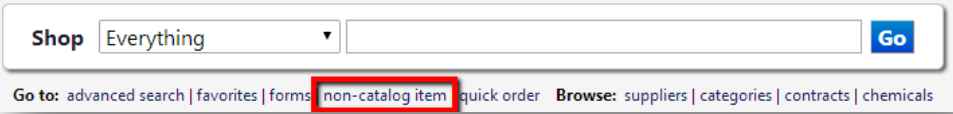
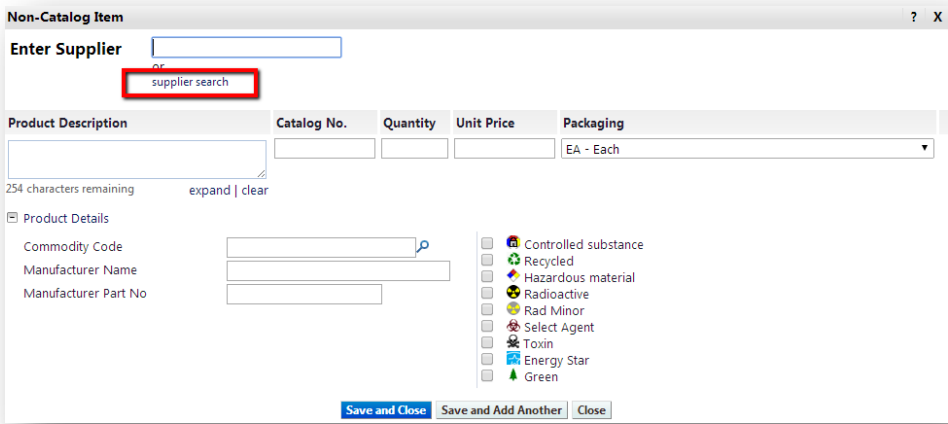
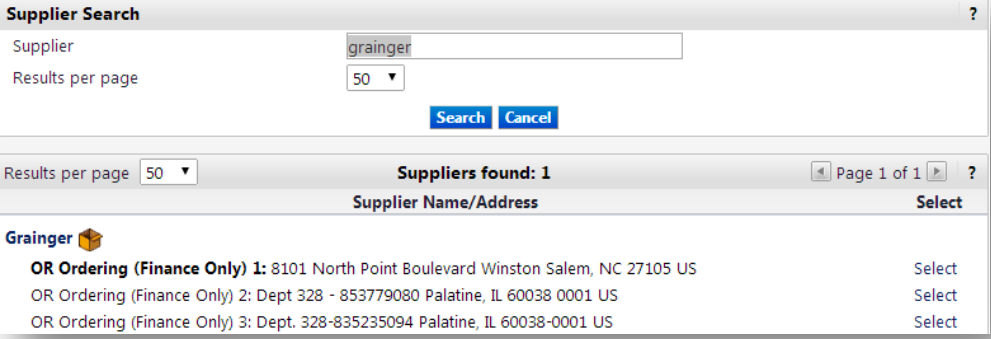




Toolbox: Entering a Non-Catalog Item Quick Guide



To enter a non-catalog item:

<p>Click on the non-catalog item link under the Shop at the Top bar.</p> <p>There are many other places in the application that this can be found, but this is the most common.</p>	
<p>The non-catalog item form will display.</p> <p>Enter the name of the supplier or click the “supplier search” link to search for a supplier.</p>	
<p>In the Supplier field, type the name of the desired supplier and click search. Matching results will display below.</p>	

Once the name of the desired supplier displays in the search results, click “Select” link to have that supplier name returned to the form.

Supplier Search

Supplier:

Results per page: 50

Search **Cancel**

Results per page: 50 **Suppliers found: 1** Page 1 of 1

Supplier Name/Address	Select
Grainger OR Ordering (Finance Only) 1: 8101 North Point Boulevard Winston Salem, NC 27105 US	Select
OR Ordering (Finance Only) 2: Dept 328 - 853779080 Palatine, IL 60038 0001 US	Select
OR Ordering (Finance Only) 3: Dept. 328-835235094 Palatine, IL 60038-0001 US	Select

Enter the remainder of the necessary information for the order. For product description, enter as detailed a description as possible to ensure that the proper item is ordered.

NOTE: The Catalog No. field is required. If the catalog number is not known, enter “na”.

Non-Catalog Item

Grainger select different supplier

Fulfillment Address OR Ordering (Finance Only) 1: (preferred)
8101 North Point Boulevard
Winston Salem, NC 27105 US
select different fulfillment center

Distribution Methods

Product Description	Catalog No.	Quantity	Unit Price	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

254 characters remaining expand | clear

Product Details

Commodity Code: 🔍

Manufacturer Name:

Manufacturer Part No:

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Save and Close **Save and Add Another** **Close**

Enter the Commodity Code:

Click the magnifying glass to search for the correct code.

When the search box displays, simply click the “Search” button to display the full list of commodity codes (there are only 57).

Product Description	Catalog No.	Quantity	Unit Price	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

254 characters remaining expand | clear

Product Details

Commodity Code: 🔍

Manufacturer Name:

Manufacturer Part No:

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor

Commodity Code Search

Code starts with...

Description contains...

Search

When the list of commodity codes displays, click the “Select” link beside the code that most closely matches the item being purchased. The selected code will be returned to the non-catalog form.

Code	Description	
10000000	Live Plants, Animals-includes materials, supplies	select
11000000	Mineral and Textile Materials	select
12000000	Chemicals, Bio Chemicals, and Gas Materials	select
13000000	Resin, Rosin, Rubber, Foam, Film and Elastomeric	select
14000000	Paper Materials and Products	select
15000000	Fuels, Fuel Additives, Lubricants, Anti-corrosive	select
20000000	Mining, Well Drilling - Equipment, Supplies	select
21000000	Farming, Fishing, Forestry, Wildlife - Equipment	select
22000000	Building, Construction - Equipment, Materials	select
23000000	Manufacturing, Processing - Equipment, Materials	select
24000000	Material Handling, Storage - Equipment, Materials	select
25000000	Vehicles - Includes Accessories, Components	select
26000000	Power Generation - Equipment, Materials	select
27000000	MRO Tools, Equipment, and Supplies	select
30000000	Structures, Bldg, Const - Components, Supplies	select
31000000	Manufacturing Components and Supplies	select
32000000	Electronic - Equipment, Supplies	select
39000000	Electrical Systems, Lighting - Equipment, Material	select
40000000	Distribution, Conditioning Systems - All related	select
41000000	Laboratory, Research - Equipment, Supplies	select

Click the “Save and Close” button to add the non-catalog item to the active cart.

Non-Catalog Item ? X

Grainger select different supplier

Fulfillment Address OR Ordering (Finance Only) 1: (preferred)
8101 North Point Boulevard
Winston Salem, NC 27105 US
select different fulfillment center

Distribution Methods

Product Description	Catalog No.	Quantity	Unit Price	Packaging
stuff to order for my department	na	3	54.00	EA - Each

222 characters remaining expand | clear

Product Details

Commodity Code

Manufacturer Name

Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

[Save and Close](#) [Save and Add Another](#) [Close](#)