In

User ID

Password

Sign In

[Forgot User ID?](#) [Forgot Password?](#)

Register for Grainger.com

Register

Benefits of registering:

- Take advantage of faster ordering options
- Save favorite items to personal lists
- View your customized account information
- Track your order status and order history

2

Register for Grainger.com

Registration Information

Register for Grainger.com as a Business or Personal user. Existing business account users can simplify registration by entering a Grainger account number.

Registration Type

Select Registration Type

Register and join an existing business account

Register and create a new business account

Register as a personal user

Last Name

Email Address

Confirm Email Address

☒ Email me product recommendations, custom benefits, and industry news

Country Code

USA - 1

[Add an Extension](#)

Address Information

☐ Federal Government

Business Name

[Add an additional business name](#)

Country

USA

Street Address

Suite, Building, Department, etc. Optional

ZIP Code

City

State

Select

Continue

This window will appear if you do not provide your account number or if create a new business account was selected in Step 2.

3

Account Security

User ID

Can be your email address.

Create Password

Minimum 8 characters.

Confirm Password

Terms of Registration: Grainger's Terms of Sale include important legal terms that govern the business you or your company does with Grainger, including but not limited to terms for any trade credit. Our Terms of Access set forth the terms governing your use of any Grainger website. Our Privacy Policy includes important information about the personal information we collect from you and how we use it. By submitting registration, you acknowledge that you have read and agree to Grainger's Terms of Sale, Terms of Access, and Privacy Policy.

Submit Registration

REGISTRATION TIPS

- > Have your account number handy when registering. Contact us if you need help accessing your account information — chat with an agent or call 1.800.GRAINGER (1.800.472.4643).
- > For security verification purposes, it may take up to 24 hours for your account data to be fully synced with Grainger.com.
- > If you received an email invitation to register and can't find that email, chat with one of our agents or call 1.800.GRAINGER (1.800.472.4643) to have it resent.
- > If you'd like to establish a line of credit with Grainger to use open account billing on Grainger.com, please contact 1.800.GRAINGER (1.800.472.4643) once you're notified of your account number.

Visit [grainger.com/help](https://www.grainger.com/help) for tips, videos and support.

Access your Grainger.com account via the Grainger mobile app when you're on the go! Just enter your Grainger.com sign-in credentials.

IT'S THAT EASY!

- 1** Go to Grainger.com and click **Register** in the upper right corner, or click **Register** from the quick **Sign In** module.
- 2** To register and join an existing business account, enter your first name, last name, email address and phone number. Enter your organization's Grainger account for a faster registration process, or we will match you to the correct account with address validation. Click **Continue** to proceed.
To register and create a new business account, enter your first name, last name, email address, phone number and address. Click **Continue** to proceed.
- 3** Create a personal User ID and Password. Read and accept the Terms of Registration. Then click **Submit Registration**.

Thank you for registering. You'll receive an email notification upon completion. Call Customer Care at 1.800.GRAINGER (1.800.472.4643) or visit [grainger.com/help](https://www.grainger.com/help) if you need additional assistance.

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Supplies and Solutions for Every Industry®

877-699-4884
indianagov@grainger.com

GRAINGER.COM

Homepage



Grainger.com features an easy-to-navigate header available from all pages. It's quick and easy to find what you need, from any device, to get the job done.

