

mscdirect.com Customer Guidebook Faster, Smarter, Easier

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Locating an Account and Customer Login

If a customer has purchased from MSC before, they will be able to locate their existing account. Locating the customer's existing account is important to avoid duplicate account creation and to ensure the customer is seeing their specific pricing, account information, lists, customer part numbers, current order history and more.

Once a customer is logged in, they will stay logged in until they log themselves out. This is called persistent login. This will ensure they are seeing their specific pricing and account information. Only at secure access points will they be prompted to authenticate.

Register			
Already have an MSC account? *			
• Yes		O No	
Account Information			
Account Number: *		Email Address: *	
Account Number	3	Email Address	0
Address type			
US and APO/FPO Addresses		International Addresses	
Bill to Zip Code: *			
Bill to Zip Code			
	C Loca	te Account	
Already have an online account?			
Login Forgot Username? Forgot Password?			

Login

Registered customers can select the Sign In link to log in and access their account information.



Did you forget your user name or password?

Simply select the Forgot Username or Password link to reset your password. Click the link and follow the instructions. You can also change your username or password from the Account page once you're logged in; select Change password from under the My Account Settings heading.



Registration

Registration is easy using MSC's short registration form. Click the Register link in the header of mscdirect.com and fill out the needed information to create a username and password. And you're ready to order.

Register		
Already have an MSC account?*		
⊖ Yes	• No	
Individual and Company Information		
First Name *	Last Name *	
First Name	Last Name	
Please enter a valid First Name		
Company Name	Email *	
Company Name	🖬 Email	
Login Credentials		
Username *		Check Availability
Lisername		
Minimum 5 characters.		
Password *	Repeat Password *	
a second s		

Account Administration

As an Administrator on the account you can set up and manage registration rules, allowing or disallowing user registrations on your account. Log in as an administrator, then from the Account page navigate to the Account Administration link under People & Purchasing. If you are not on the Account page, you can select Account Administration from the left navigation under My Business Solutions. If you are not an administrator on the account, the Account Administration link will not be visible to you.



Registration

After login as the Administrator, select Account administration from under the People & Purchasing heading.

Welcome, LAURA	4	Account Snapsh Customer since 20
Account # 4090219		
Order History	Account Settings	Notifications
Track shipments, find and reorder previously purchased items	Change your password and username, manage your preferences	Tell us when and how you want to receive emails about your orders
View order history	Update settings	Update your preferences
View order history People & Purchasing Account administration	Update settings Manage My Business ControlPoint™ carts	My Account Settings
People & Purchasing Account administration	Manage My Business	
People & Purchasing Account administration Cost Allocation management	Manage My Business ControlPoint™ carts	My Account Settings Accounts payable
People & Purchasing	Manage My Business ControlPoint™ carts ControlPoint labels	My Account Settings Accounts payable Billing information Change password, username, email address
People & Purchasing Account administration Cost Allocation management Order Approval management	Manage My Business ControlPoint™ carts ControlPoint labels Customer part numbers	My Account Settings Accounts payable Billing information Change password,

Who can register on this account?

- Any registrant who knows the account information.
- Anyone sent an email invite by an administrator can register.
- Only registrants who have an email address with a specific domain name.
- No one can register as a new user.

Select the Edit option to see the following screen.

You can setup and manage Registration Rules from this page, allowing you to manage user registrations on your account. Who can register on this account? Any registrants who know our account information OR Are sent an email invite by an Administrator. Only registrants who have an email address with the following domain names: mscdirect.com; Domains must be seperated by a semicolon. For example "domain.com;domain.net;domain.biz" No one can register as a new user (account is locked and only an Administrator can register users).	Acco	unt Administration
 Any registrants who know our account information OR Are sent an email invite by an Administrator. Only registrants who have an email address with the following domain names: mscdirect.com; Domains must be seperated by a semicolon. For example "domain.com;domain.net;domain.biz" 	You can s account.	setup and manage Registration Rules from this page, allowing you to manage user registrations on your
OR Are sent an email invite by an Administrator. Only registrants who have an email address with the following domain names: mscdirect.com; Domains must be seperated by a semicolon. For example "domain.com;domain.net;domain.biz"	' Who ca	n register on this account?
Are sent an email invite by an Administrator. Only registrants who have an email address with the following domain names:) An	
mscdirect.com; Domains must be seperated by a semicolon. For example "domain.com;domain.net;domain.biz"	Are	
Domains must be seperated by a semicolon. For example "domain.com;domain.net;domain.biz"	Or	ly registrants who have an email address with the following domain names:
		mscdirect.com;
No one can register as a new user (account is locked and only an Administrator can register users).	Do	mains must be seperated by a semicolon. For example "domain.com;domain.net;domain.biz"
	O No	one can register as a new user (account is locked and only an Administrator can register users).
Sav		Sav

