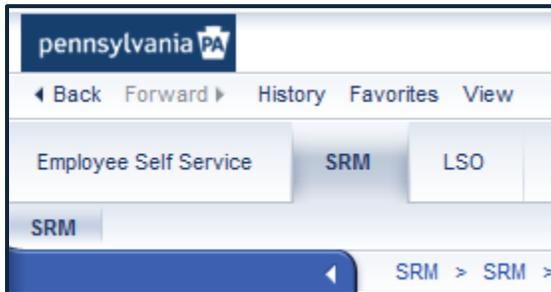


## Creating a Shopping Cart from a Punch-Out Catalog

Use this procedure when you want to create a Shopping Cart from a punch-out (suppliers) catalog.

1. Log into SRM via the web address [www.myworkplace.state.pa.us](http://www.myworkplace.state.pa.us)
2. Select the SRM tab



3. Select Requisitioner from the left navigation pane
4. Select Create Shopping Cart from the Services workset



5. Select the Punch-Out catalog that you plan to shop from
  - a. In this example we will be shopping from the Grainger catalog
6. Select the MRO – Grainger Gen Electric link

**Shop in 3 steps: Step 1 (Select Goods/Service)**

◀ Previous   Next ▶   Order   Close

1   2   3

Select Goods/Service   Shopping Cart (empty)   Complete and Order

Find:

Browse: [Old Shopping Carts and Templates](#)   [CI WEBSITE - VIEW ONLY](#)   [COPA INTERNAL ECATALOG DGS - 1500](#)  
[Internal Goods/Services](#)   [MRO - ARBILL - SAFETY](#)   [MRO - Grainger, Gen Electric](#) ←  
[MRO - Schaedler - Electrical and Sylvania](#)   [MRO - Wesco - Phillips](#)  
[Material/Service Contract Catalog\(MSCC\)](#)   [UniqueSource Products & Services](#)  
[VWR LAB SUPPLIES](#)

Free Text: [Describe what you need](#) If you cannot find it above

7. This will open the State of PA, Supplier Punch-Out website so that you can begin shopping
8. On most sites, you can search for the desired product by Keyword, category, or part number (if you know it)

**GRAINGER** FOR THE ONES WHO GET IT DONE

Hello, State of PA | Chat Unavailable | Help

Find a Branch | Requisition Form: (0) Items

PRODUCTS   RESOURCES   SITE FEATURES   Custom Catalog Products  

Lists  
Shared (680)

**Product Categories**

- › Electrical
- › Lighting
- › Plumbing
- › Power Tools
- › Safety

**Take Full Advantage of your MRO Contract with Grainger**

**Facilities MRO Contract #4400010894 (NEW AWARD)**

- Hand & Power Tools, Plumbing, Material Handling, HVAC, Air Filters, Motors, & More
- Dedicated Customer Service
- Inventory Management
- Free Standard Shipping
- One-stop purchasing
- Solutions to key business issues – [Sustainability](#), [Public Safety](#), [eCommerce](#), [Inventory Management](#)
- Access to over 950,000 products to support your agency