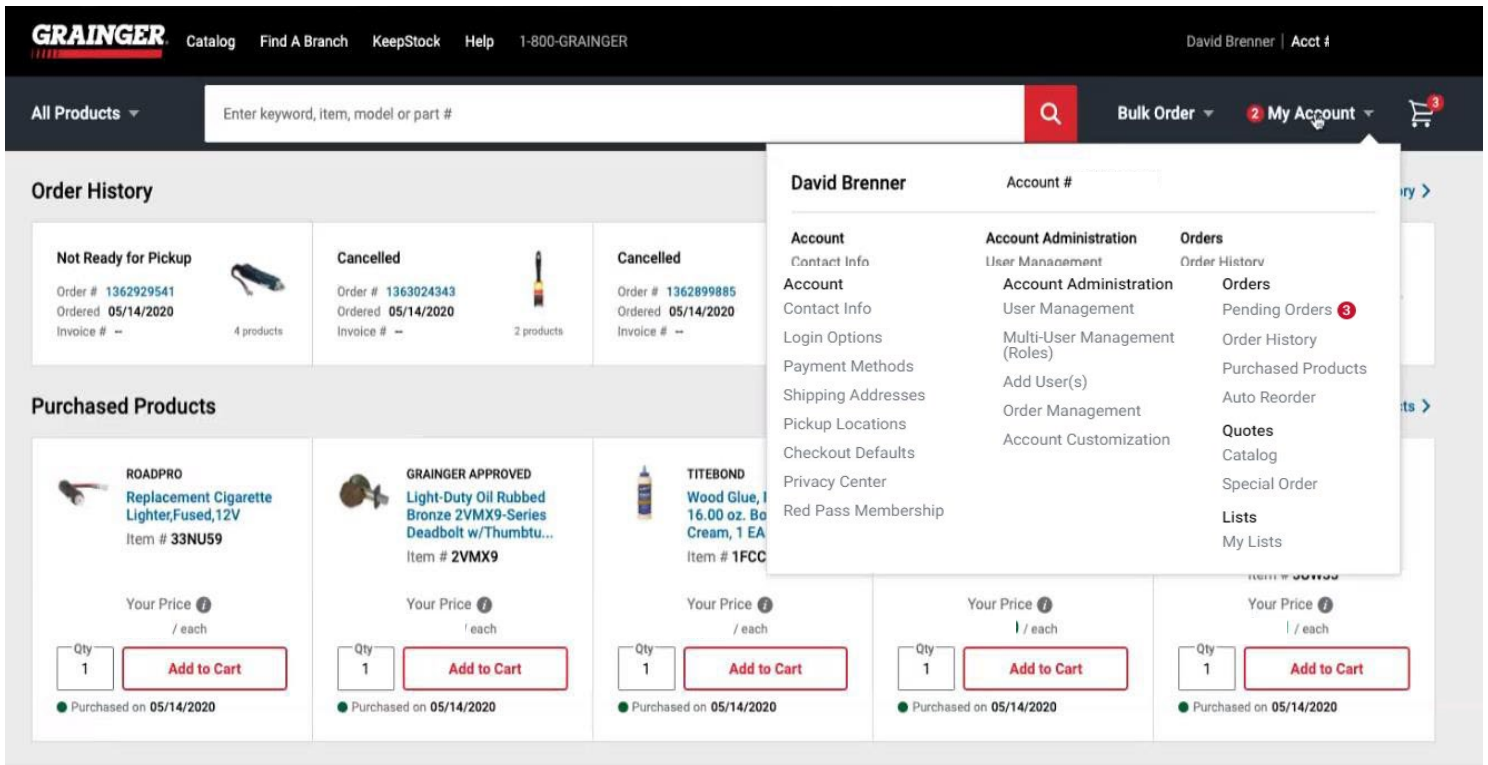
Grainger.com is powered by technology that makes our website and apps more consistent, enabling delivery of new features faster and more efficiently - and so you can stay focused on what matters most.

The screenshot displays the Grainger.com homepage. The header includes the Grainger logo, navigation links (Catalog, Find A Branch, KeepStock, Help, 1-800-GRAINGER), and user options (Register, Sign In). A search bar is prominently featured with the placeholder text "Enter keyword, item, model or part #". Below the header, there are three main promotional banners: "COVID-19 Recovery", "Ready to Ship Now" (highlighting COVID-19 supplies), and "Tools for All Trades". A "My Account Menu" pop-up is visible on the right side of the page. Below the banners, a section titled "The One Item You Need + 1.5 Million More" displays a grid of 21 product categories, each with an icon and a label. The categories are: Safety & Security, Lighting & Electrical, Tools & Test Instruments, Cleaning & Janitorial, HVAC, Pipes, Hose, Tube & Fittings, Plumbing & Pumps, Metalworking & Fabrication, Motors & Power Transmission, Pneumatics & Hydraulics, Material Handling, Packaging & Shipping, Fasteners, Hardware & Raw Materials, Building & Grounds Maintenance, Tapes, Adhesives & Lubricants, Fleet & Vehicle Maintenance, and Lab, Office & Hospitality Supplies.

