USING PUNCHOUT WITH MSC

OVERVIEW OF MSC's PUNCHOUT FEATURES

BASICS OF MSC PUNCHOUT

AGENDA

WHAT WE WILL BE COVERING

Basic's of Using Punchout

- Customer Dashboard
- Searching for items
  - Product, Keyword, or Item Number
- Adding items to a cart
- Processing the cart
  - Request for quote
  - Submitting a cart
  - Returning to your ERP
- Additional ways to load a cart

Additional Information

- History tab
  - Tracking information
  - Past orders
- Lists
  - Personal lists
  - Shared lists
- Resources
  - Additional Information
  - Contacts
  - Chat

PUNCHING OUT TO MSC

Access is unique to how each procurement system was developed for each customer

- Select MSC from the punchout screen in your procurement system
- Once punchout is selected the MSC session will be established

CUSTOMER DASHBOARD

AFTER YOU HAVE PUNCHED OUT FROM YOUR ERP SYSTEM

CUSTOMER DASHBOARD
IDENTIFIERS

Your Company Logo or Name will display on dashboard

Ways to search specifically by your company – includes Solutions, Order History and Buy Again
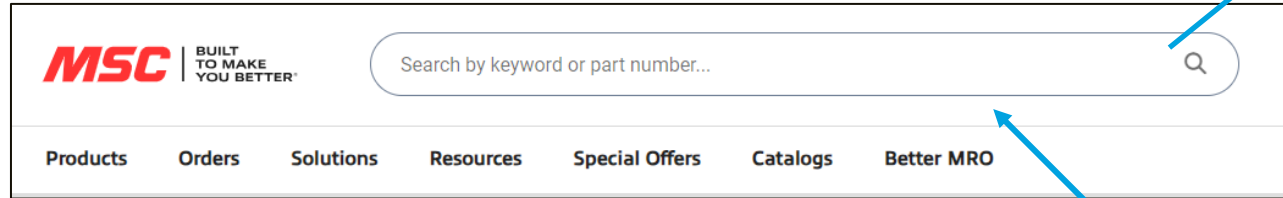
SEARCHING FOR AN ITEM

SEARCHING FOR AN ITEM
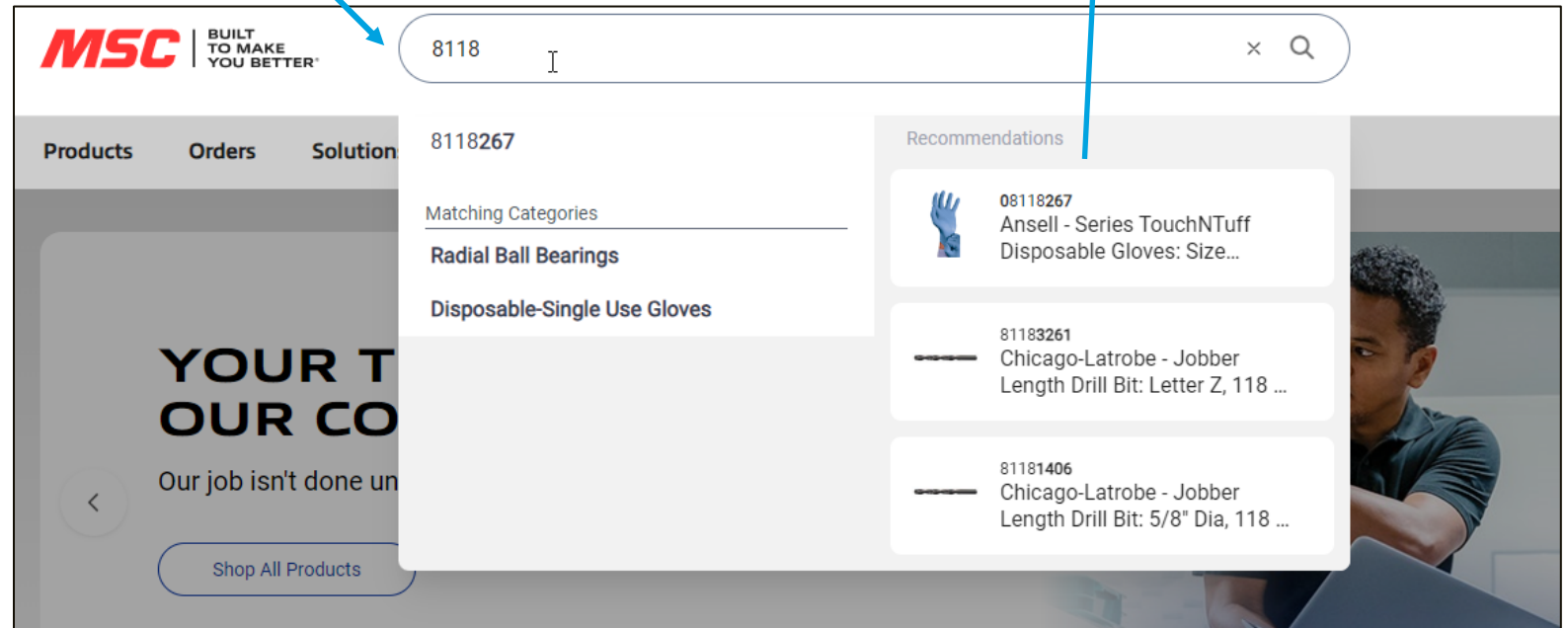## MULTIPLE WAYS TO SEARCH FOR ITEMS

The Search Box

Enter your search value and press Enter or click on the Magnifying Glass to initiate search

