Order Management System

The Grainger.com Order Management System (OMS) allows you to optimize your workflow for a multi-user environment requiring approval processes.

- Control spend by user
- Reduce maverick spending
- Drive compliance
- Improve processing time

- Streamline the requisition and approval process
- Access detailed order information
- View actions on each order
- Integrated with Grainger Mobile App

The Order Management System is flexible, simple to set up and it's FREE! Get started today!

Set Limits & Approvals → **Submit** → **Approve** → **Process**

NEW Budget Spend Limit Restriction

MY ACCOUNT > ACCOUNT ADMINISTRATION

❶ Enable Order Management with Express Setup or access your existing Order Management Dashboard to customize and manage existing users.

❷ Define Spend Limits & Approval Limits
Click Limits to define **Spend Limits** and **Approval Limits**.
User spend limits may be set per order, month, quarter or year. These defined user limitations will be available in Step 3 to assign to specific users or by user-role. **Standard Users** have limited functionality rights. **Admin Users** have full functionality rights with access to the Account Administration.

❸ Assign Limits
Assign Spend Limits and Approver Limits to specific users or by user-role.

Add Spend Limits

Spend Limit		Spending Period
1000.00	per	Please Select ⌄

Please Select
Order
Month
Quarter
Year

Orders for more than this amount will require approval.

Add Approval Limits

Approval Limit

5000.00

Orders for more than this amount will require additional approval.

Name ⌄	Spend Limit ⓘ	Item Approval ⓘ	Approval Limit
McTool, Mike CHICAGO, IL	$1,000.00 per order ⌄	☐ All orders containing items outside of your account's custom catalog must be approved	Can Approve Any Order ⌄

You can apply limits, adjust approval settings for item(s) outside of your account's custom catalog and select approvers to multiple users at once using role settings. All Standard Users will be assigned the setting. Users whose settings have already been customized individually relative to the role will not change.

STANDARD USERS (LIMITED RIGHTS)
Can spend up to
$500.00 per order ⌄

STANDARD USERS (LIMITED RIGHTS)
Default Approver
Select One ⌄

ITEM APPROVAL ⓘ
☐ All orders containing items outside of your account's custom catalog must be approved

You can apply limits and approvers to multiple users at once using role settings. All Admins will be assigned the setting. Users whose settings have already been customized individually relative to the role will not change.

ADMINS (FULL RIGHTS)
Can spend up to
Does Not Require Approval ⌄

ADMINS (FULL RIGHTS)
Default Approver
User, Demo - Unlimited ⌄

ITEM APPROVAL ⓘ
☐ All orders containing items outside of your account's custom catalog must be approved

❖ **KeepStock orders are not affected by OMS Order Spend Limits.**

❖ **KeepStock Approvers may be assigned Approval Limits by order, not by budget.**

Orders submitted via Grainger.com or the Grainger Mobile App that exceed spend limits will be routed for approval prior to processing. The Approver will receive an email notification and/or mobile notification that an order requires approval. The order submitter will receive an email confirmation once the order is approved for processing.

> ⊘ Your order will be submitted for approval.
> • It is over the spend limit of $500.00 per month.
>
> Spending Limit $628.62 of $500.00 per month

Approvers may access **Orders Pending Approval** from the Grainger.com menu bar, the My Account menu, or the Account Dashboard. Approvers may also access the Grainger Mobile App > Account > Pending Orders.

My Account | Order History | Lists | Orders Pending Approval **27** | Catalog Item Quotes | Special Order Quotes   Mike Mctool | Acct #

GRAINGER

KeepStock   Sign Up for Email   Feedback   Help
General Catalog   Find A Branch   Services ⌄   Solutions ⌄   Worldwide

ALL PRODUCTS ⌄ | Enter keyword, item, model or your customer part number. | SEARCH | BULK ORDER PAD ⌄ | 🛒 CART (1)

Pending Orders

STANDARD ORDERS	KEEPSTOCK ORDERS

My orders currently submitted to Everyone ⌄

Pending Orders	Order No.	Ordered By	Currently Submitted to	Order Lines	Total Cost	
Jul 27, 2018 12:26pm CDT via Grainger.com	WEB1331829425	McTool, Mike Jones, Jeff		33	$2,766.17	VIEW

Click VIEW to view the order header and detail information, the reason for the pending order, as well as an action summary on the order management workflow.

ACTIONS ON THIS ORDER

Action	By	To	Date	Comments
Submitted	Mike McTool	Jones, Jeff	07/27/2018	

ANYTIME. ANYWHERE.   Download the Grainger Mobile App to supplement your order management needs while on-the-go.

1-800-GRAINGER
1-800-472-4643