GRAINGER.COM | **1.800.GRAINGER**

877-699-4884
indianagov@grainger.com

AVAILABLE THROUGH
GRAINGER
FOR THE ONES WHO GET IT DONE



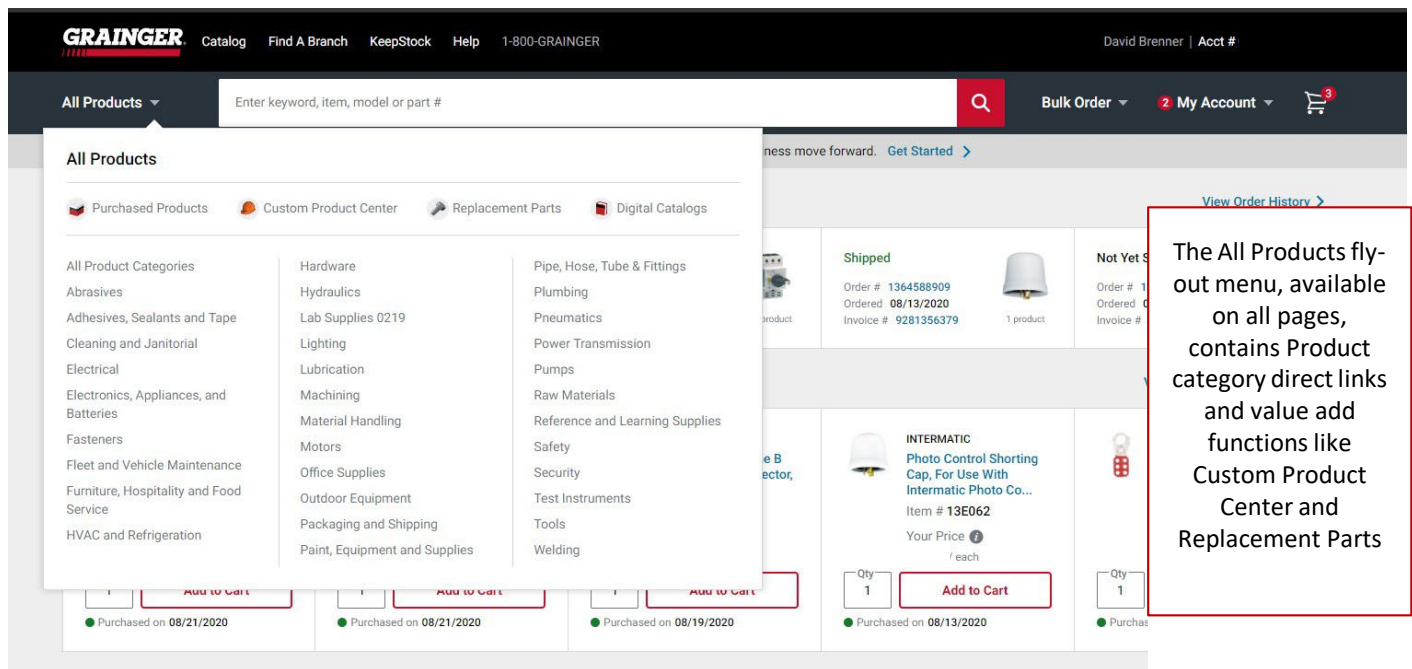
The screenshot shows the top navigation bar of the Grainger.com website. The header includes the Grainger logo, navigation links (Catalog, Find A Branch, KeepStock, Help, 1-800-GRAINGER), and user information (David Brenner | Acct #). Below the header is a search bar with the placeholder text "Enter keyword, item, model or part #". To the right of the search bar are links for "Bulk Order", "My Account" (with a notification badge), and a shopping cart icon (with a notification badge).