Search ahead feature based on what you are enter in the search field

- Can search for items by:
  - Keyword
  - MSC Part #
  - Manufacturer Part #
  - Competitor Part #
  - Customer Part #
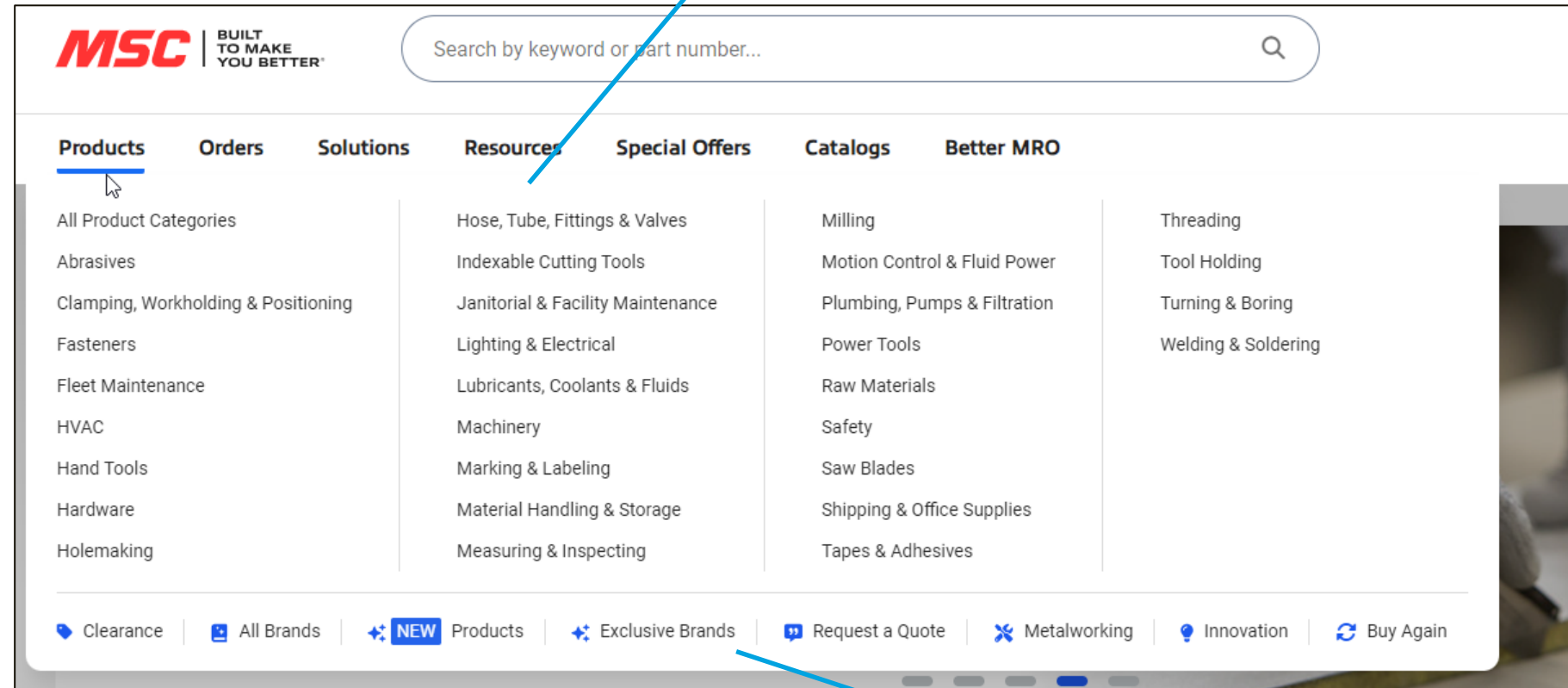   - If MSC has crossed your part number in our system

PRODUCT CATEGORY SEARCH
PRODUCT TAB

Product Categories listed for quick access to a specific one by just clicking on any listed
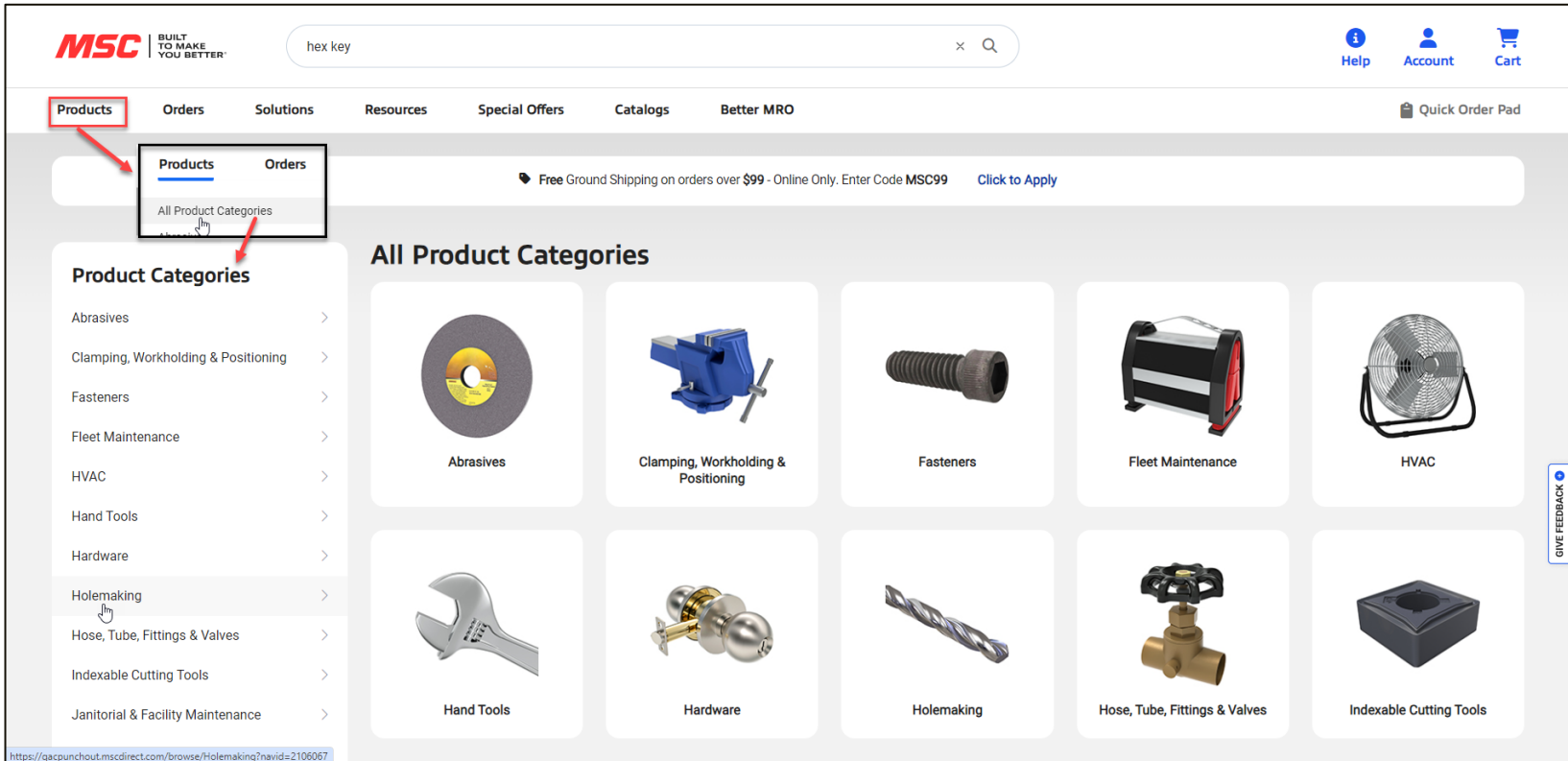
Product Tab