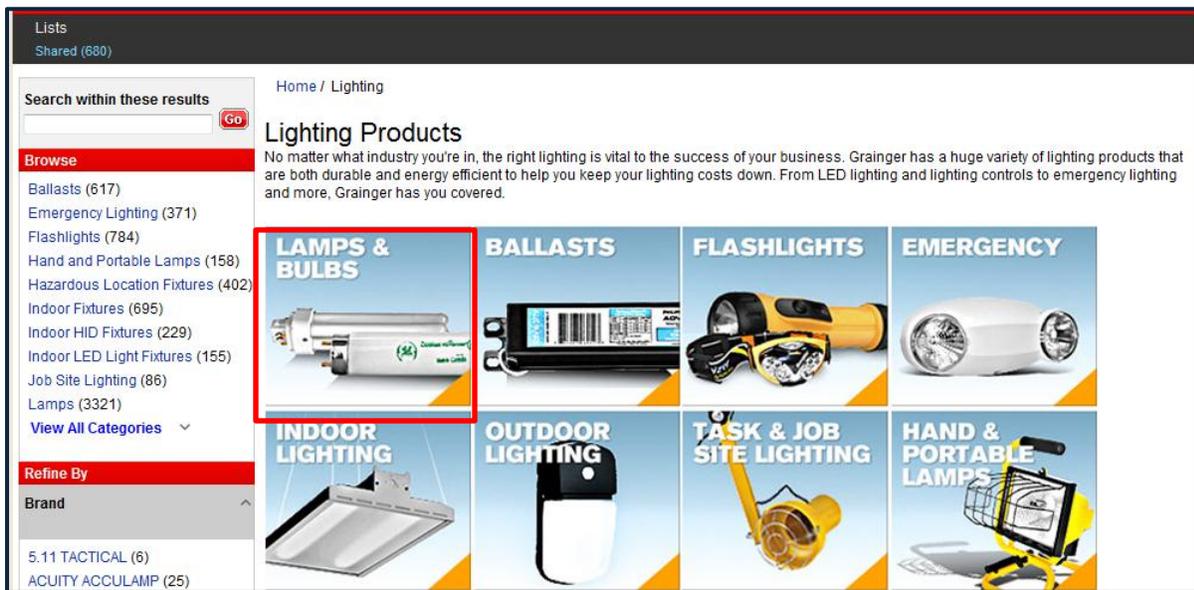
**Quick Item Entry**

Type It In	Copy & Paste
Qty.	Grainger Item
<input type="text"/>	Item # <input type="text"/>
<input type="text"/>	Item # <input type="text"/>
<input type="text"/>	Item # <input type="text"/>
<input type="text"/>	Item # <input type="text"/>
<input type="text"/>	Item # <input type="text"/>

9. In this example, we will select Lighting from the Product Categories listing

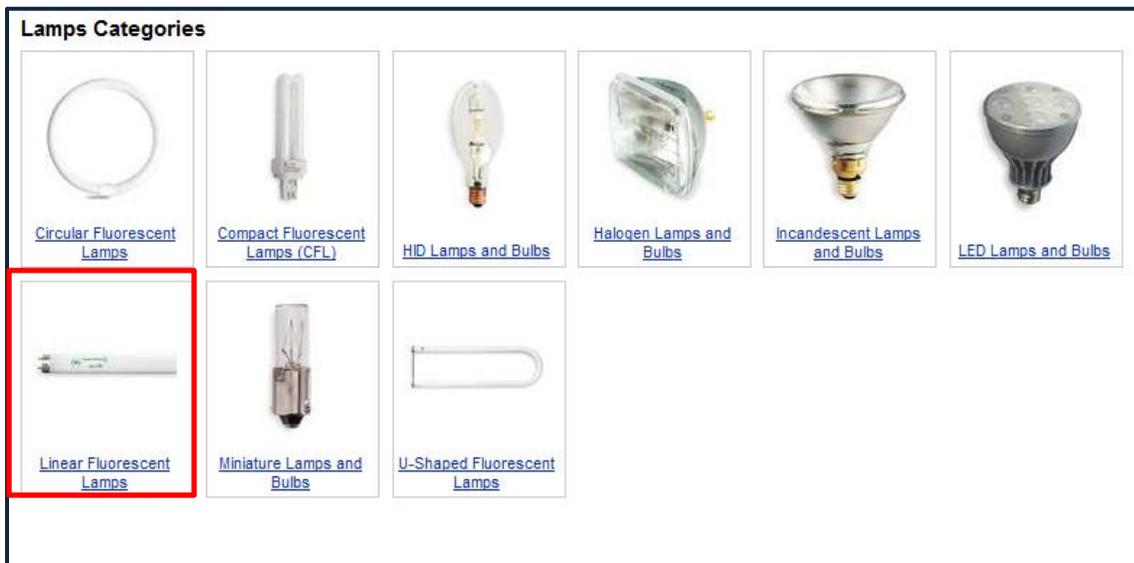


10. From those results, we will select Lamps & Bulbs



11. From the Lamps & Bulbs results, we will select the type of bulb

a. In this example, we will select Linear Fluorescent Lamps



12. Now that we have selected the type of bulb, we have to select the exact bulb

- a. Place a check in the box next to the item you want to purchase
- b. Enter the quantity that you want to buy
- c. Select the ADD TO ORDER button (Some sites might call it Add to Cart)

