

Processing E-Quotes for Grainger

Grainger may offer an additional discount for special orders. Usually these are custom orders, or they are for a large quantity or a large dollar amount. To obtain and retrieve a quote:

Step	Task
1.	Contact a Grainger representative by phone 224-221-6314 or email thomas.mathis@grainger.com .
2.	Inform the representative that you would like an e-quote and that you are from the University of Illinois. Provide your order details to the representative.
3.	Obtain your quote number.
4.	Log in to iBuy.
5.	Click the Grainger sticker under MRO/Facilities Punchouts .
6.	Click the Special Order Quotes link near top of the screen.
7.	Type in your quote number in the Quotation Number field and press Search . OR Click the appropriate Quote # .
8.	Click Add to Cart .
9.	Click View Cart .
10.	Click Submit Cart . The window will redirect to your updated iBuy shopping cart.
11.	Click Proceed to Checkout .
12.	Finalize and complete the order in iBuy.