Add New User Registration Default

Administrators have the option to default all new users upon registration with specific spending limitation or can choose to have all users buying without spending limitations. Administrators can also assign approvers to these contacts upon registration. The benefit is allowing control over the system spend, user assignment and setup.

New user will default to unauthorized approver status with a \$300.00 spending limit and be assigned to JO DEPP, LAURA MERCURIO. Edit these settings	YNNHC
How will you add new users to account?	
 Generate link to share with user(s) Send invite to user(s) 	
	Continue

How to add new users to the account

The system is very flexible and offers many options on how to register or invite new users.

• I will set up their account

When an Administrator chooses to set up a user's account, the Administrator will be brought to a short form to fill in the user's first name, last name, email address and phone number. After selecting the Continue button, a short registration form will be auto-filled with the short form information the Administrator created, and then the Administrator will create a password for the new contact, which will be then be changed by the contact.

The contact will receive an email at the address the admin provided and then the user will have eight hours to complete the registration process. The username will be provided in the email and the user has the option to contact the Administrator for a temporary password or use the Forgot Password link. This information is stated in the email for the user to follow.

Once the user completes the registration, they will be visible on the Order Approval management screens, and then the Administrator can provide any updates.

• Generate link to share with user(s)

Administrators can generate a link and copy and paste it into an email to send to users. When the user selects the link, it will take the user to the Registration page to fill out.

	erate link to share with user(s) 🔞	
&for	s://quality.mscdirect.com/RegisterExist ward=&enparam=RxJ4vIAbVusWhK5v {1wN2WZEf	ingAccountView? vy%2FQYnolsQ60vvGXQbNO09TQeLrRtRUyXtU%2Bwy%2B%
) Sen	d invite to user(s)	

• Send Invite to user(s)

The Administrator can choose this option to send an invite, and the administrator would need to list or upload email addresses.

Add Shipping Address

The Account Administration option will allow you to add permissions at the account level to allow or not allow the creation of new shipping addresses.

Add New Ship-To Permis	sion	
Allow creation of new ship-to addre	esses? • Yes ONo	
		Save

Order History Set permissions at the user level as to who can or cannot have Order History visibility at the account level or individual level.

can see all orders placed on this acc	count?			
 All users can see all orders placed on this account Only the following users can see all orders placed on this account 				
Search users by O Can view al	II I Can view own	Search for names	Q	
Can view others orders		Can view own orders		
Can view all category 🌲		Can view own category 🌲 🕒		
AARON DAMRON	<u>*</u>			
ABBOTT CHRIS				
ADREANNA BROOKS	$\triangleright \triangleright$			
ADRIENA JONES				
AGGIE PERRY				
ALAN YANG				
ALEX KOPERDAK				
ALEXIS HUTSELL				
ALIEA DAWOOD				
ALMA MURILLO	-			
1 2 3 4 5 > >	>			

Website Features

The mscdirect.com website offers a features overview page. Click on the following link to access <u>https://www.mscdirect.com/features</u>. Or from the top navigation, select Resources then Website Features. We offer videos and tutorials about business solutions that will help you do business faster, easier and smarter.



On the Website Features page you will find tabs that pertain to different areas of the website. The screen shot below shows the contents of the Site Features tab. Following it are additional tabs for Product Knowledge, Business Solutions and Expert Help.