- Click on the Products tab from the Home screen
- Multiple categories available to search by:
  - All product categories
  - By a specific brand name
  - New products that we carry
  - MSC's exclusive brands
  - Buy Again

MSC | BUILT TO MAKE YOU BETTER®

Search by keyword or part number...

| Products | Orders | Solutions | Resources | Special Offers | Catalogs | Better MRO |

All Product Categories
Abrasives
Clamping, Workholding & Positioning
Fasteners
Fleet Maintenance
HVAC
Hand Tools
Hardware
Holemaking

Hose, Tube, Fittings & Valves
Indexable Cutting Tools
Janitorial & Facility Maintenance
Lighting & Electrical
Lubricants, Coolants & Fluids
Machinery
Marking & Labeling
Material Handling & Storage
Measuring & Inspecting

Milling
Motion Control & Fluid Power
Plumbing, Pumps & Filtration
Power Tools
Raw Materials
Safety
Saw Blades
Shipping & Office Supplies
Tapes & Adhesives

Threading
Tool Holding
Turning & Boring
Welding & Soldering

🏷 Clearance | 📖 All Brands | ✨ NEW Products | ✦ Exclusive Brands | 💬 Request a Quote | ✂ Metalworking | 💡 Innovation | 🔄 Buy Again

Click on how you would like to search

ALL PRODUCT FEATURE

All Product

- From the Product drop down tab, click on the All Products
  - Left-hand column – Product Categories
    - List of all product categories
    - To access, just click on category name
  - Middle section – All Product Categories
    - Visual representation of product category
    - To access, just click on the picture or the category name

ITEM SELECTION SCREEN

Have feedback about the search, click here and share.

Bread Crumb Trail from where you started

Filters available to narrow down selection by Item Attributes

Basic information on item including part number, mfg. number, inventory levels and your specific price.

For more information about an item, just click on the item or picture to access the Item Detail screen

ITEM DETAIL SCREEN

Mfg Part # and MSC item number

Print   Email

CRC
Contact Cleaner: 16 oz Aerosol Can

15.14V Dielectic Strength, Flammable, Safe for Most Plastics

MSC# 02983021   Mfr# 1003406

Write the first review

Customer specific pricing shows under Your Price

Quantity	Your Price	$25.68 ea.
1	Total	$25.68

Add to Cart

Add to My List

✓ 6,995 In Stock

📍 887 available in ATLANTA, GA
📍 3677 available in ELKHART, IN
📍 1961 available in HARRISBURG, PA
📍 470 available in RENO, NV
📖 Big Book Catalog   Page# 3069

Full inventory levels displayed

Compliance and Restrictions
❖ Safety Data Sheet (SDS). Click to View
♺ Significant New Alternatives Policy (SNAP) Program
☠ Item is hazardous.
✈ This item cannot be shipped via air carrier.

This item is hazardous. Hazardous products are non-returnable, not guaranteed for same day shipping and have an additional ship chg.

Safety Data Sheets available for all items that require – click on icon to access PDF copy to print or save

Scroll down for additional information like Specs, Product Details, Customer Reviews, and Recommendations

Specifications

Food Grade	No
Product Type	Contact Cleaner
Container Size Range	16 to 31.9 oz
Safe For Most Plastics	Yes
Flammable	Yes

CRC

MSC Part #	02983021
Mfr Part #	1003406 03130
Big Book Page #	3069
Country of Origin	UNITED STATES