The "My Account" dropdown menu is open, showing a list of account management options:

- Account**
 - Contact Info
 - Account Administration
 - User Management
 - Multi-User Management (Roles)
 - Add User(s)
 - Order Management
 - Account Customization
 - Login Options
 - Payment Methods
 - Shipping Addresses
 - Pickup Locations
 - Checkout Defaults
 - Privacy Center
 - Red Pass Membership
- Orders**
 - Order History
 - Pending Orders (3)
 - Order History
 - Purchased Products
 - Auto Reorder
 - Quotes
 - Catalog
 - Special Order
 - Lists
 - My Lists

Below the account menu, the "Order History" section is visible, showing three orders: "Not Ready for Pickup", "Cancelled", and "Cancelled". Each order entry includes the order number, date, and a link to view the order details.

The "Purchased Products" section is also visible, showing a list of products with their prices and "Add to Cart" buttons. The products include "ROADPRO Replacement Cigarette Lighter, Fused, 12V", "GRAINGER APPROVED Light-Duty Oil Rubbed Bronze 2VMX9-Series Deadbolt w/Thumbt...", and "TITEBOND Wood Glue, 16.00 oz. Bo Cream, 1 EA".



The screenshot shows the top navigation bar of the Grainger.com website, similar to the previous one. The "All Products" dropdown menu is open, displaying a comprehensive list of product categories and sub-categories:

- All Product Categories**
 - Abrasives
 - Adhesives, Sealants and Tape
 - Cleaning and Janitorial
 - Electrical
 - Electronics, Appliances, and Batteries
 - Fasteners
 - Fleet and Vehicle Maintenance
 - Furniture, Hospitality and Food Service
 - HVAC and Refrigeration
 - Hardware
 - Hydraulics
 - Lab Supplies 0219
 - Lighting
 - Lubrication
 - Machining
 - Material Handling
 - Motors
 - Office Supplies
 - Outdoor Equipment
 - Packaging and Shipping
 - Paint, Equipment and Supplies
 - Pipe, Hose, Tube & Fittings
 - Plumbing
 - Pneumatics
 - Power Transmission
 - Pumps
 - Raw Materials
 - Reference and Learning Supplies
 - Safety
 - Security
 - Test Instruments
 - Tools
 - Welding

The "All Products" fly-out menu is also visible, showing a list of product categories and sub-categories, including "Purchased Products", "Custom Product Center", "Replacement Parts", and "Digital Catalogs".

