

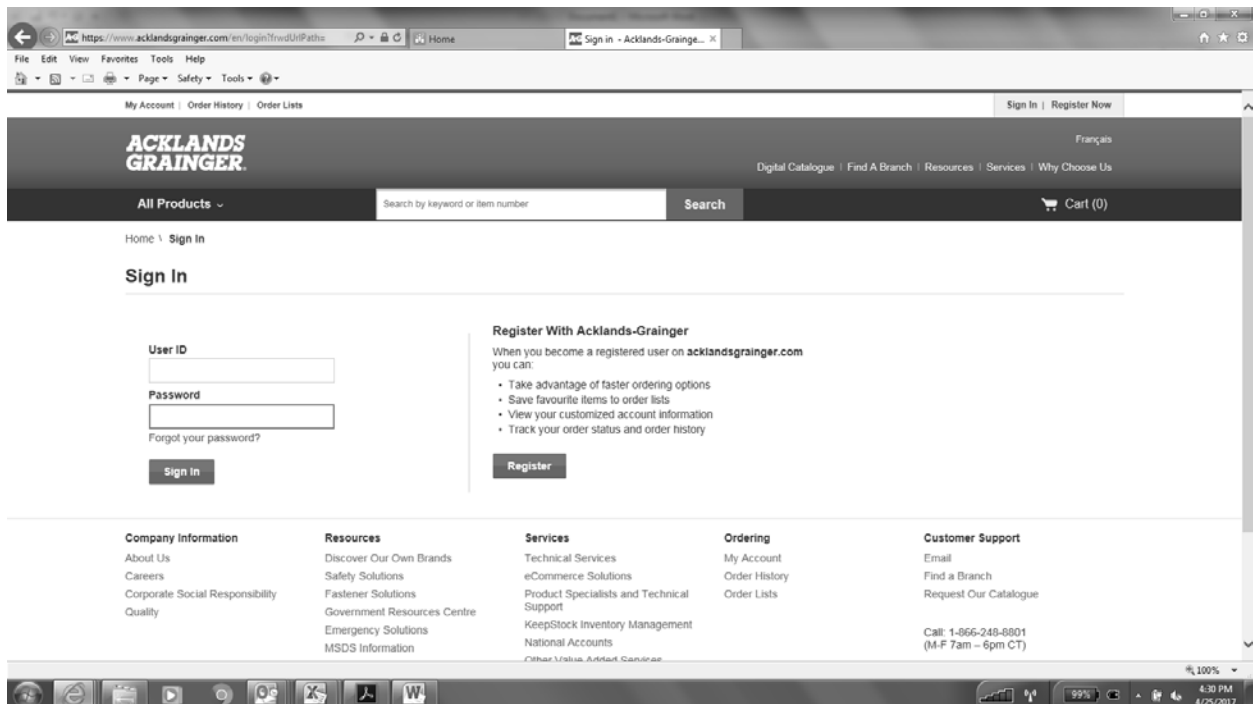
Web Order Process:

Go to Acklands-Grainger Website:

<https://www.acklandsgrainger.com>



Click on "Sign In" it will bring stores to this page:

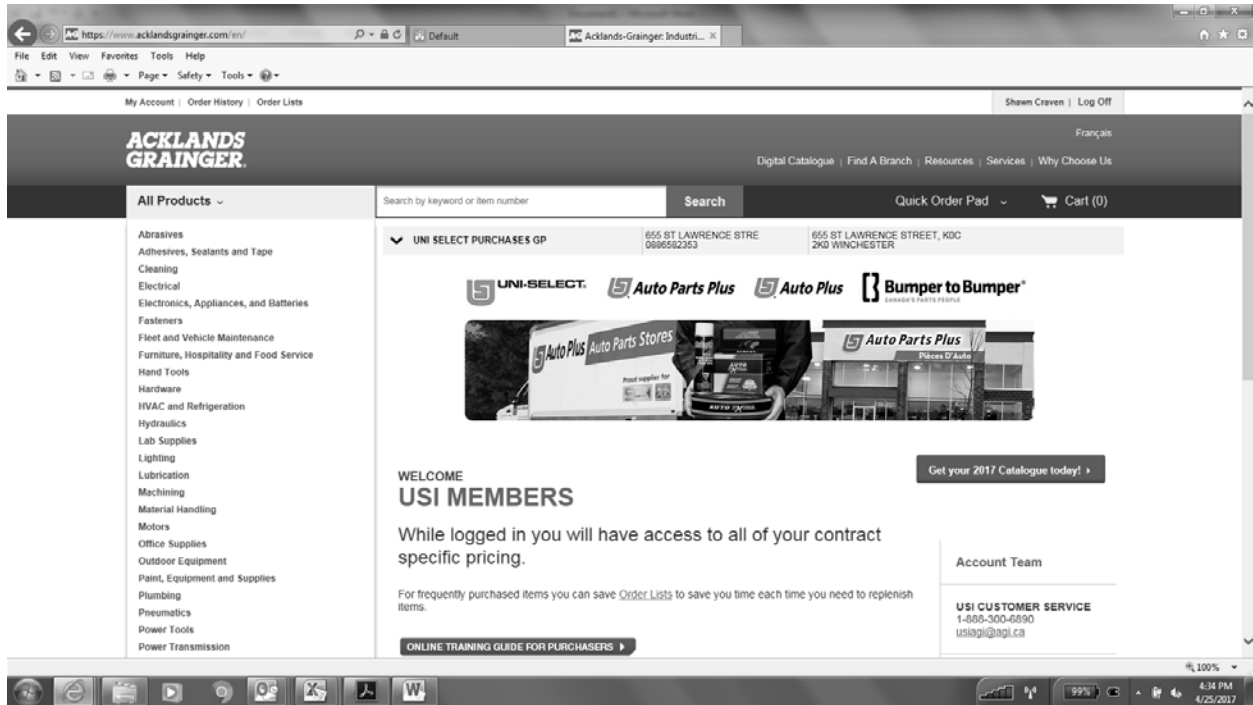


Stores enter User ID & Password

User ID : “the user email used when registering”

Password : as set by user

Landing Page will look as below:



****Note**** Various Communications can be found here but they are “Uni-Select Generic” I commonly modify these with Benson Logo’s etc

In this example I used the “Benson Winchester Stores Account:

Store simply puts part number or “item” they want in the “search box” I used TGY800004 and hit search.

Search will find the part and show the store their “Direct Buy Price” based on the Uni-Select loaded Contract Price:

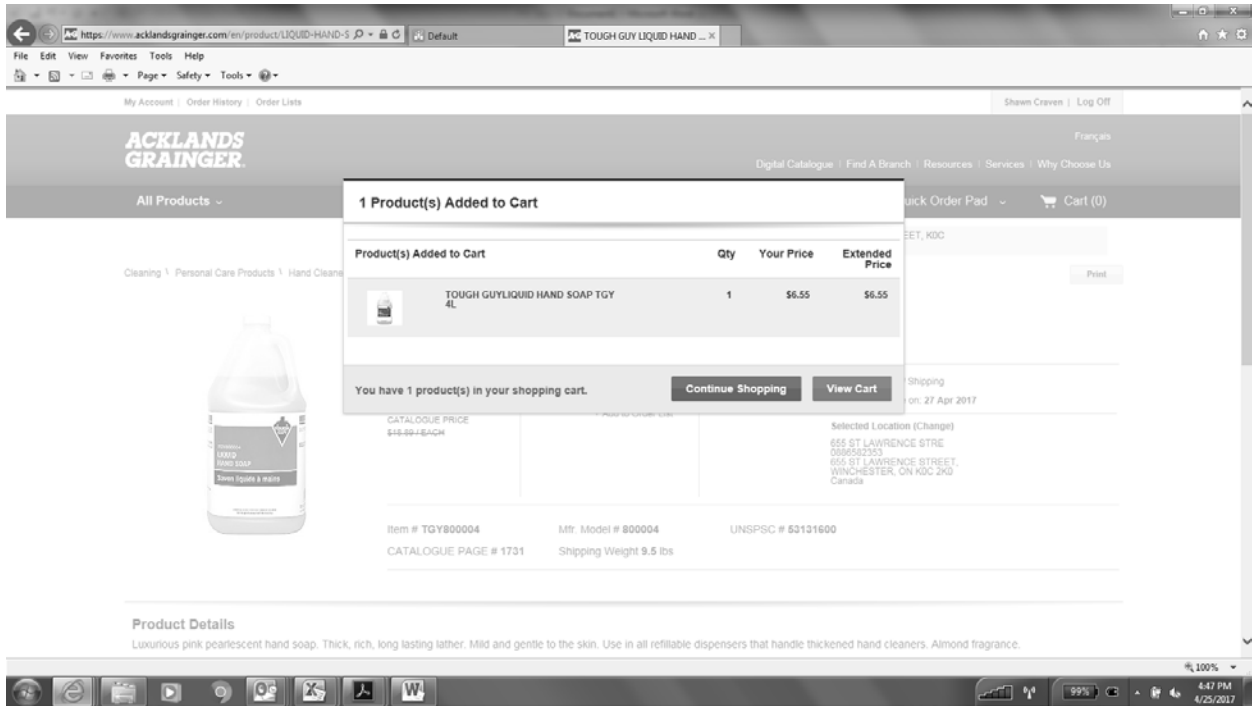
The screenshot shows the Acklands Grainger website interface. At the top, there is a navigation bar with the company logo, a search bar, and links for 'My Account', 'Order History', and 'Order Lists'. Below this is a dark header with the company name and navigation links. The main content area displays the product 'LIQUID HAND SOAP TGY 4L TOUGH GUY'. A large image of the product is on the left. To the right, the price is listed as '\$6.55 / EACH' with a 'CATALOGUE PRICE' of '\$18.99/EACH'. There is a quantity selector set to '1' and an 'Add to Cart' button. The 'Availability' section shows 'Shipping' selected with an expected arrival date of '27 Apr 2017'. The 'Selected Location' is '655 ST LAWRENCE STREET, WINCHESTER, ON K0C 2K0, Canada'. Product details at the bottom include 'Item # TGY800004', 'Mfr. Model # 800004', 'UNSPSC # 53131600', and 'Shipping Weight 9.5 lbs'. The browser's taskbar at the bottom shows the date and time as 4:41 PM on 4/25/2017.