Country of Origin is subject to change

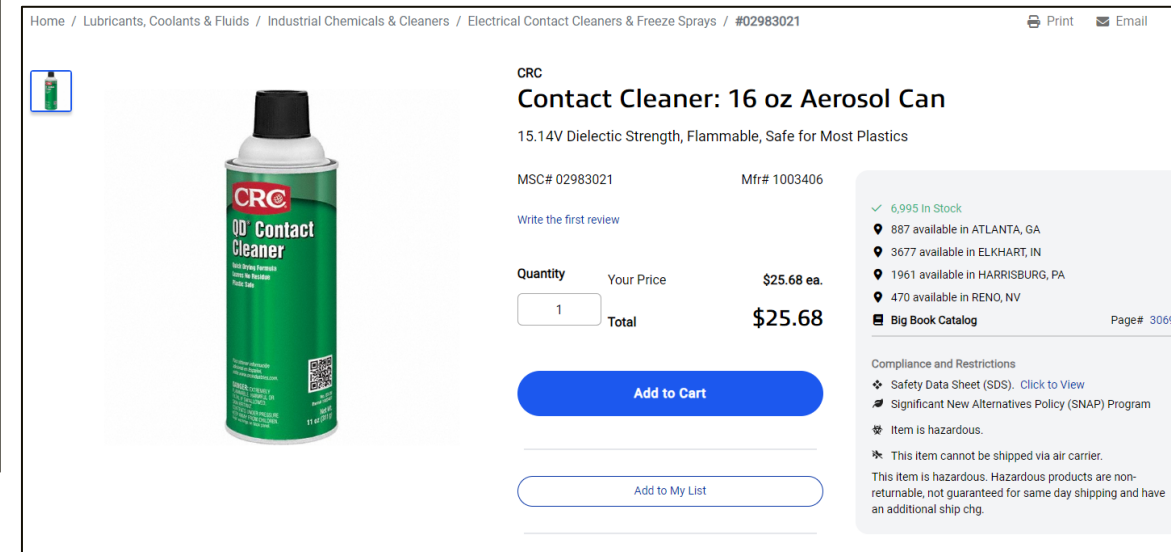# ADDING ITEMS TO A SHOPPING CART

ADDING ITEMS TO THE SHOPPING CART
CAN BE DONE IN MULTIPLE SCREENS

ITEM SEARCH RESULTS
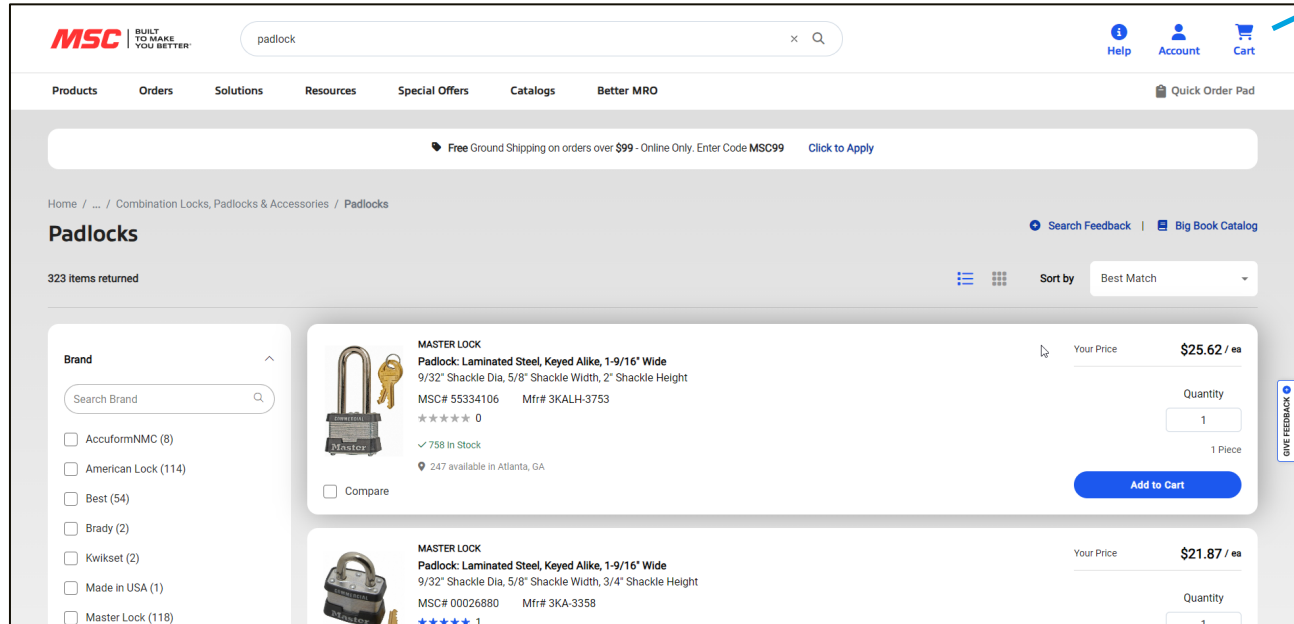
Cart icon will show how many items are in the cart

ITEM DETAIL SCREEN

Anywhere you see this button, you can add items to the shopping cart

ITEM ADDED TO CART

Adding to Cart

- After clicking **Add to Cart**

  - Confirmation screen appears

  - Click Continue Shopping to add additional items to cart

  - Click View your cart if you are done shopping.

  - Screen will display Frequently Bought Together options which you can view or add to cart
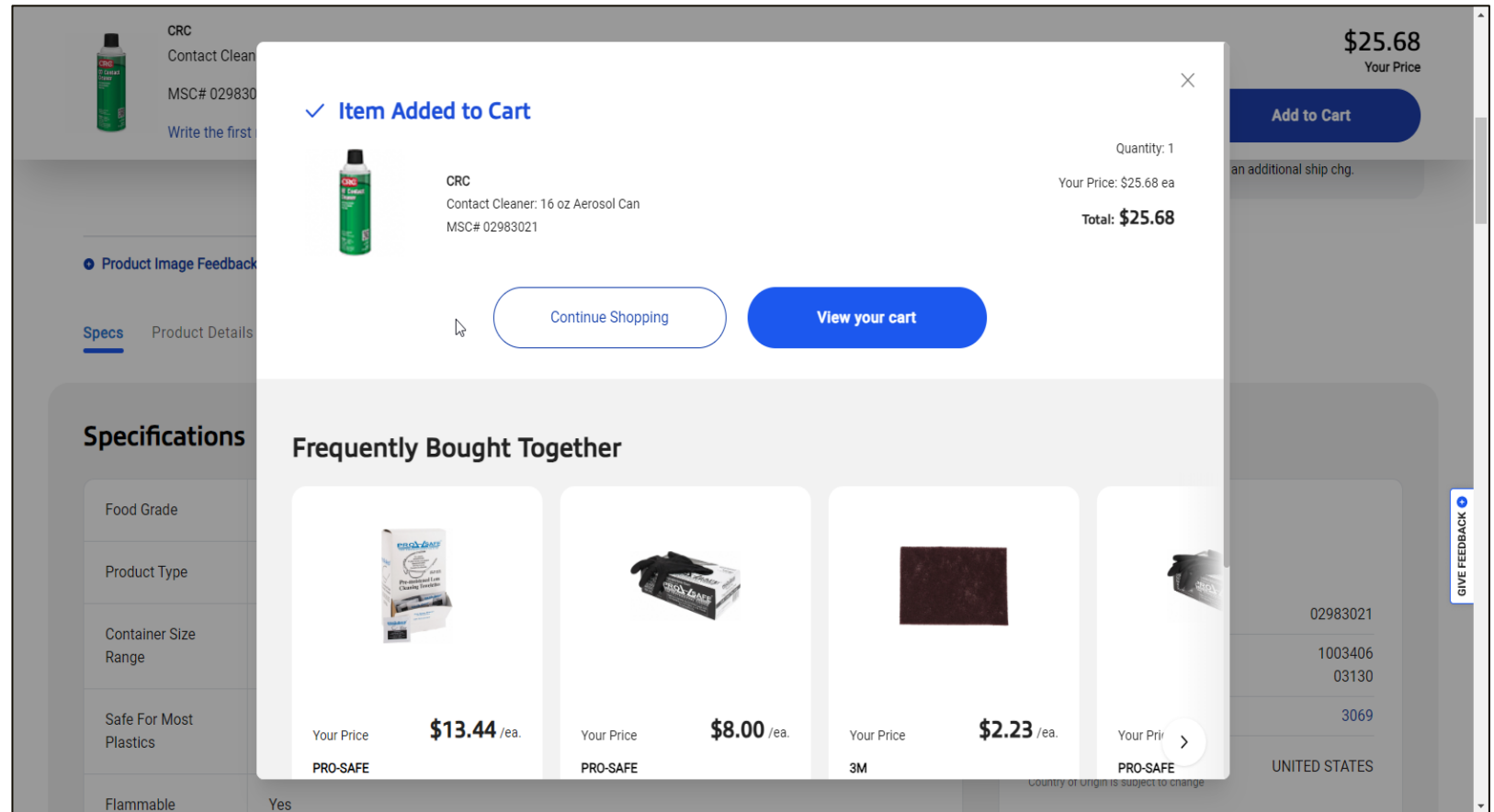
SHOPPING CART