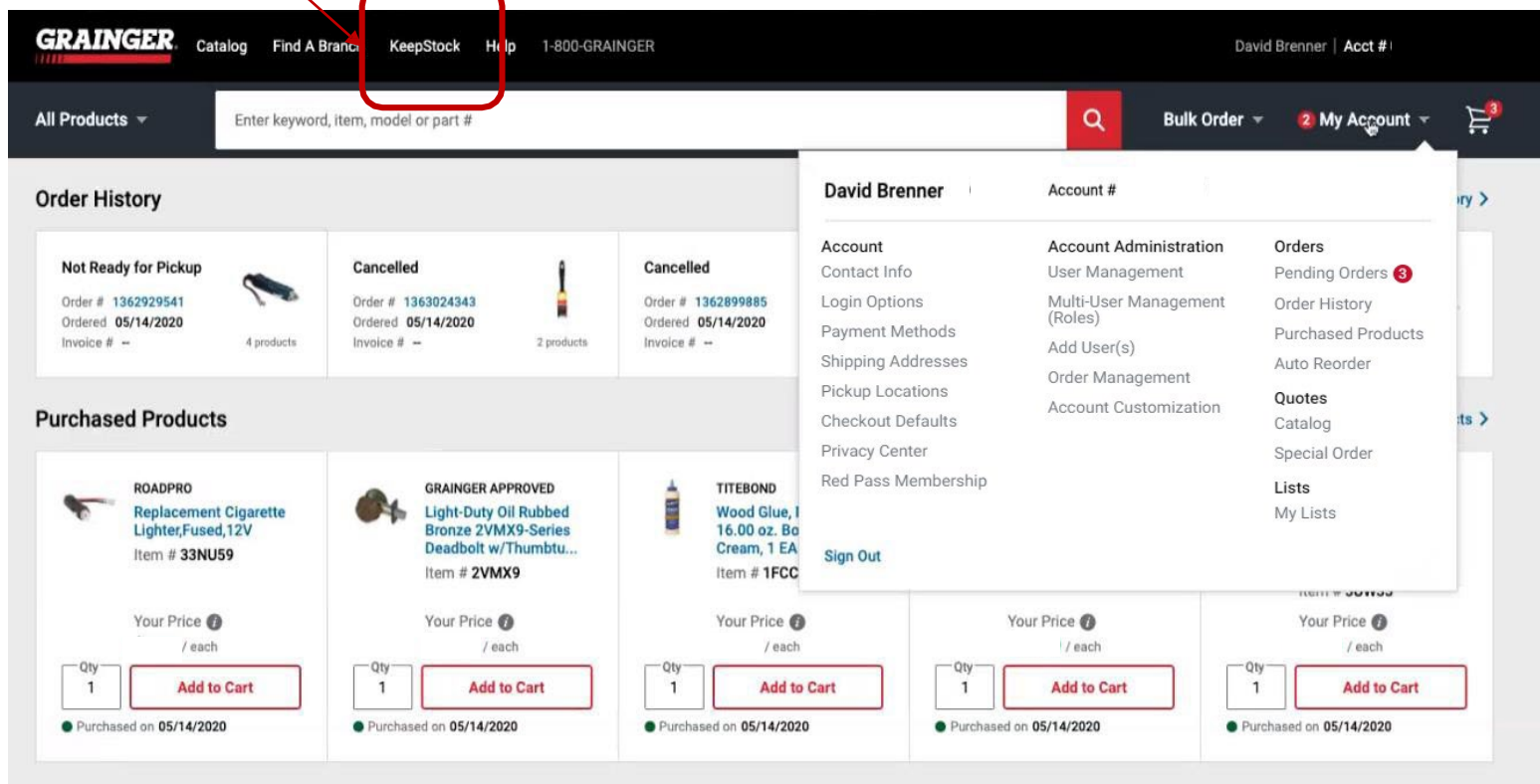
The background shows the "Purchased Products" section, which includes a list of products with their prices and "Add to Cart" buttons. The products include "ROADPRO Replacement Cigarette Lighter, Fused, 12V", "GRAINGER APPROVED Light-Duty Oil Rubbed Bronze 2VMX9-Series Deadbolt w/Thumbt...", and "TITEBOND Wood Glue, 16.00 oz. Bo Cream, 1 EA".

The All Products fly-out menu, available on all pages, contains Product category direct links and value add functions like Custom Product Center and Replacement Parts

KeepStock Customers will now access Pending Orders within the My Account fly-out menu. If you have pending orders, you will see a red bubble notification on and within the menu to direct you to the Pending Order dashboard.

Customers using KeepStock Web for Inventory Management will access the portal from the KeepStock link in the top left header.

Manage your KeepStock



The screenshot shows the Grainger.com website interface. The top navigation bar includes links for Catalog, Find A Branch, KeepStock, and Help. The KeepStock link is highlighted with a red box and a callout bubble that says "Manage your KeepStock". The right side of the navigation bar shows the user's name "David Brenner" and the account number "Acct #1". Below the navigation bar, the "My Account" link is highlighted with a red bubble and a fly-out menu is displayed. The fly-out menu contains the following sections:

- Account**
 - Contact Info
 - Login Options
 - Payment Methods
 - Shipping Addresses
 - Pickup Locations
 - Checkout Defaults
 - Privacy Center
 - Red Pass Membership
 - Sign Out
- Account Administration**
 - User Management
 - Multi-User Management (Roles)
 - Add User(s)
 - Order Management
 - Account Customization
- Orders**
 - Pending Orders **3**
 - Order History
 - Purchased Products
 - Auto Reorder
- Quotes**
 - Catalog
 - Special Order
- Lists**
 - My Lists

