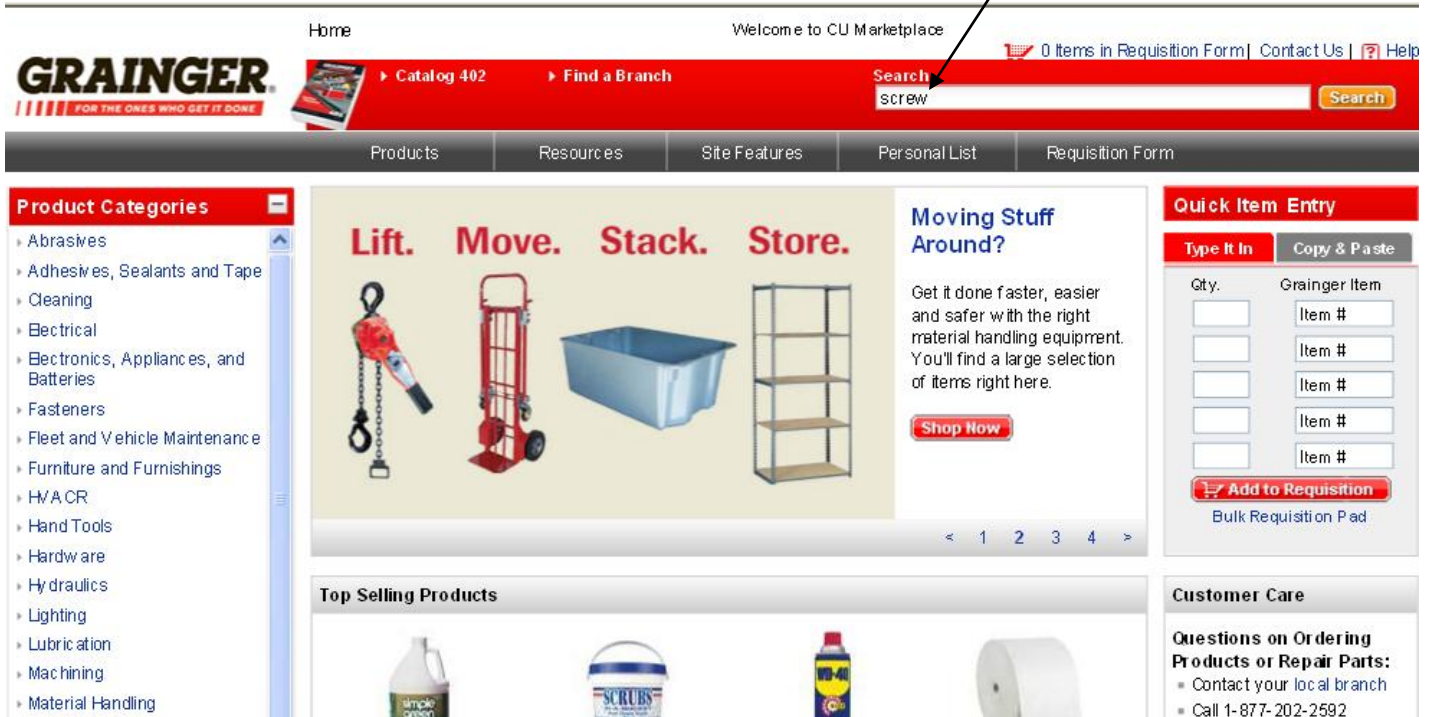


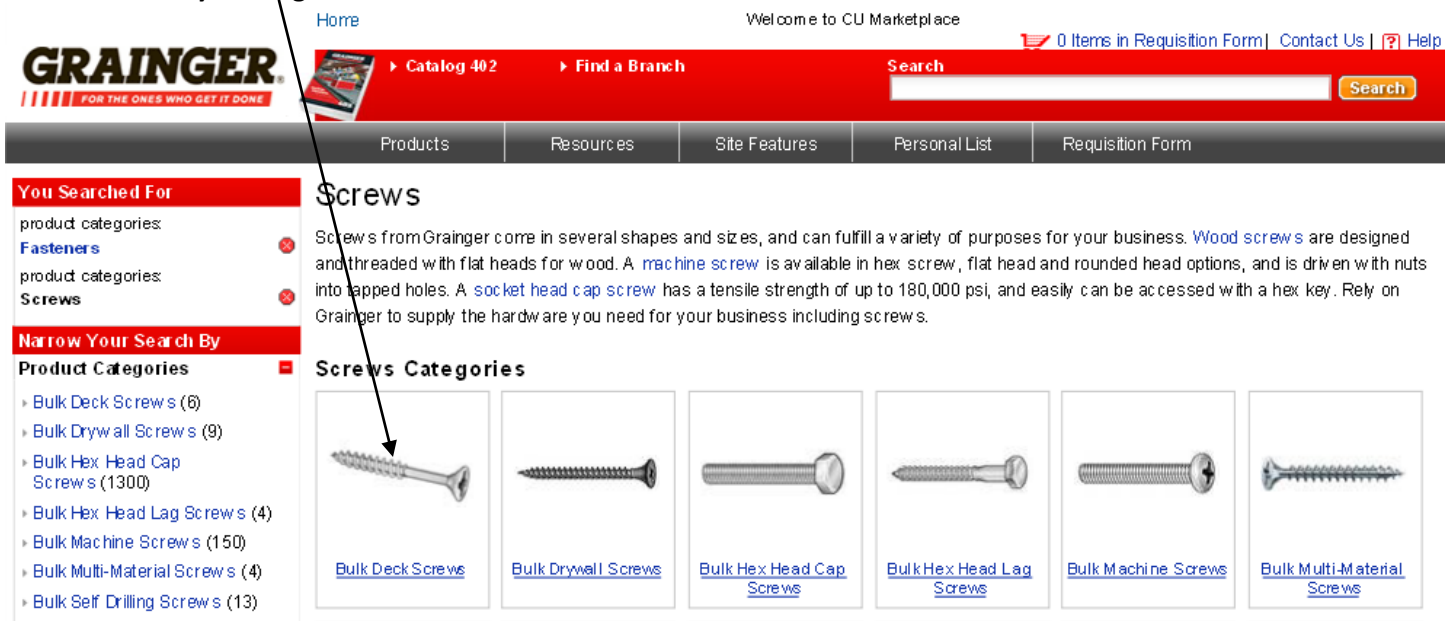
Grainger Punch-out User Guide

Search within Grainger Punch-out by entering keywords into the search field e.g. screw:



The screenshot shows the Grainger website homepage. At the top, there is a navigation bar with the Grainger logo, a search bar containing the word "screw", and a "Search" button. Below the search bar is a menu with options: "Products", "Resources", "Site Features", "Personal List", and "Requisition Form". On the left side, there is a "Product Categories" sidebar with a list of categories including Abrasives, Adhesives, Sealants and Tape, Cleaning, Electrical, Electronics, Appliances, and Batteries, Fasteners, Fleet and Vehicle Maintenance, Furniture and Furnishings, H/A CR, Hand Tools, Hardware, Hydraulics, Lighting, Lubrication, Machining, and Material Handling. The main content area features a banner for "Moving Stuff Around?" with images of a hand truck, a pallet jack, a storage bin, and a shelving unit. Below the banner is a "Top Selling Products" section with images of various cleaning products. On the right side, there is a "Quick Item Entry" section with a table for adding items to a requisition form and a "Customer Care" section with contact information.