Shopping Cart

- Features:
  - To determine shipping charges, click Add Zip Code, add your shipping zip code and click Apply
  - Add a Promo Code or click to Apply today's promo
  - To see additional items in your cart, scroll down
  - Compliance & Restriction warnings will be noted in the Shopping Cart
- To continue to final review, click **Secure Checkout**

Enter Zip Code for estimate on shipping charges

Products   Orders   Solutions   Resources   Special Offers   Catalogs   Better MRO

Quick Order Pad

Your Cart 3 items

Sort by ▾

Cart Options ▾

Update Cart ⟳

CRC

Contact Cleaner: 16 oz Aerosol Can - 15.14V Dielectic Strength, Flammable, Safe for Most Plastics

MSC# 02983021

✓ 6,995 In Stock

Your order will include (1) 16 Ounce Can

Quantity: 1

Your Price $25.68 ea.

Total $25.68

＋ Add to list   🗑 Delete

Item Total $69.78

Shipping ⓘ   Add zipcode

Sub Total $69.78

Secure Checkout

Compliance & Restrictions ⌄

Non-returnable, cannot be exported. Same-day shipping not guaranteed. Extra shipping charges may apply.

MASTER LOCK

Lockout Padlock: Keyed Different, Key Retaining, Thermoplastic, Steel Shackle, Red - 1/4" Shackle Dia. 1.3/4" Body Height 6 Pin English French

Quantity

Your Price $29.41 ea.

Promo Codes

Enter code   Apply

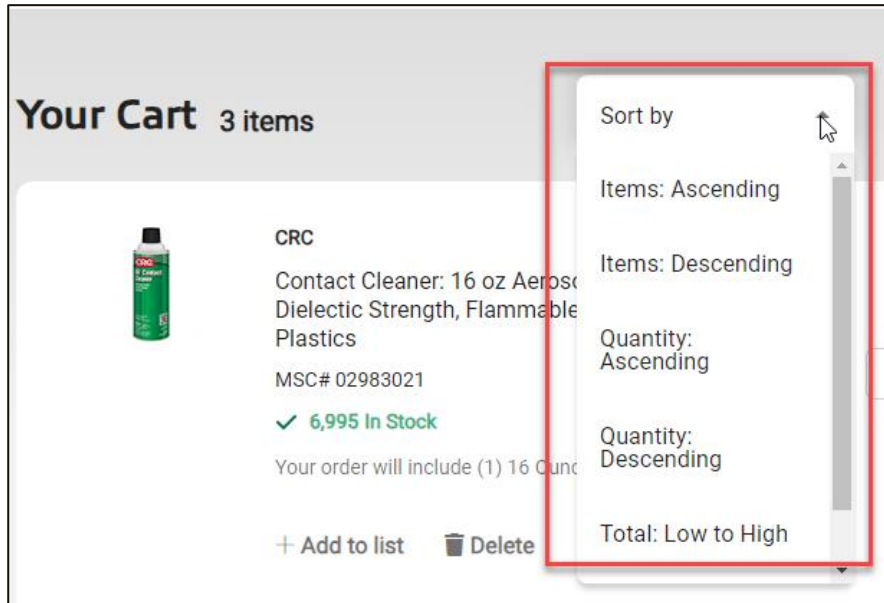Click to apply today's promo →

Enter a Promo Code if you have one or click the hyperlink to apply today's code

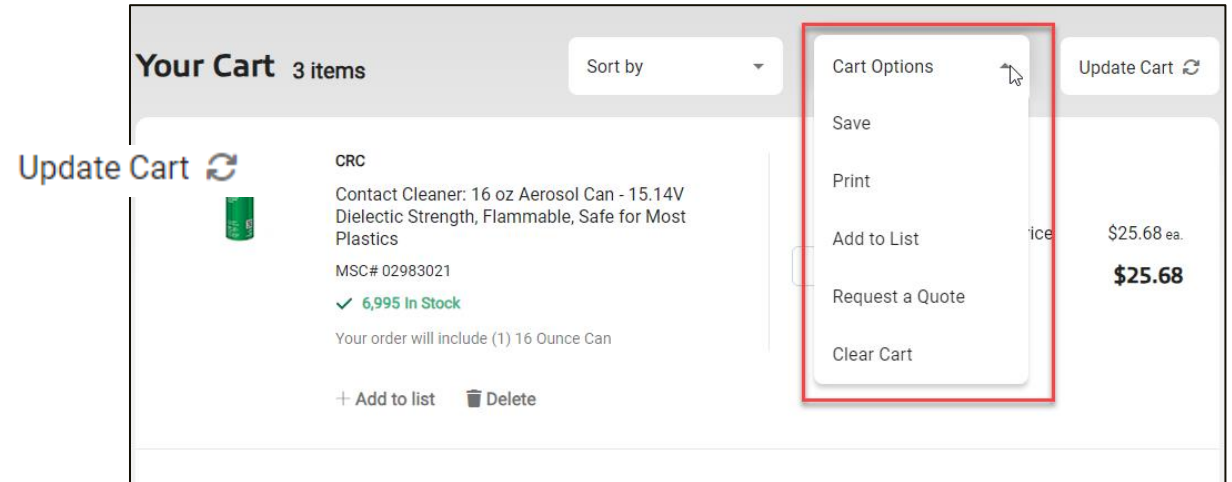# SHOPPING CART

Shopping Cart – Additional Features

▪ Sort:

 – Click the drop down to access different sort features within the cart

▪ Cart Options

 – Click the drop down to access different options within the cart available like requesting a quote or adding items a list
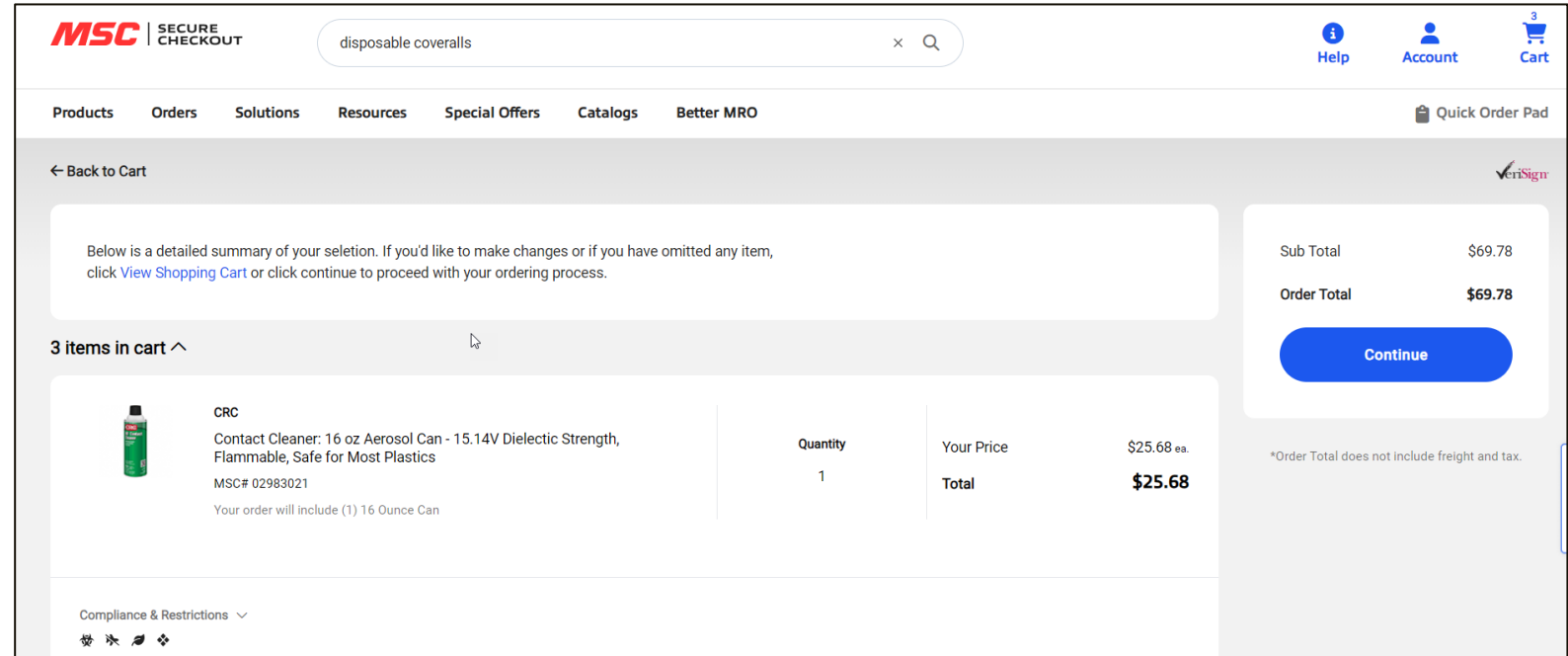

Click the Update Cart ⟳ feature any time you change quantity or remove an item in the cart

SHOPPING CART
FINAL REVIEW

Detail Summary

- Final review of items in cart
  - Check description
  - Check quantity
- Click **View Shopping Cart** to go back and make any changes
- To complete your purchase, click **Continue**
  - The MSC website will close
  - Your cart will be pulled into your ERP system for you to process per your requirements