Promos

Promo codes can be added by selecting the promo click from the home page or after login from the Account screen. Anything in your shopping cart will automatically be applied. Or you can choose to manually enter the code within the shopping cart.

800-645-7270 | Help | Chat | About Us Hello, LAURA Your Account ~ (Logout) **B** 1 Search: Keyword or Part Number Q Products - Solutions - Resources - Special Offers - Catalogs - Better MRO -Notifications 18 Quick Order Pad MAXIMIZE YOUR FLEET PERFORMANCE AND PROFITABILITY Shop Now SAVE ON ORDERS OVER \$149. ENTER CODE: SAVE149H CLICK TO APPLY . **Top Sellers** THE PARTY Simple Green PRO-SAFE SPI 3M **Coilhose Pneumatics** 1 Gal Bottle All-Purpose 100 Antifog, Antistatic Lens 0.2" Head Diam, 3/8" Shank, 2" Aluminum Oxide Quick 1/4 Male NPT Industrial Cleaner Cleaning Towelettes Single End, Mechanical Change Disc Pneumatic Hose Connector 5 < Edge **** 5.0 ****1 4.3 **** 4.8 **** 4.8 **** 5.0 MSC# 89887517 MSC# 89374268 MSC# 03293420 MSC# 00222844 MSC# 79802559 Add to cart More Like This V More Like This **v** More Like This V More Like This 🔻 More Like This V

Homepage Promo

Account Screen Promo

Welcome, LAURA MSC MELVILLE TEST Account # 4090219		Account Snap: Customer since
Order History	Account Settings	Notifications
Track shipments, find and reorder previously purchased items	Change your password and username, manage your preferences	Tell us when and how you want to receive emails about your orders
View order history	Update settings	Update your preferences
People & Purchasing	Manage My Business	My Account Settings
People & Purchasing Account administration	Manage My Business ControlPoint™ carts	My Account Settings Accounts payable
	U ,	, 0
Account administration	ControlPoint™ carts	Accounts payable
Account administration Cost Allocation management	ControlPoint™ carts ControlPoint labels	Accounts payable Billing information
Account administration Cost Allocation management Order Approval management	ControlPoint ™ carts ControlPoint labels Customer part numbers	Accounts payable Billing information Change password, username, email address
Account administration Cost Allocation management Order Approval management	ControlPoint™ carts ControlPoint labels Customer part numbers Downloaded carts	Accounts payable Billing information Change password, username, email address Manage preferences
Account administration Cost Allocation management Order Approval management	ControlPoint™ carts ControlPoint labels Customer part numbers Downloaded carts My Lists	Accounts payable Billing information Change password, username, email address Manage preferences
Account administration Cost Allocation management Order Approval management	ControlPoint™ carts ControlPoint labels Customer part numbers Downloaded carts My Lists Orders pending approval	Accounts payable Billing information Change password, username, email address Manage preferences
Account administration Cost Allocation management Order Approval management	ControlPoint™ carts ControlPoint labels Customer part numbers Downloaded carts My Lists Orders pending approval PO Control	Accounts payable Billing information Change password, username, email addr Manage preferences

Promo Applied



Shopping Cart Promo



Basics of Technical Information

Did you know mscdirect.com offers Buying Guides for hundreds of product categories right at your fingertips. To access, click on Resources from the top navigation, then select Buying Guides. Simply scroll to the category of choice and click on the corresponding link to help with your purchasing decisions.



Quick Order Pad

You don't have to go any further than our home page to add items to your cart quickly and easily using the Quick Order Pad. You can enter MSC, customer, competitor, or manufacturer's part numbers. If need be, we also offer a Large Order Pad that can be accessed by using the link under the Add to Cart option.



The Big Book Virtual Catalog

Browse MSC's Big Book online in an easy-to-use digital format located under the top navigation under Catalogs. Now you can see all catalogs in a quick view. In addition, we have a catalog fly out option on the left navigation.



Flexible Search Options

The Search bar lets you search the entire catalog by part number or keyword to quickly find what you need. You will receive a list of relevant page numbers that corresponds with your search criteria and your result is highlighted on each associated page.



