

## 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 <a href="mailto:thomas.mathis@grainger.com">thomas.mathis@grainger.com</a> .
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 <i>iBuy</i> .
5.	Click the <b>Grainger</b> sticker under <b>MRO/Facilities Punchouts</b> .
6.	Click the <b>Special Order Quotes</b> link near top of the screen.
7.	Type in your quote number in the <b>Quotation Number</b> field and press <b>Search</b> . <b>OR</b> Click the appropriate <b>Quote #</b> .
8.	Click <b>Add to Cart</b> .
9.	Click <b>View Cart</b> .
10.	Click <b>Submit Cart</b> . The window will redirect to your updated <i>iBuy</i> shopping cart.
11.	Click <b>Proceed to Checkout</b> .
12.	Finalize and complete the order in <i>iBuy</i> .