QUOTES

SEARCHING FOR AND REVIEWING A QUOTE

From Your Account Page under Solutions

- Default search is for Zip Code
  - Best way to locate quote is to enter the ship-to zip code or quote # in the search field
    - Make sure you click the correct search by option
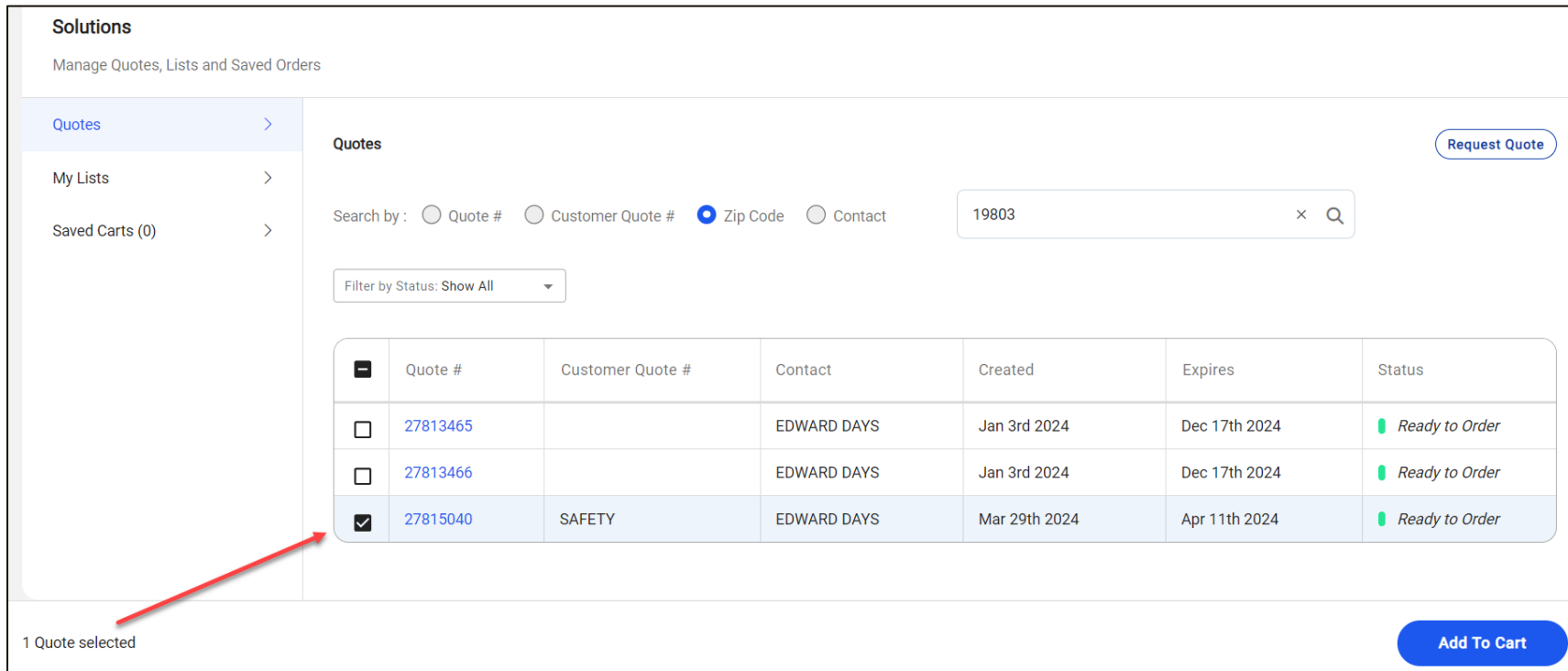 - To review, click quote number

Solutions

Manage Quotes, Lists and Saved Orders

Quotes	>
My Lists	>
Saved Carts (0)	>

Quotes   Request Quote

Search by : ○ Quote #   ○ Customer Quote #   ● Zip Code   ○ Contact | 19803   × 🔍 |

Filter by Status: Show All ▾

☐	Quote #	Customer Quote #	Contact	Created	Expires	Status
☐	27813465		EDWARD DAYS	Jan 3rd 2024	Dec 17th 2024	Ready to Order
☐	27813466		EDWARD DAYS	Jan 3rd 2024	Dec 17th 2024	Ready to Order
☐	27815040	SAFETY	EDWARD DAYS	Mar 29th 2024	Apr 11th 2024	Ready to Order

LOADING A QUOTE TO CART

From Your Account Page

- Shows status of quote, including if ready to expire and how many remaining
- To order, select the check box to the left of quote and then click on [Add to Cart]
- Check out at this time or you can add more items by clicking Back to Shopping

ORDER HISTORY

HISTORY – ORDER HISTORY

From Your Account Page

- Scroll down on My Account to Order History

- Search for your order in the Search All Orders field

  - Can search by Open Orders, Shipped Orders, or Cancelled Orders

  - Filter by Primary or Linked Accounts within a specific time frame using the drop down

- While viewing order you can track shipments, add an item to a list, or write a review about the product.

Can Search for orders by: Contact Name, PO #, Item #, etc.

My Account / Order History

Order History

Search All Orders

All Orders   Buy Again   Open Orders   Shipped Orders   Cancelled Orders

Displaying **6 orders**   Filter by   Primary Account   within   the Past 6 Months

Web Order #	PO #	Order Placed	Total	Order Status	
160895461	7200768902	Oct 17, 2023	$410.19	**Completed**	**View order details**

ORDERED BY   Ship To
Sean Foster

🖨 Print   + Add to List   **Buy All Again**

Shipment **1 of 1**   Packing Slip # **8826533**

Invoiced

Tracking • UPS 1Z901W400349193375

Hyperlink to UPS site to track shipments

1 item ∧

MOBIL
High Temperature Grease: 13.7 oz Cartridge, Polyurea - 350 ° F Max Temp, NLGI 2, Blue
MSC# 54853114   Mfr#
Compliance & Restrictions ∨
❖ 🛒
Return Window closed on Nov 16, 2023

Quantity
20

Your Price $19.46
Total $389.20

Buy Again
Add to List
Write a Review

HISTORY – ORDER DETAILS

From Your Order Details

- Will display
  - Bill-to & Ship-to Information
  - Invoice Number
  - Tracking information
  - Item information
- Print icon gives you the option to print the order for your records
- Buy All or Buy Again
  - Buy All will recreate a new order with all items
  - Buy Again against an item will recreate a new order for just that item

Clicking on Print Icon will print the order

My Account / Order History / Order Details

Order Details

🖶 Print Order

Ordered By	Web Order #	Order #	Order Placed	Order Status		
SEAN FOSTER, Account #	150868081	225314734	Oct 20, 2022	Completed	+ Add to List	**Buy All Again**

BILL-TO

Wilmington, De 19850-5250
United States

SHIP TO

Newark, De 19702
United States

PURCHASE ORDER
7200356797

PAYMENT METHOD
OPEN ACCOUNT - N/30

TAX EXEMPTED
Yes

INVOICE NUMBER
48788576

Sub-Total	$65.01
Tax	$0.00
Shipping	$24.99
Order Total	**$90.00**

Shipment **1 of 1**   Packing Slip # **4878857**

Invoiced

Tracking • **UPS** 1Z901W400331219460

1 item ⌃

VC   **VALUE COLLECTION**

8 Ton Capacity Hydraulic Long Ram Jack - 26.6" to 45.9" High, 19.4" Piston Stroke

MSC# 09050915   Mfr#

Return Window closed on Nov 19, 2022

Quantity
1

Your Price $65.01
Total $65.01

Buy Again
Add to List
Write a Review

USING MY LISTS

PERSONAL OR SHARED

What are Lists?

Speed up the procurement process by using Lists for repeat buys. With one central location for all your Lists, this makes it very easy to find your most frequently purchased items.