Enhanced Page Navigation

Options to make your navigation easier include two-page views, zoom control, share capabilities, page search, flip pages, create desktop shortcut, bookmarking and printing.

Item Details

Click on the item number to get to the Product Detail page.



Product Detail Page

This comprehensive page view provides complete product descriptions, including manufacturer information, availability, pricing, technical specifications and more as you scroll. Simply search by an item number or click into the item number link to access.

Home / Abrasives / Coated & Non-Woven Abrasives / Discs	/ Quick Change Discs / #05010301	I	🗷 Email Page 🔒 Print
		em, Nonwoven, Coars	Quick Change Disc se Grade, STE-VS Series
	M5C Part #: 05010301	Mfr Part #: 66261009	191 More Product Info in Catalog
Hover to zoom	Your Price:	\$1.67 ea.	7 ,105 in stock
	Web Price:	1.40 ea.	 1,970 available to ship from Harrisburg,
	Qty	1	PA
	1-99 100+ \$1.67 ca. \$1.40 ea. \$1.40 ea.		 Hassle Free Guarantee We'll exchange or refund any product that doesn't meet your expectations. Delivered as soon as Next Business Day*
	Total Price	\$1.40 j	tem Notes
	Add to Car	t •	<

- 1. Price Users who are logged in can see their specific pricing. Quantity break pricing will also appear.
- 2. Stock Status/Real-Time Inventory Availability for each item is visible, including your nearest pickup location.
- 3. Delivery time frame See approximate delivery durations.
- 4. Add to Cart/Add to My List Click the Add to Cart button or select the drop-down to add the product to an existing list.

Item Notes — visible icons to take you to additional information regarding your item. In the above example:

Safety Data Sheets

There are many ways to access SDS:

- Directly from the Product Detail page
- By inputting SDS in the search box in the header of mscdirect.com
- Under Help & Support located in the footer on every page
- Or by clicking the Help option within the header of mscdirect.com

From the Product Detail Page scroll down on the page to see many other options regarding the item.

Features and Benefits, Specs

materials and wood. Mfr Part #: 05527 Specs Big Book Page #: 1042 Disc Diameter (Inch) 2 Country of Origin:	3M 2" Aluminum Oxide Quick Change Disc - Type R / MSC Part #: 00222844 Mfr Part #: 00048011055275		e, Maroon, e a review	Non-Woven, 25,000 RPN	M, Roloc TR Compatible
 Type R attachment systems feature roli-on/roli-off style fasteners (External Thread). They are interchangeable with Roloc, TR and Type III Styles. Non-Woven abrasives reduce undercutting and gouging of surfaces. They are frequently used in deburning, surface preparation and as a final finishing step. Aluminum oxide is the most commonly used abrasive. Best-suited for general purpose deburring and biending, it is tough, economical and fracture resistant. Commonly used on ferrous alloys, high-tensile Specs Disc Diameter (Inch) Abrasive Type Non-Woven Abrasive Type Non-Woven Abrasive Material Aluminum Oxide Grade Medium Maximum RPM 25000 Disc Color Marcon 	Features and Benefits Specs Product Details Alter	rnate Products Reviews R	ecommendatic	ins	
blending, it is tough, economical and fracture resistant. Commonly used on ferrous alloys, high-tensile materials and wood. Specs Disc Diameter (Inch) Attaching System Type R Abrasive Type Non-Woven Abrasive Material Grade Maximum RPM Disc Color Maroon	Type R attachment systems feature roll-on/roll-off style faster interchangeable with Roloc, TR and Type III Styles. Non-Woven abrasives reduce undercutting and gouging of su deburring, surface preparation and as a final finishing step.	urfaces. They are frequently used in		BAN	00222844
Disc Diameter (Inch) 2 Attaching System Type R Abrasive Type Non-Woven Abrasive Material Aluminum Oxide Grade Medium Maximum RPM 25000 Disc Color Maroon	blending, it is tough, economical and fracture resistant. Comr materials and wood.			Mfr Part #:	
Attaching System Type R Country of Origin. Subject to change United States Abrasive Type Non-Woven Image: Country of Origin is subject to change Image: Country of Origin is subject to change Abrasive Material Aluminum Oxide Image: Country of Origin is subject to change Image: Country of Origin is subject to change Grade Aluminum Oxide Image: Country of Origin is subject to change Image: Country of Origin is subject to change Maximum RPM 25000 Maroon Image: Country of Origin is subject to change	specs			Big Book Page #:	1042
Attaching System Type R Abrasive Type Non-Woven Abrasive Material Aluminum Oxide Grade Medium Maximum RPM 25000 Disc Color Maroon	Disc Diameter (Inch)	2			United States
Abrasive Material Aluminum Oxide Abrasive Material Aluminum Oxide Grade Medium Maximum RPM 25000 Disc Color Maroon	Attaching System	Type R		Country of Origin is subject to	change
Grade Medium Maximum RPM 25000 Disc Color Maroon	Abrasive Type	Non-Woven		View the Safety Data	Sheet (SDS).
Grade Medium Cancer. For more information go to www.P65Warnings.ca.gov Maximum RPM 25000 Maroon	Abrasive Material	Aluminum Oxide			
Maximum RPM 25000 Disc Color Maroon	Grade	Medium		cancer. For more info	ormation go to
	Maximum RPM	25000			
Specifications AMED	Disc Color	Maroon			
	Specifications	AMED			
Quick Change Compatibility Roloc TR	Quick Change Compatibility	Roloc TR			