The main content area shows the "Order History" and "Purchased Products" sections. The "Order History" section displays three orders: "Not Ready for Pickup" (Order # 1362929541), "Cancelled" (Order # 1363024343), and "Cancelled" (Order # 1362899885). The "Purchased Products" section displays five products: "ROADPRO Replacement Cigarette Lighter, Fused, 12V", "GRAINGER APPROVED Light-Duty Oil Rubbed Bronze 2VMX9-Series Deadbolt w/Thumbt...", "TITEBOND Wood Glue, 16.00 oz. Bo...", "Cream, 1 EA", and "Item # 1FCC". Each product has a "Qty" of 1 and an "Add to Cart" button.

ORDER MANAGEMENT: OPTIMIZING YOUR WORKFLOW ON GRAINGER.COM[®]



Let Grainger help **optimize your workflows** for a multi-user environment requiring approval processes. Order Management is an effective ordering process that helps you set spending limits, streamline approvals, create lists of your frequent purchases and generate usage reports.

A WAY TO OPTIMIZE YOUR WORKFLOW FROM **START TO FINISH**

ORDER MANAGEMENT CUSTOMIZED FOR YOU



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ORDER MANAGEMENT: OPTIMIZING YOUR WORKFLOW ON GRAINGER.COM®



How OMS Works

Notifications

- > Orders submitted via Grainger.com or the Grainger mobile app that exceed spend limits will be routed for approval prior to processing.
- > The Approver will receive an email notification and/or mobile notification that an order requires approval.
- > The Order Submitter will receive an email confirmation once the order is approved for processing.

Order submitted for approval

Dear Goodman,
Goodman Tech1 submitted order #WEB1845697020 for your approval on Dec 21, 2020 04:29:24 PM.
Note: Pricing and availability are not confirmed until your order is processed by Grainger.

Take Action on this order now!

Warning: This order will not be processed by Grainger until it is approved by you or another user with approval rights on your account.

Actions on this Order

Action	By	To	Date	Comments
Submitted	Goodman Tech1	Goodman Supervisor1	12/21/2020	

Order Summary

Qty	Item#	Description	Your Price	Extended Price
1	SLE23	Procell, AA Battery, Alkaline, Everyday, 1.5V DC, PK 24	\$11.93	\$11.93

! Your order will be submitted for approval.
• It is over the spend limit of \$100.00 per order.

Spending Limit

\$144.00 of \$100.00 per order

Approvals

Approvers may access **Pending Approval** from the My Account menu or directly on the Pending Action links on the homepage. Approvers may also access via the Grainger mobile app: Account > Pending Orders.

All Products ▾ Enter keyword, item, model or part # 🔍 Bulk Order ▾ 26 My Account ▾

Business Recovery: Products and solutions

Order History 22 Pending Action 4 KeepStock Orders Pending Action

For Those Out in the Cold
Ideas to help deal with lower temps. ➔

Thank You to
We truly appreciate

KEVIN MURPHY
Account # 0888000

HYBRIS PT TEST ACCOUNT

Contact Information
User ID and Password

Account Preferences
Red Pass Plus Enrollment
Payment Methods
Shipping Addresses
Pickup Locations
Checkout Defaults
Privacy

Account Users
User Management
Role Management
Add Users
Order Management
Account Customizations

KeepStock
Manage Inventory

Orders
Order History
Pending Orders 26
Purchased Products
Invoicing
Auto Reorder

Click **View** to see the order header and detail information, the reason for the pending order and an action summary on the order management workflow.