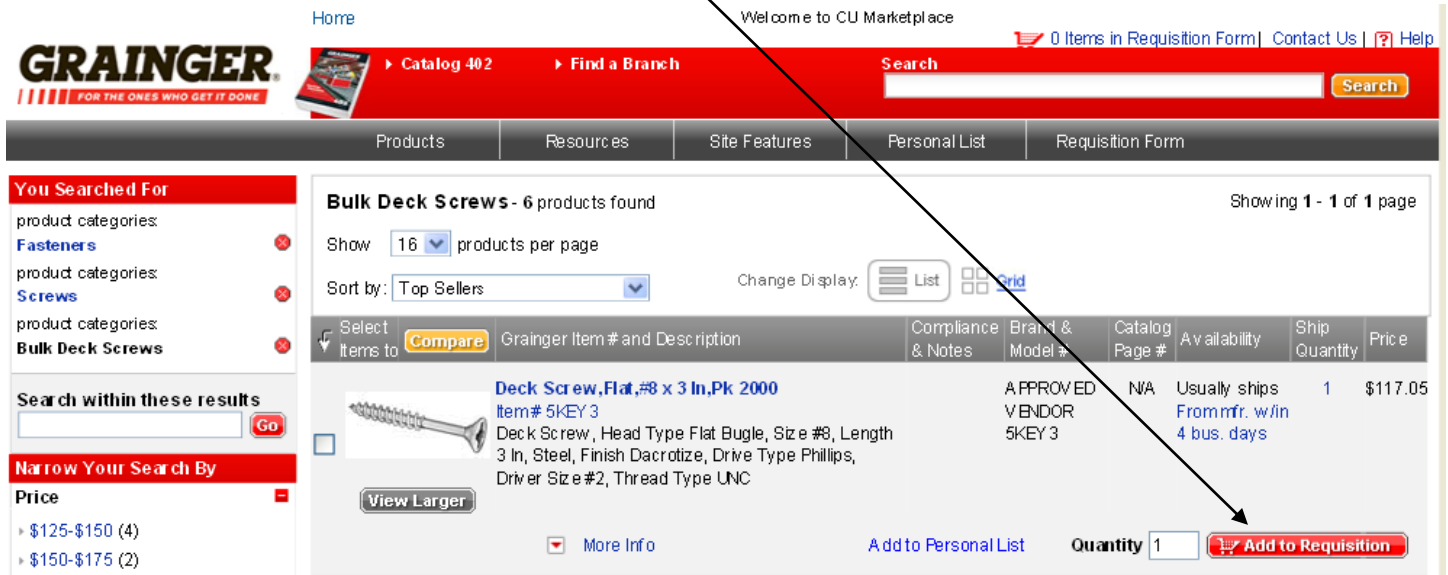
Select an item by clicking on the below icon or link



The screenshot shows the Grainger website search results for "Screws". The search bar at the top contains the word "Screws". Below the search bar is a menu with options: "Products", "Resources", "Site Features", "Personal List", and "Requisition Form". On the left side, there is a "You Searched For" section with a list of product categories including Fasteners and Screws. Below this is a "Narrow Your Search By" section with a list of product categories including Bulk Deck Screws, Bulk Drywall Screws, Bulk Hex Head Cap Screws, Bulk Hex Head Lag Screws, Bulk Machine Screws, Bulk Multi-Material Screws, and Bulk Self Drilling Screws. The main content area features a "Screws" section with a description of screws and a "Screws Categories" section with a grid of six product categories, each with an image and a link: Bulk Deck Screws, Bulk Drywall Screws, Bulk Hex Head Cap Screws, Bulk Hex Head Lag Screws, Bulk Machine Screws, and Bulk Multi-Material Screws. An arrow points from the text "Select an item by clicking on the below icon or link" to the first product category, Bulk Deck Screws.

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You can add the item to your cart by clicking 



The screenshot shows the Grainger Marketplace search results for 'Bulk Deck Screws'. The page includes a navigation bar with 'Home', 'Catalog 402', and 'Find a Branch'. A search bar is present with the text 'Welcome to CU Marketplace' and '0 Items in Requisition Form | Contact Us | Help'. Below the search bar are tabs for 'Products', 'Resources', 'Site Features', 'Personal List', and 'Requisition Form'. The search results show 6 products found, with 16 products per page displayed, sorted by 'Top Sellers'. A table lists the products, with the first item being a 'Deck Screw, Flat, #8 x 3 In, Pk 2000' (Item# 5KEY3) priced at \$117.05. The 'Add to Requisition' button for this item is highlighted with a red arrow.

Now you can review your cart by clicking 



The screenshot shows the 'Requisition Form - Item Added' confirmation page. It states 'The following item has been added to your requisition form:' and displays the item details: 'Deck Screw, Flat, #8 x 3 In, Pk 2000', 'Grainger Item #: 5KEY3', 'Quantity: 1', 'Your Price: \$117.05', and 'Extended Price: \$117.05'. At the bottom, there are two buttons: 'Continue Shopping' and 'Go to Requisition Form', with a red arrow pointing to the latter.