Product Details



Alternate Products

If this item is not an exact match for your application, check on the Alternate Product tab for a list of recommended alternatives. We also offer a compare items feature at the bottom of this page. This will assist with the differences in the items that are called out by a yellow highlight.



Alternate Product Compare (view)

eatures and Benefits S	Specs P	roduct Details	Alternate Products	Reviews	Recommendations	
ernate Products						
Current Item		A	Iternate Item 1		Alternate Item 2	
					0	
3M			Norton		Brite Star	
MSC Part # 002228 2" Aluminum Oxide Quick Disc			C Part # 05010293 um Oxide Quick Change Disc	e 2"	MSC Part # 84035039 Aluminum Oxide Quick Cl Disc	
Web Price: \$1.56 e	ea.	We	o Price: \$1.37 ea.		Web Price: \$1.08 ea.	
****			tatatat		statatate	
Add to Cart			Add to Cart		Add to Cart	
Big Book Page #:1042		Big Boo	k Page #:1042	E	Big Book Page #:1042	
Manufacturer: 3M		Manufa	cturer: Norton	I	Manufacturer: Brite Star	
Mfr Part #:000480110552	275	Mfr Part	#:66261009190	I	Mfr Part #:	
Disc Diameter (Inch) : 2		Disc Dia	ameter (Inch) : 2	[Disc Diameter (Inch) : 2	
Attaching System : Type	R	Attachir	ng System : Type R	4	Attaching System : Type	R
Abrasive Type : Non-Wo	ven	Abrasiv	e Type : Non-Woven	4	Abrasive Type : Non-Wov	/en
Abrasive Material : Alum Oxide	inum	Abrasiv Oxide	e Material : Aluminum		Abrasive Material : Alumi Dxide	num
Grade : Medium		Grade :	Medium	(Grade : Medium	
Maximum RPM : 25000		Maximu	m RPM :	,	Maximum RPM : 20000	
Disc Color : Maroon		Disc Co	lor :	(Disc Color : Maroon	
Specifications : AMED		Specific	ations :	5	Specifications :	
Quick Change Compatil Roloc TR	bility :	Quick C : Speed	hange Compatibility Lok TR		Quick Change Compatibi 	ility
Series :		Series :	STE-VS		Series : RC	

Reviews

This section offers personal opinions from other purchasers of the item that you've selected. These opinions can be focused on strengths or weaknesses as to whether the item is something that will be useful in their opinion.

