

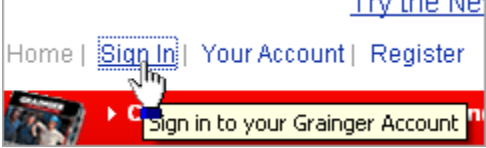
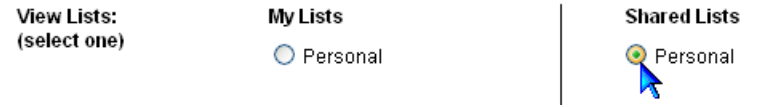


## Discount Tire / Grainger Order Instructions

### 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 <b>Sign In</b> 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 <b>Shared Personal Lists</b> is selected. Please USE THIS LIST! Prices were negotiated specifically for Discount Tire. 
4	Click on <b>List Name</b> for the product you want to access. 
5	Select the items you want, enter the correct quantity and click <b>Add to Order</b> . 
6	You are now on the Order page. Before checking out, you must enter the Requisition Name at the bottom. When ready, click <b>Checkout</b> .
7	You are now on the Checkout page. Make sure the Shipping address is correct. When ready, click <b>Continue</b> .
8	You are now on the Final Checkout page. Verify your order information. When ready, click <b>Submit Order</b> . 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.](#)