

**State of North Carolina E-Procurement Service
Division of Purchase and Contract**

**Ordering Instructions for Term Contract 445A Tools, Hand, and Related
Accessories**

Grainger Industrial Supply - Dayton

Steps to place your additional items order via E-Procurement:

- 1. Locate the additional item you want from the list below**
- 2. Return to your eRequisition in E-Procurement.**
- 3. Click on "Add Items"**
- 4. Click on the tab marked "Non-Catalog".**
- 5. In the field titled "Full Description", type in "Tools, Hand, and Related Accessories order per Term Contract 445A" and any additional descriptive text**
- 6.. In the field titled "Commodity Code", click on the +, select the appropriate Commodity Code**
- 7. In the field titled "Supplier", click on the +, select the appropriate vendor**
- 8. In the field titled "Quantity", type in the appropriate quantity of your order**
- 9. In the field titled "Unit of Measure", leave the default EACH**
- 10. In the field titled "Price", type in the price of the item as listed below**
- 11. Complete all other appropriate information on this page and click "Add Item"**
- 12. On the View Line Items page click "Edit" to access the Edit Line Item page**
- 13. On the drop down box next to "Contract" select "Statewide"**
- 14. When you select "Statewide", the "Contract ID" Field appears**
- 15. Enter the Term Contract ID Number into the "Contract ID" field. Do not use spaces or dashes in the Term Contract ID Number. Your Term Contract Number should be entered as follows: "445A"**
- 16. Click "OK"; repeat the "Edit" steps for all State Contract line items; when completed click "Next"**
- 17. Complete the Shipping and Accounting screens appropriately**
- 18. Continue your order placement process and submit your eRequisition**

Refer to the contract for restrictions and additional information

Supplier SKU	Product Description	Manufacturer Name	Manufacturer Part No.	State Contract Price
4BY87	Drill Pneumatic 1/4 In	DAYTON	4BY87	\$108.18
4BY88	Drill Pneumatic 3/8 In	DAYTON	4BY88	\$71.82
4BY89	Drill Pneumatic 3/8 In	DAYTON	4BY89	\$80.91
4BY90	Drill Pneumatic 3/8 In	DAYTON	4BY90	\$71.82
4BY91	Drill Pneumatic 3/8 In	DAYTON	4BY91	\$171.90
4BY92	Drill Pneumatic 3/8 In	DAYTON	4BY92	\$80.91
4BY93	Drill Pneumatic 1/2 In	DAYTON	4BY93	\$135.45
4BY94	Drill Pneumatic 1/2 In	DAYTON	4BY94	\$135.45
4BY95	Air Nibbler 21.2 CFM	DAYTON	4BY95	\$99.09
4BY96	Cut Off Tool Pneumatic	DAYTON	4BY96	\$50.00
4BY97	Die Grinder Straight	DAYTON	4BY97	\$62.73
4BY98	Die Grinder Straight	DAYTON	4BY98	\$62.73
4BY99	Die Grinder Angle	DAYTON	4BY99	\$117.27
4CA10	Die Grinder Straight	DAYTON	4CA10	\$71.82
4CA12	Die Grinder Extended	DAYTON	4CA12	\$180.90
4CA13	Grinder Angle 4 In	DAYTON	4CA13	\$171.90
4CA14	Grinder Angle 4 1/2 In	DAYTON	4CA14	\$235.58
4CA15	Grinder Angle 7 In	DAYTON	4CA15	\$408.15
4CA16	Grinder Air Pencil	DAYTON	4CA16	\$144.68
4CA17	Drill Pneumatic 3/8 In	DAYTON	4CA17	\$71.82
4CA18	Hammer Air 14.0 CFM	DAYTON	4CA18	\$35.46
4CA19	Hammer Air 15.5 CFM	DAYTON	4CA19	\$44.55
4CA20	Hammer Air 13.5cfm	DAYTON	4CA20	\$35.46
4CA21	Hammer Air 32.6 CFM	DAYTON	4CA21	\$362.70
4CA24	Air Saw Mini 7.6 CFM	DAYTON	4CA24	\$80.91
4CA25	Pen Engraving 1.0 CFM	DAYTON	4CA25	\$171.90
4CA26	Pen Engraving 2.0 CFM	DAYTON	4CA26	\$262.80
4CA27	Polisher Angle 8 In	DAYTON	4CA27	\$208.35
4CA28	Ratchet Air 3/8 In	DAYTON	4CA28	\$80.91
4CA29	Ratchet Air 1/2 In	DAYTON	4CA29	\$144.68
4CA30	Ratchet Air 1/4 In	DAYTON	4CA30	\$71.82
4CA31	Riveter Air 2775 Lb	DAYTON	4CA31	\$199.13
4CA32	Riveter Air 4850 Lb	DAYTON	4CA32	\$453.60
4CA33	Sander Air 24 CFM	DAYTON	4CA33	\$62.73
4CA34	Sander Vertical 24 CFM	DAYTON	4CA34	\$180.90
4CA35	Sander Angle 24 CFM	DAYTON	4CA35	\$135.45
4CA36	Sander Belt 20 CFM	DAYTON	4CA36	\$317.25
4CA37	Sander Belt 20 CFM	DAYTON	4CA37	\$235.58
4CA38	Sander Dual Action	DAYTON	4CA38	\$44.55
4CA39	Sander Orbital 12 CFM	DAYTON	4CA39	\$80.91
4CA41	Scaler Needle 16cfm	DAYTON	4CA41	\$135.45
4CA42	Scaler Needle 14 CFM	DAYTON	4CA42	\$171.90
4CA43	Scaler Needle 16 CFM	DAYTON	4CA43	\$144.68
4CA44	Scaler Needle 16 CFM	DAYTON	4CA44	\$299.25
4CA45	Scaler Chisel 5 CFM	DAYTON	4CA45	\$180.90
4CA46	Scaler Needle 16 CFM	DAYTON	4CA46	\$271.80
4CA48	Screwdriver 1850 RPM	DAYTON	4CA48	\$271.80
4CA49	Screwdriver 600 RPM	DAYTON	4CA49	\$299.25
4CA50	Wrench Impact 1 In	DAYTON	4CA50	\$453.60
4CA51	Wrench Impact 3/4 In	DAYTON	4CA51	\$226.35
4CA52	Wrench Impact 1/2 In	DAYTON	4CA52	\$135.45

Supplier SKU	Product Description	Manufacturer Name	Manufacturer Part No.	State Contract Price
4BY87	Drill Pneumatic 1/4 In	DAYTON	4BY87	\$108.18
4CA53	Wrench Impact 1/2 In	DAYTON	4CA53	\$80.91
4CA54	Wrench Impact 1/2 In	DAYTON	4CA54	\$80.91
4CA55	Wrench Impact 3/8 In	DAYTON	4CA55	\$99.09
4CA56	Wrench Impact 3/8 In	DAYTON	4CA56	\$99.09
4CA57	Wrench Impact 3/8 In	DAYTON	4CA57	\$180.90