Features and Benefits	Specs	Product Details	Alternate Products	Reviews	Recommendations	
roduct Reviews						
****	4.8 5 Re	views Write a Revie	w			100% of respondents would recommend this to a friend
)urable 🚽	***	4.5				
Ease of Use 🚽		4.8				
-		★ ★ 4.8				
/alue 🔰		4.6				
Reviewed by 5 cu	stomers	5		Ente	er Search Terms	۹ ا
						Most Recent
						Not Room
★★★★★ ₅ W	lorks Goo	bd				
These are great discs						Submitted 4 months ago By Randecca
Nore Details 🗸						From Memphis, Tn
Bottom Line Yes, I would	recommen	d to a friend				Submitted as part of a sweepstakes entry
Was this review helpful t		1 0	Flag this review			
vas uns review neipiur i	o you :		Thay and review			
★★★★ ★▲ L	ove this [Disc				
use this disc all the time a	and it does	what it says it would	I. Great work 3M!			Submitted 4 months ago
lore Details 🗸						By Billis From Miami
Bottom Line Yes. I would	racommer	d to a friend				Submitted as part of a sweepstakes entry
	recommen	o to a meno				

Recommendations/Recommended Products

Customer Also Bought

Based on your view we also provide items that customers also bought.

Recently Viewed

Did you need to review an item you previously searched? We keep a list of recently viewed items that you can refer to at any time during your visit and makes the items easily accessible.



Search

Find what you need faster than ever directly from the search bar in our header. Our enhanced search saves you time with suggestions that appear as you type. Search by keyword, brand, and MSC, manufacturer, customer, competitor, NSN and UPC part numbers.



Refine Your Search Results

Easily refine your search and find the exact product you're looking for by selecting the attributes you need all laid out on one page. Quickly scan and find the items you are searching for with ease.

Sort by options.

Active description links to retrieve more detailed information.

Narrow By	Washer Lock N	uts @	List 📕 Catalog
Made in USA(18)	Trasher Lock I		
Brand	43 items returned	Sort By Best Match	1 2 > >
 Au-Ve-Co Products(9) Made in USA(3) Value Collection(31) 		1/4-20, Washer Lock Nut For Use with Threaded Fasteners by Value Collection	\$50 ⁹⁴ (1) 50 Pack
For Use With	Compare		
 Non Threaded Fastener(4) Non Threaded Fasteners(14) Threaded Fasteners(25) 		1/4-20, 19/32" OD, 7/16" Width Across Flats Washer Lock Nut Zinc-Plated Spring Steel, For Use with Threaded Fasteners by Au-Ve-Co Products (2561)	\$20 ¹⁶ per 100
System of Measurement		#10-24, Washer Lock Nut For Use with Threaded Fasteners	\$29 ⁰⁶
Inch(35) Metric(8)	Compare	by Value Collection	
Thread Size 🕜		1/4" Hole Diam, 19/32" OD, 7/16" Width Across Flats Washer Lock Nut Zinc-Plated Spring Steel, For Use with Non Threaded Fasteners	\$19 ³² per 100
Search ×	Compare	by Au-Ve-Co Products (2897)	
<pre>#6-32(1) #8-32(1) #10-24(4)</pre>		#6-32, 7/16" OD, 5/16" Width Across Flats Washer Lock Nut Zinc-Plated Spring Steel, For Use with Threaded Fasteners	\$6 ⁰⁸

In Stock

The Search Results page shows real-time product availability. If you are logged in, you will also see inventory available for pickup from the customer pickup location closest to you and your pricing, if applicable.

Previously Purchased

Previously purchased items can also be viewed from the left navigation during a search. Simply log in and then search by the keyword in the header of mscdirect.com. You will see your purchases and your company's purchase history in the left navigation at the top of the attribute refine listing.