Home / Lighting / Lamps / Linear Fluorescent Lamps

464 Products Found View 40 per page <Prev 1 2 3 4 5... 12 Next>

Sort by Top Sellers Change Display: List Grid

Select Items to	Compare	Item # and Description	Compliance & Notes	Brand & Model #	Catalog Page #	Availability	Ship Quantity	Price
<input type="checkbox"/>		<b>Fluorescent Linear Lamp,T8,Cool,4100K</b> Item # 4PL16 Linear Fluorescent Lamp,Lamp Shape T8,Diameter 1 In.,Length 48 In.,Base Type Medium Bi-Pin (G13),Start Type Instant,Lamp Designation F32T8/SP41/ECO	C	GE LIGHTING F32T8/SP41/ECO	633	Typically in Stock	36	\$1.85
<input checked="" type="checkbox"/>		<b>Fluorescent Linear Lamp,T8,Neutral,3500K</b> Item # 4PL15 Linear Fluorescent Lamp,Lamp Shape T8,Diameter 1 In.,Length 48 In.,Base Type Medium Bi-Pin (G13),Start Type Instant,Lamp Designation F32T8/SP35/ECO	C	GE LIGHTING F32T8/SP35/ECO	633	Typically in Stock	36	\$1.85
<input type="checkbox"/>		<b>Fluorescent Linear Lamp,T8,Cool,4100K</b> Item # 2ETU3 Linear Fluorescent Lamp,Lamp Shape T8,Diameter 1 In.,Length 48 In.,Base Type Medium Bi-Pin (G13),Start Type Instant,Lamp Designation F28T8/XL/SPX*/ECO	C	GE LIGHTING F28T8/XL/SPX41/ECO	633	Typically in Stock	36	\$3.08

Quantity 1 Add to Order

Quantity 12 Add to Order

Quantity 1 Add to Order

13. A screen display showing the item has been ordered
14. To continue shopping, select the CONTINUE SHOPPING link
15. To complete the order, select the CONTINUE TO REQUISITION FORM button



16. A screen should display asking you to confirm the order
  - a. Note: These screens may vary depending on the supplier site
  - b. To remove the item, select the Remove action icon
  - c. To update you quantities, change the quantity then select the UPDATE button
  - d. To continue shopping, select the CONTINUE SHOPPING button
  - e. To complete the order, select the CONTINUE button



17. A confirmation message will display letting you know that your items are about to transfer back to SRM and your items will not ship until your Shopping Cart has been fully approved.
  - a. To complete this portion you must select the SUBMIT REQUISITION button

### Requisition Confirmation

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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 [eprocustomercare@grainger.com](mailto:eprocustomercare@grainger.com).

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

Edit Requisition
Submit Requisition

18. The item(s) will transfer into the SRM Shopping Cart
  - a. Select the DETAILS button to enter any additional information

**Shop in 3 steps: Step 2 (Shopping Cart (1 item))**

Previous Next Order Close Save Check

1  
Select Goods/Service

2  
Shopping Cart (1 item)

3  
Complete and Order

**Items in Shopping Cart**

Details
Add Item
Copy
Paste
Duplicate
Delete

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
1	Material		Linear Fluorescent Lamp, Lamp Shape T8	39101605	FLUORESCENT LAMPS	36.000	EA	1.85	USD
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00	USD
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00	USD
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00	USD
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00	USD
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00	USD
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00	USD
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00	USD
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00	USD
	Undefined Item Type			78121603	FREIGHT FEE	1.000		0.00	USD

19. Select Step 3 of the Wizard to Name the Shopping Cart and complete the Shopping Cart process

**Shop in 3 steps: Step 3 (Complete and Order)**

◀ Previous   Next ▶   **Order**   Close   Save   Check

1   2   3

Select Goods/Service   Shopping Cart (1 item)   **Complete and Order**

Name of shopping cart: P00446880 04/14/2014 10:23

Number: 11623812

Team Shopping Cart:  Make available to my purchasing substitutes

Approval Process: [Display / Edit Agents](#)

Note to Approver