Mortenson®

GRAINGER
FOR THE ONES WHO GET IT DONE

TO: ALL MORTENSON EMPLOYEES

DATE: Current

SUBJECT: GRAINGER EMPLOYEE PURCHASE PROGRAM

1. Go to Grainger.com® and Register as a New User
2. Click on **"Register and join an Existing Business Account"**
3. Enter Grainger **Account# 886474515 for Mortenson Employee Purchase Account**
4. Enter in your personal contact information and click **"Continue"**
5. Setup your user ID and password and select **"Submit Registration"**
6. You can now shop and select your items to add to cart
7. Once you have selected your items, **"View Cart"** and **"Proceed to Checkout"**
8. Choose Delivery Method: **"Ship"** or **"Pickup"** (select branch# if choosing to pick up item - avoids oversize shipping charges)
9. Verify cart and click **"Proceed to Checkout"**
10. Click on **"Change Shipping Address"**, click on **"Add New Address"** and enter in your shipping address
11. Select Shipping Method: **Standard** or **Expedited**
12. Under Payment Method enter your **credit card number** and **billing information** and click **"Save"**
13. **Submit order**

If you have any questions, please contact our Grainger Account Manager, Deanna Kohanek.

Deanna Kohanek
Account Manager | W.W. Grainger, Inc.
Cell: 952-254-2431 | deanna.kohanek@grainger.com