****NOTE**** Flyer or “specials will have cost adjusted accordingly, otherwise the “normal” Uni-Select contract price is shown

****VERY IMPORTANT**** I have discovered that the “Pick-Up” option appears on various accounts and that is being removed. Benson Stores are NOT to select this feature as the account is set up for DC direct shipping only.

Delivery from our DC is noted based on the Ship-To location at the time.

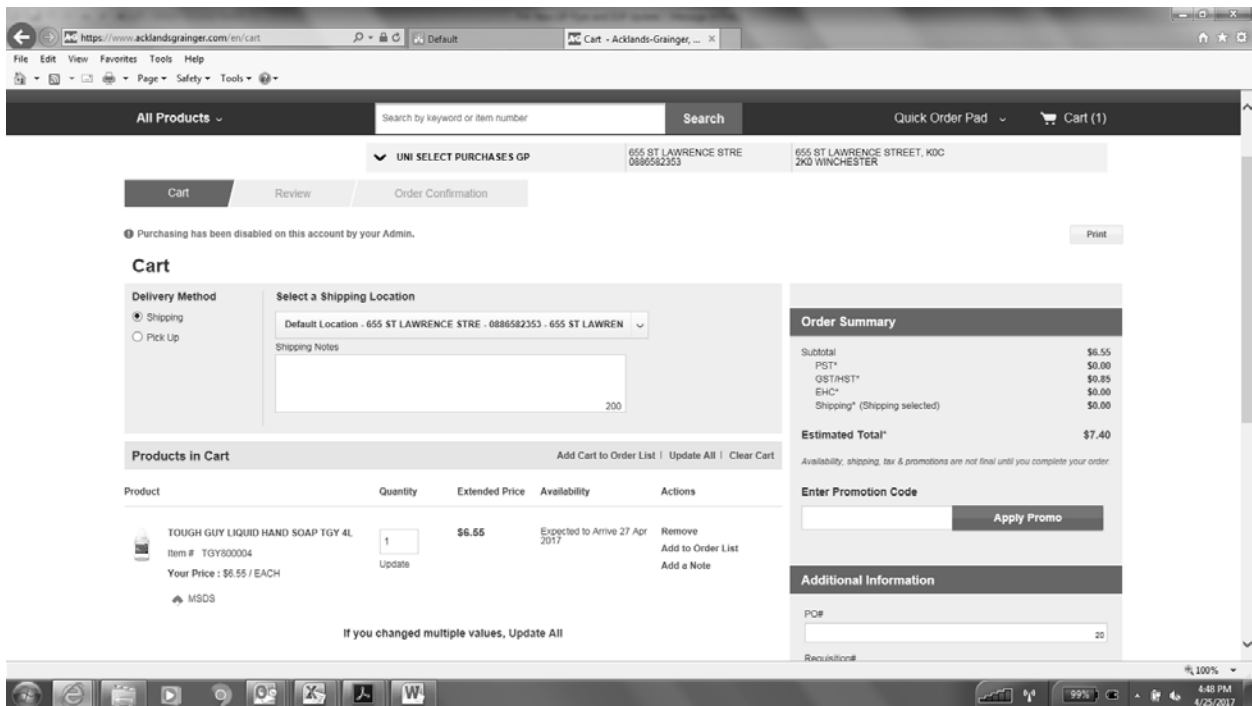
Stores enter the qty of the item they desire and add it to their cart. (page appears as below)



They can continue to shop or go directly to their "cart"

Repeat the "search" and add to cart until ready to check out.