Select Action:

- > Approve Order
- > Deny Order
- > Return for Change
- > Forward Order

Pending Orders

Standard Orders | KeepStock Orders

☐ Select All | All pending standard orders on account currently submitted to Everyone ▾

Date/Method Ordered	Order No.	Ordered By	Currently Submitted to	Order Lines	Total Cost	
Dec 18, 2021 12:33am CST via Grainger.com	WEB1913600542	Scan, KS Auto Reordered	OMS_PROD_APRVLOCK, OMS_PROD_APRVLOCK	2	\$304.79	View



Download the **Grainger mobile app** to supplement your order management needs while on the go.



Apple, the Apple logo and iPhone are trademarks of Apple Inc. App Store is a service mark of Apple Inc. Google Play is a trademark of Google Inc.

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Catalog Item Quotes

If you need state pricing/quote creation to send to Buyer

Go to Grainger website at link: <https://www.grainger.com/content>

Use the statewide portal to check for state pricing and create Quotes for Agency Buyer.*

Username: StateOfIndiana

Password: QPAPricing29869

Only one user in the State of Indiana can utilize the “create quotes” option at a time. If you login to create quote and there is another user in there: you can proceed one of 3 ways-

- 1) Please call or email the Indiana Government Team to get them to create a quote for you. Phone: 1-877-699-488 Email: indianagov@grainger.com
- 2) Wait until you are the only user in the state system creating a quote.
- 3) Call or email your aligned seller to assist.

Users can only create one quote at a time. Keep in mind the entire state has access to this

Once you create your quote and are ready to exit the State grainger.com site and move on, please save & email quote to your buyer. From there, the buyer can pull, and place order as needed. Please keep in mind, the grainger.com (QTE Quotes) are subject to change and only typically good for 30 days.

**If you need a specific log-in for your agency, please reach out to Michelle Hammer.

1 ADD TO CART
+Add to list +Add To Quote

2 1 PRODUCT ADDED TO DRAFT QUOTE
Product has been added to your Draft Quote and can be accessed from the [Catalog Item Quotes](#) page.

Product added to Draft Quote	Qty	Your Price	Total Price
SCOTCH Black Flame Retardant Vinyl Electrical Tape, 3/4" Width, 66 ft. Length, 7 mil Thickness	1	\$8.22	\$8.22

You have 1 product(s) in your Draft Quote.

CLOSE VIEW QUOTE

3 YOUR PRICE QUOTE (DRAFT)
This quote is based on your Grainger pricing and is valid for 30 days from the date you generated this quote.

Project Code: [] APPLY View Item Data

PRODUCTS IN QUOTE

Product	Quantity	Total Price
SCOTCH Black Flame Retardant Vinyl Electrical Tape, 3/4" Width, 66 ft. Length, 7 mil Thickness Item # 24258 Your Price \$8.22 / each	1	\$8.22

Add Product To Quote

Qty: [] Item # [] ADD

SHIPPING ADDRESS Change
GLOBAL AVIATION SERVICES
C/OE AIR BUILD
ADULTON, Tenn 37020-0000
USA

QUOTE SUMMARY

Subtotal	\$8.22
Estimated Tax	\$1.06
Estimated Shipping	\$0.00
Estimated Total	\$9.28

Availability, pricing, tax & promotions in this quote are not final until you complete your order.

GENERATE QUOTE

4 QUOTE CONFIRMATION
Quote #QTE138233013 has successfully been submitted.
Your quote has been created and can be accessed from the [Catalog Item Quotes](#) page.
To purchase your products please add them to cart.

EXPIRATION DATE: 08/11/2023
VIEW AS PDF

5 My Account | Order History | Lists | **Catalog Item Quotes**

QUOTE: QTE138233013

Showing 1 of 1 items

Black Flame Retardant Vinyl Electrical Tape, 3/4" Width, 66 ft. Length, 7 mil Thickness

