

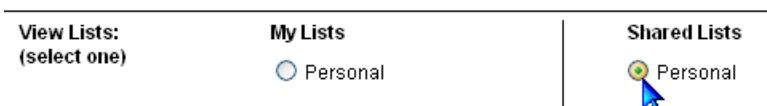
Discount Tire / Grainger Order Instructions

Read First

If after reading the instructions you still cannot **LOG ON**,
call Joseph Mejia, Grainger Account Manager, @ 480-904-4160 cell
or Terry Riggs @ Corporate 480-606-6103.

They will work with you to find the problem. [Place order after reading Instructions.](#)

Instructions

Step	Action
1	Click the Sign In link at the top of the page. 
2	Log in. The User ID name is the store number (all lower case, no underscore, no spaces) (Example: azp01). The password is "discount1" (all lower case no spaces). A pop up window may pop up asking if you would like to share information over a secure connection. Please click Yes.
3	You will now see a list set up for Discount Tire (Cleaning Products, Hand Care, Paper Products, Etc.) Make sure that Shared Personal Lists is selected. Please USE THIS LIST! Prices were negotiated specifically for Discount Tire. 
4	Click on List Name for the product you want to access. 
5	Select the items you want, enter the correct quantity and click Add to Order . 
6	You are now on the Order page. Before checking out, you must enter the Requisition Name at the bottom. When ready, click Checkout .
7	You are now on the Checkout page. Make sure the Shipping address is correct. When ready, click Continue .
8	You are now on the Final Checkout page. Verify your order information. When ready, click Submit Order . You will be taken to a Thank You page with a Confirmation number, where you can print out the order details. You will also receive an email confirmation with the status of your order.

[Place order after reading Instructions.](#)