

# AGPS ORDERING INSTRUCTIONS

## Grainger MRO Supply Catalog Contract No. 406352 WSCA Contract No. 7066

Contract is a one (1) line item contract, with no itemization in ISIS. **Use commodity number 545-02-019087 for all order lines.**

The system **will not calculate** your contract discounts so you must enter the net discount contract price when entering your order in ISIS. See KNOA screen for a detailed breakdown of contract discounts and product categories. Complete contract net discount prices are available via internet when using your unique Grainger state account number.

### Required fields when creating an order in AGPS:

- VENDOR:** Input Your Identified Grainger Branch (see KVDL screen)
- COMM:** Input 545 02 019087(same number for all items)
- QTY:** Input line quantity, as appropriate
- U/M:** Input LOT, EACH, or CASE, as appropriate  
**(system will default to LOT)**
- PRICE:** Leave this field blank.  
AGPS will populate the “price” field on the CRO
- CAT#/IND:** Input stock # shown in catalog.  
(CAT#/IND will now print on orders)
- CAT\$:** Enter total net discount contract price for the entire order if U/M is LOT (total order is 1 lot @ \$460.00); or enter the net discount contract price for the line item referenced (i.e., line 00001 was for 1 case @ a net discount contract price of \$20.00, order line 00002 was for 2 cases @ a net discount contract price of \$20.00, you would enter \$40.00 in this field), etc.
- DESC1:** A brief description of total order or individual line descriptions  
**DESC2:** can be input on these lines
- KONT-KLIN:** 405312 00001
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