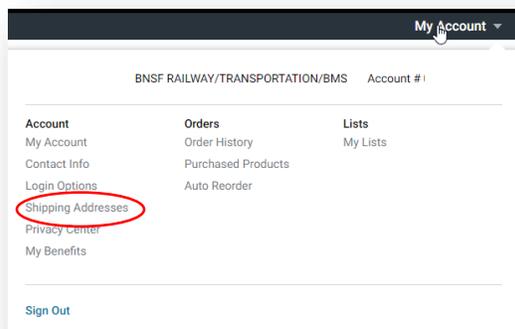


# Please Read First

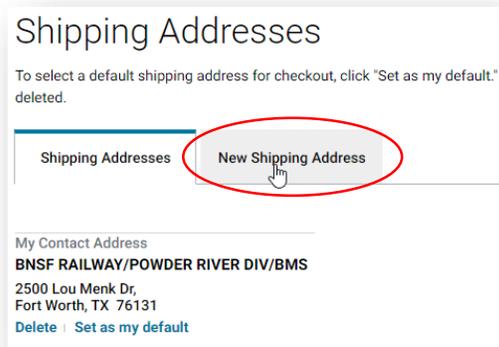
The Chicago Division goes Live ordering PPE via the Grainger site this week (9/22/21). One issue we have seen is the shipping address.

You will need to update your shipping address once logged in to the Grainger site. This can be done by:

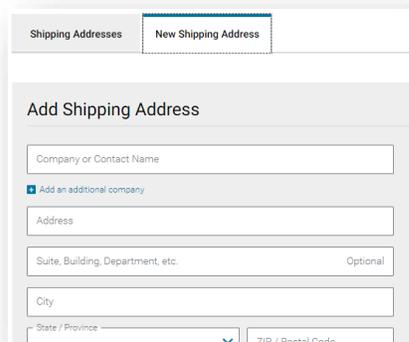
1. Hover over “My Account” then “Shipping addresses”



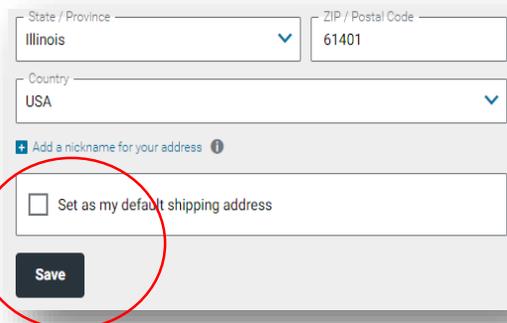
2. Click “New Shipping Address”



3. Fill in your Shipping info.



4. “Set as Default” and “Save”.



Follow the instructions on the following pages to complete your order.

**\*\*Note – Currently, ordering of PPE is only supported on a PC, with hopes of adding support for mobile devices such as the iPad in the future.**

# New Grainger PPE Online Ordering Site and Process

## Quick "How to Order" Reference Guide

Follow the steps (from left to right) below:

**1)** Log onto the employee portal

**2)** Click on the Safety tab

**3)** Then find the "Products & Equipment" section

**4)** Select the "Grainger PPE Ordering Site" link under the "Products & Equipment" header

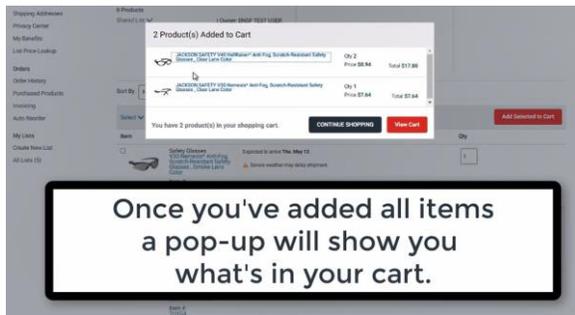
**5)** You will be taken directly to the Grainger PPE ordering site that is customized for you!

**6)** To begin the ordering process, select "Shop Now"

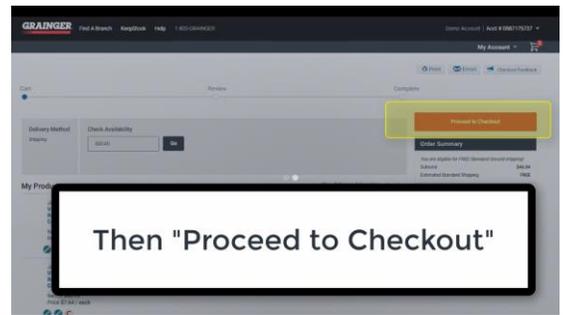
**7)** Click on the item you want to order

**8)** Info about that item will appear - Enter quantity - Then add to your cart

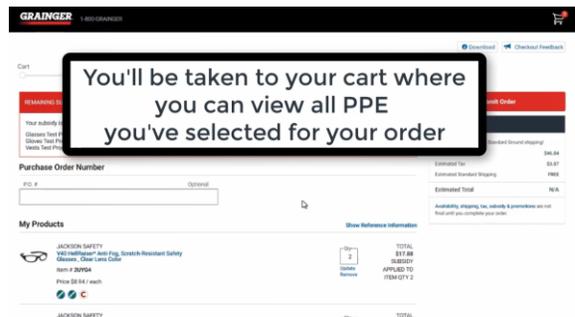
9)



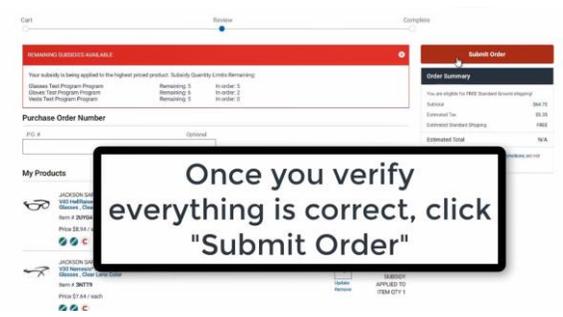
10)



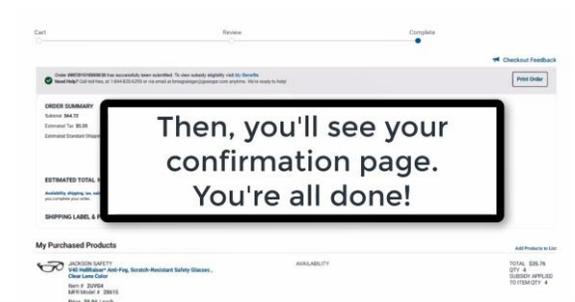
11)



12)



13)



**HAVE ISSUES OR QUESTIONS?  
PLEASE CONTACT  
GRAINGER CUSTOMER SERVICE  
AT (844) 820-6290**