When ready, click view cart and a screen similar will show:



Stores can enter their PO# etc as required by Benson Policy.

Specific courier details need not be added as they will automatically ship via UPS or Purolator etc based on the item ordered. Large items will be set to ship LTL automatically.

When all required info has been entered, finish the order and check out.

Confirmation email will be sent to the registered used.

To Check the Status of web Orders: Click on the “order History link found in the top “left corner”

The page will look like this:

The screenshot shows a web browser window displaying the 'Order History' page for a user named Shawn Craven. The page has a navigation menu on the left with sections for 'My Account', 'Account Administration', 'Orders', and 'My Lists'. The main content area is titled 'Order History' and features a search bar, filters for 'Past 6 Months', 'Online Orders', and 'All Purchasers', and a table of orders.

Date Ordered	Order #	P.O. #	Order Status	Total Cost	Action
24 Apr 2017	1289203453 [CAW03809259]	17627667	Shipped	\$47.62	Order Details
20 Apr 2017	1289108237 [CAW02493422]	17-888888PD	Shipped	\$39.87	Order Details
06 Apr 2017	1297969022 [CAW01144000]	17623437	Shipped	\$8.93	Order Details
30 Mar 2017	1287434426 [CAW01087192]	17-999998	Shipped	\$26.58	Order Details
21 Mar 2017	1286587071 [2251194]	17619203	Shipped	\$3.62	Order Details
04 Mar 2017	1285279208 [2259541]	17615797	Shipped	\$9.51	Order Details
03 Mar 2017	1285232473 [2248099]	17615694	Shipped	\$42.25	Order Details
23 Feb 2017	1284618018 [2253053]	17613010	Shipped	\$41.22	Order Details
21 Feb 2017	1284349659 [2253053]	17613204	Shipped	\$100.07	Order Details

Stores select the order “# they want to check on by clicking the live link

It will show them the details for that order.

The screenshot shows a web browser window with the URL <https://www.acklandsgranger.com/en/my-account/orderDetail/>. The page displays the following information:

- Order #1289283453**
Order Confirmation #CAW03809259
Date Ordered: 24 Apr 2017
- Your order has shipped**
- Products In Your Order**
Shipped Expected to Arrive 25 Apr 2017 (Track)
- | Product | Price | Qty | Status | Total Cost | Actions |
|---|---------|-----|---------|------------|--|
| PLATFORM CART 130KG 19X29IN
Item # WS/WPLT13 | \$42.14 | 1 | Shipped | \$42.14 | Add to Cart
+ Add to Order List |
- Order Summary**
Subtotal (plus EHC) \$42.14
- Shipping Location**
1400 AOES DR
OTTAWA ON K1G 5T4
Canada
- Payment Details**
My Acklands-Oranger Account
- Additional Information**
PO # 17827667
- Order Again** button
- Invoices**
Total Invoice(s) for this Order: 1
View Invoice # 7942448666

Next to the Expected Arrival Date is a live link called (Track)

If they click that live link it will automatically take them to the courier used for shipping and allow them to see the shipment status.

The screenshot shows the UPS tracking page for a delivered shipment. The URL is <https://www.ups.com/tracking/tracking>. The page displays the following information:

- Delivered** (with a checkmark icon)
- Delivered On:** Tuesday, 04/25/2017 at 10:40
[Notify me with Updates >](#)
- Left At:** Receiver
- Received By:** JEFF
[Proof of Delivery >](#)
- Can't be home? Reschedule your package, even before the first delivery attempt. Click Continue now.**
[Continue](#)
I am already a UPS My Choice™ Member
- Shipping Information**
To: OTTAWA, CA
- Service**
UPS Standard®
- Shipment Progress** [What's this? >](#)
- Additional Information**
Shipment Category: Package
Shipped/Billed On: 04/24/2017
Weight: 19.10 lbs
- Subscribe to UPS E-mail:** [Sign Up >](#) [View Examples >](#)
- Contact UPS**
[Browse Online Support](#)
[E-mail UPS](#)
[Call Customer Service](#)
- Support**
[Get Started](#)
[Reorder](#)
[Open a Shipmate Account](#)
[Change Your Delivery](#)
Member Since: 04/24/2017
- Solutions for:**
[Small Business](#)
[International Trade](#)
[International Shipping](#)
[More...](#)
- Other UPS Sites:** [Select One](#)
- UPS UNITED PROBLEM SOLVERS™**