Personal Lists:

- Allows you to group items for streamline ordering
- Can either be for your personal use or shared
- Updated and edited as needed
- You can title based on your needs.

For example:

- "Maintenance Staff" – all the items you need for new staff member
- "Favorite Safety" –all the repeat safety items you purchase

Shared Lists:

- Allows you to group items
- Seen by everyone within the company
- Titled to match the list or reason for list
- Updated and edited as needed
- The originator can add or delete lists

MY LISTS
SHARED LIST EXAMPLE

From Your Account Page

- Click on My Lists
- Click either My Lists or All Shared Lists at top of table
  - Scroll to find specific list or search by name
- To view list, click on list name
- Additional options available include:

RESOURCES AVAILABLE

HELP IS JUST A CLICK AWAY

DIFFERENT RESOURCES AVAILABLE
TABS FROM HOME PAGE

Additional place to find carts or manage your lists
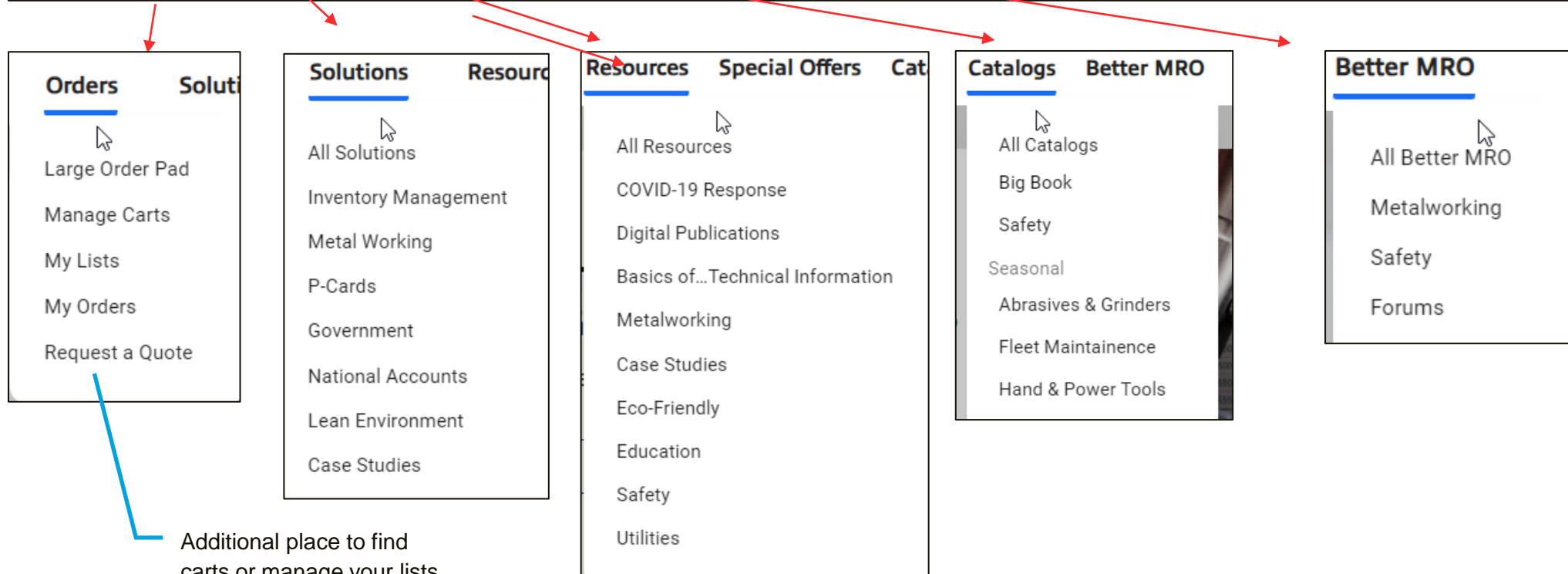
DIFFERENT RESOURCES AVAILABLE
FROM BOTTOM OF ACCOUNT PAGE / AT BOTTOM OF EVERY SCREEN

MSC Key Contacts and Information

Key Contacts 💬

General Sales Questions:
Locate your MSC Branch

Punchout Questions:
preferred@mscdirect.com

Call 📞

Website:
800-753-7970

General:
800-645-7270

Email ✉

General:
customerservice@mscdirect.com

Technical Product Inquiries:
producttech@mscdirect.com

Important Information 📑

Notes:

Punchout Identity: **silvaj_10050202_m_ar_e**

Company Information	Order Center	More Ways to Shop	How Can We Help?
About MSC	My Account	Catalogs	Call Us 1-800-645-7270
Events	Shipping Options	Big Book	Give Feedback
Press Releases	Request a Quote	Safety Guidebook	Chat
Investor Relations	SDS & Regulatory Documents	Heat Stress	Email
Corporate Social Responsibility	Invoicing & Credit	Emergency Prep	MSC Locations
Career Opportunities	Sales Tax Exemption Form	Rebates	Training & Collateral
Suppliers	Return Policy	Resale Link	Help & Support
			Contact Us

Site Map | Website Terms of Use | Terms and Conditions of Sale | Privacy Policy | Modern Slavery Act | All Rights Reserved | © 2000 - 2023 MSC Industrial Direct Co., Inc.

If you have issues with punchout, it is very helpful to provide your Punchout Identity which is the number listed to the right of Identity

CHAT

From the Help Menu

- At anytime you would like to Chat with a Customer Care Associate, click on Help and then Live Chat
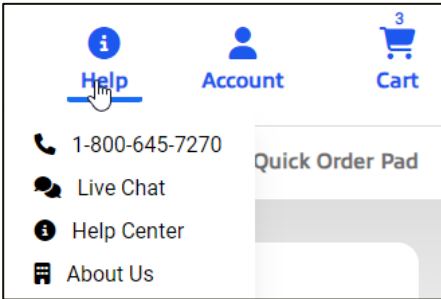
- Fill in your first and last name and your email address along with a phone number in case the chat is disconnected they can still reach you

- Select the reason for the chat from the I need help drop down

- Click on Chat Now and some will be with you momentarily

THANK YOU

eprocurementrequests@mscdirect.com