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After you review the contents of your cart you can click **Continue**

The screenshot shows the Grainger website interface. At the top, there is a navigation bar with 'Home', 'Welcome to CU Marketplace', and '1 Item in Requisition Form | Contact Us | Help'. Below this is a red header with the Grainger logo and navigation links like 'Catalog 402' and 'Find a Branch'. A search bar is also present. The main content area is titled 'Requisition Form' and contains a 'QUICK ITEM ENTRY' section with a form to add items. Below that is a table of items in the cart, including a 'Deck Screw, Flat, #8 x 3 In, Pk 2000'. At the bottom right, there is a 'PERSONAL LISTS' section and a checkbox for 'American Recovery and Reinvestment Act of 2009'. A red 'Continue' button is highlighted with an arrow pointing to it from the text above.


QUICK ITEM ENTRY

Qty. Grainger Item
 Item # **Add to Requisition**
[Bulk Requisition Pad](#)

Item #	Qty.	Description	Brand Mfr. Model #	Ship Qty.	Usually Ships**	Your Price	Extended Price	Remove
<input type="checkbox"/>	<input type="text" value="1"/>	 Deck Screw, Flat, #8 x 3 In, Pk 2000 >More Details... Country of Origin: Not Available	APPROVED VENDOR 5KEY3	1	From mfr. w/in 4 bus. days	\$117.05	\$117.05	

If you changed quantities, click to **Update**

Subtotal: \$117.05

PERSONAL LISTS
 Select items, then add to a [Personal List](#) 

Select a List

OR

Enter New List Name

Add to Personal List

American Recovery and Reinvestment Act of 2009

Yes, I am paying for this order with ARRA/ Stimulus funds.

Continue



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The final step is to click **Submit Requisition** and the cart will be sent back to CU Marketplace

Home Welcome to CU Marketplace 1 Item in Requisition Form | [Contact Us](#) | [Help](#)

GRAINGER [Catalog 402](#) [Find a Branch](#) Search [Search](#)

[Products](#) [Resources](#) [Site Features](#) [Personal List](#) [Requisition Form](#)

Requisition Confirmation

Thank you for visiting Grainger's Online Catalog.

You are about to transfer items to your internal procurement system.
These items will not be shipped until approval is received from your procurement system provider.