Price: \$46.75 / Package

VIEW ADD QUOTE TO CART

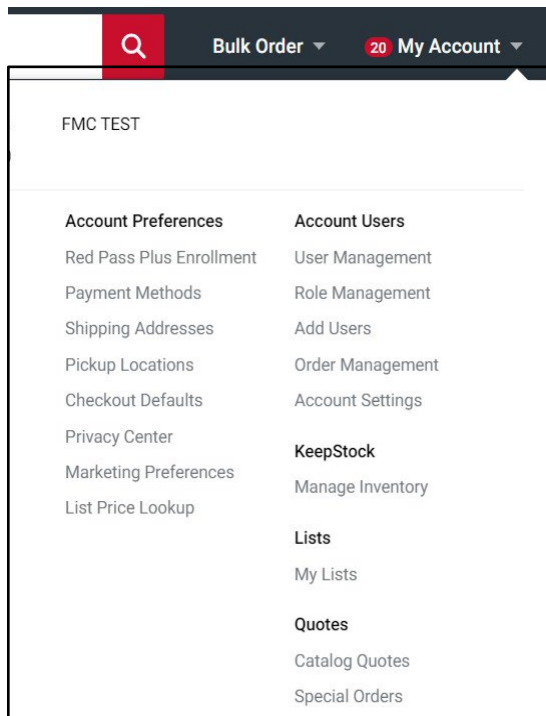
Create Catalog Item Quotes

Build a Catalog Item Quote by selecting each of the items needed from the Item Detail page. The Item Detail page displays the detailed product information for the selected item.

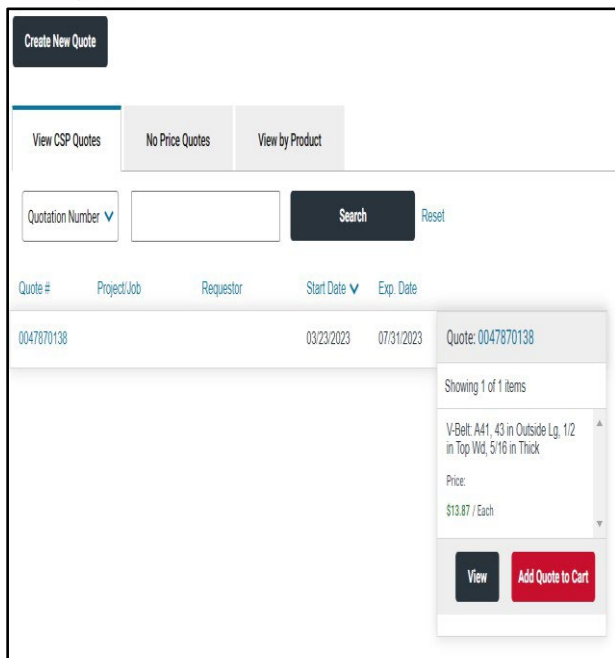
1. Search or browse for the desired item. Click the [+ Add to Quote](#) link displayed below the ADD TO CART button. Search or browse for each additional item(s) needed and continue to [+ Add to Quote](#).
2. Click VIEW QUOTE after adding all items needed.
3. A preview of the quote will display. Select your address and choose your shipping information. The estimated tax and shipping charges will display. Click GENERATE QUOTE to submit and lock in the quote for 30 days.
4. A PDF of the quote can be printed or downloaded. Click VIEW AS PDF.
5. Click [Catalog Item Quotes](#) from the Grainger.com® menu bar to view previously created quotes. Click ADD QUOTE TO CART when you are ready to purchase the products and convert the quote to an order.

Catalog Item Quotes

Grainger.com® offers an easy way to convert a quote into an order. You can now create and generate a PDF quote of the items you need to buy. This quote will be available for 30 days. Once you receive your internal purchase order, or when you're ready to buy, you can quickly convert the quote into a Grainger.com® order.



Catalog Item Quotes



Converting a Quote into an Order

Build a Catalog Item Quote by selecting each of the items needed from the Item Detail page. The Item Detail page displays the detailed product information for the selected item.

1. From the My Account Flyout select Catalog Quotes for CSP and catalog item quotes. Select Special Orders for any Sourcing quote
2. Click VIEW to look at the quote line by line or print a copy of the quote
3. A PDF of the quote can be printed or downloaded. Click VIEW AS PDF.
4. Select individual lines or select add quote to cart to convert the quote into an order.