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

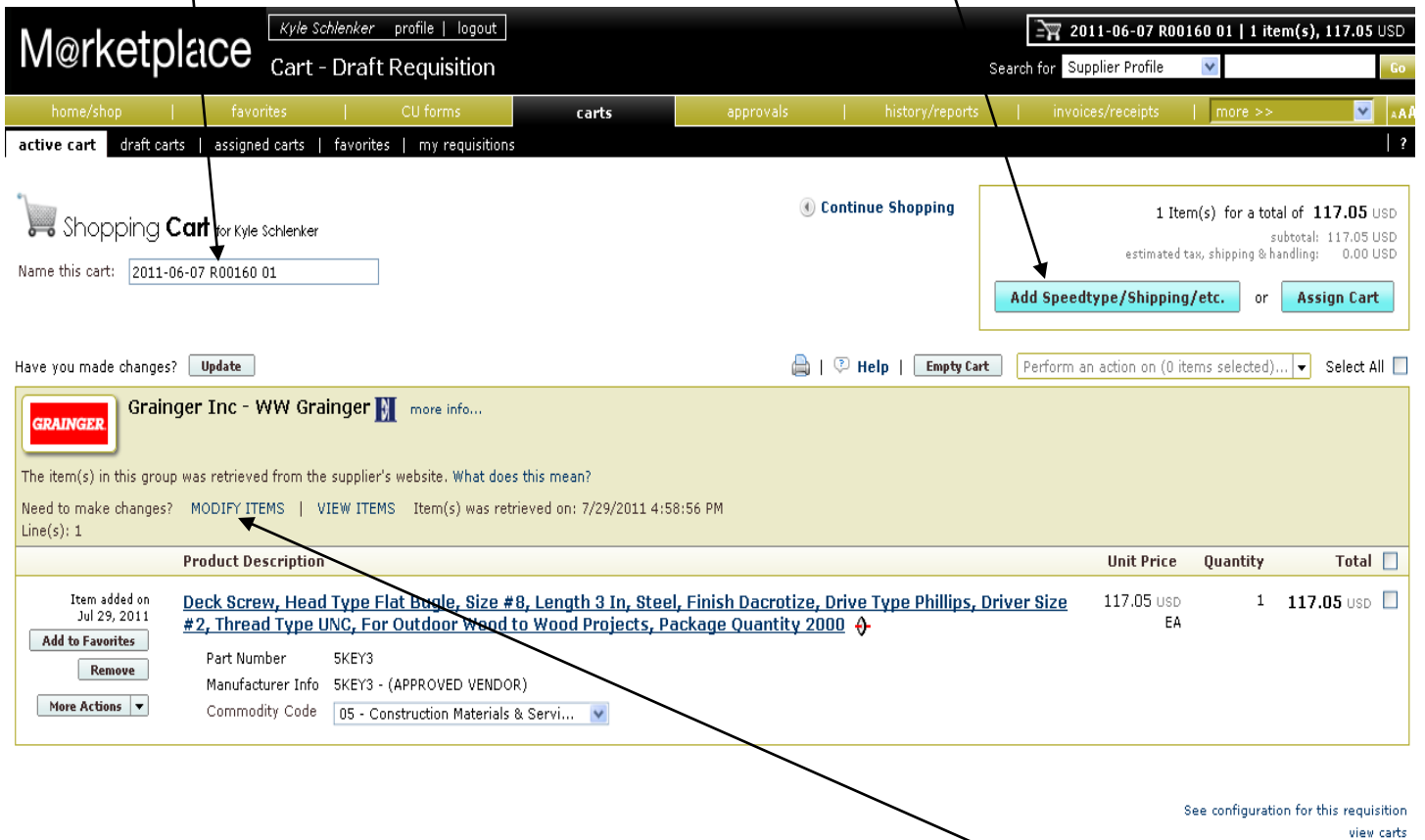
To complete this portion of the process, click **Submit Requisition**.

[Edit Requisition](#) **Submit Requisition**

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Success! Now your Grainger cart is back in CU Marketplace and you can submit your cart or assign it accordingly!

Don't forget to "name your cart"!



Marketplace Kyle Schlenker profile | logout 2011-06-07 R00160 01 | 1 item(s), 117.05 USD

Cart - Draft Requisition Search for Supplier Profile Go

home/shop | favorites | CU forms | **carts** | approvals | history/reports | invoices/receipts | more >>

active cart | draft carts | assigned carts | favorites | my requisitions

Shopping Cart for Kyle Schlenker

Name this cart: 2011-06-07 R00160 01

Continue Shopping

1 Item(s) for a total of 117.05 USD
 subtotal: 117.05 USD
 estimated tax, shipping & handling: 0.00 USD

Add Speedtype/Shipping/etc. or Assign Cart

Have you made changes? Update Help Empty Cart Perform an action on (0 items selected)... Select All

GRAINGER Grainger Inc - WW Grainger more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? **MODIFY ITEMS** | VIEW ITEMS Item(s) was retrieved on: 7/29/2011 4:58:56 PM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Jul 29, 2011 Deck Screw, Head Type Flat Bugle, Size #8, Length 3 In, Steel, Finish Dacrotize, Drive Type Phillips, Driver Size #2, Thread Type UNC, For Outdoor Wood to Wood Projects, Package Quantity 2000 Part Number: 5KEY3 Manufacturer Info: 5KEY3 - (APPROVED VENDOR) Commodity Code: 05 - Construction Materials & Servi...	117.05 USD EA	1	117.05 USD

See configuration for this requisition view carts

To modify item quantities or add additional products to this order click the **MODIFY ITEMS** link. You will be transmitted back to the Punch-out where you can add or delete items and then go through the same check-out process outlined in this user-guide.