	Rubber & Fo	am String				:=	List 📕 Catalog
My Purchases (1)	Rubbel & lo	amotrips					
My Company's Purchases (1)	452 items returned	1	Sort By Best Match	•		1 2 3	4 5 > »
Narrow By						e Rubber Strip - Stocl th, -40 to 212°F, Blacl	
□ Made in USA(210)		00 5110197	Your Price:			til, -40 to 212°F, Black	ĸ
Brand	***** 4.5	5	\$16.17	ea.	Qty	1 Add to	Cart 🔻
Made in USA(210)	(2 Reviews) MSC #:5712580	9 Brand:	Made in USA		Big Book #:	Page 1727	
□ Value Collection(242)	Compare				In Stock	350 (16 available for p Elkhart, IN)	pickup @
Thickness		💌 🛦 =					
	Made in USA - 1/ 40 Shore A Duro						
Vrite the first review			o 1,200 psi Ten				
		Your Price:	o 1,200 psi Ten	Qty	g th, -40	to 212°F, Black	
Vrite the first review MSC #:83039917	40 Shore A Duro	Your Price:	o 1,200 psi Ten	Qty	g th, -40	to 212°F, Black Add to C rchased Item	
Vrite the first review MSC #:83039917	40 Shore A Duro	ometer, 1,000 to Your Price: \$28.39	o 1,200 psi Ten	Qty Previo	1 ously Pu Page	Add to C Add to C rchased Item	Cart •

Add to Cart/Add to List

Once you find the product you are looking for, check Add to Cart to add it to your Shopping Cart and/or Add to List for easy reordering.

Shopping Cart

Your cart contains a descriptive list of the items you've selected for purchase. You can easily add, modify or remove items from your cart before checkout.

- 1. Verify your shipping address and tax status and edit if necessary.
- 2. Easily save a cart, download your cart, print, clear, add items to a list, request a quote or print CMI labels.
- 3. **Order Level Cost Allocation** View and access line item distributions, if applicable. For more information on Cost Allocation, see table of contents for page number in this guide.
- 4. Cart Status View Cart item counter, error notations and confirmation guidance.
- 5. Sort By functionality Ascending, descending, by price, popularity.
- 6. Update Cart functionality After edits choose this option to update your cart.
- 7. Order Summary Provides item totals, savings, shipping costs and subtotal prior to taxes.
- 8. Pricing If you are logged in, you will see your pricing and savings, if applicable, in the cart.
- 9. Shipping Costs Shipping costs can be estimated by entering the shipping address zip code.
- 10. **Promo Codes** Promo codes can be manually entered for additional savings.
- 11. Item Number Click on this link to view the Product Detail page for the product.
- 12. Item Description A detailed description accompanies each MSC item number in the cart.
- 13. Order Availability Resides under the MSC item number.
- 14. Quantity Quantity indicates the total you wish to purchase and can be edited at this time.
- 15. Item Removal If you wish to remove an item, the option to delete is under the quantity field.
- 16. **Special Notes** This area of the cart contains special product information, such as quantity discounts, non-catalog item, SDS, truck item and more.
- 17. **Routing Notes** Routing notes are for customer's internal use only. Use the routing notes feature to provide line item specific instructions on your packing slip. Routing note information will also be visible on your invoice.
- 18. **Tax Exemption Status** Tax exemption status can be easily changed at the line item level if your shipping address is Tax exempt.
- **19.** Add to List Click this link to add the product to a personal list for future reference and repeat buys. This is located at the top of the shopping cart.



Secure Checkout

Our fast and efficient checkout process means less steps and more time for you.

Shipping Address

To make checkout even faster, your shipping address will be pre-filled with either your selected default address or the address used on your last order. You may modify your shipping address or add a new address if needed.

Shipping Method

The shipping method is clear and concise while providing estimated arrival and associated shipping costs.

Shopping Cart Back to Your Shopping Cart	Shipping Choose your shipping options 3 Payment Enter billing		r iew iy order details
Shipping Address (Change Shipping Address (Cha	ldress)	ORDER SUMM	ARY VeriSign
Ship To #: 6014659 MSC ELKHART		Item Total	\$74.53
2590 LAURA CT			
ELKHART, IN 46517-1179		Savings	- \$11.04
United States 574-294-8787		Sub Total	\$63.49
Tax Exempt: Yes		Tax est ⑦	\$0.00
Attention (optional)	Shipping Order # (optional)	Shipping est ?	\$12.79
Laura Mercurio	12345		
		Order Total	\$76.28
Is the ultimate destination for this order in the US? *		You save \$11.0	4 on this order!
• Yes 🕖 No		Continue to	o Pavment
		Tax and shipping costs are	
		updated on the Payment s	creen. By placing your
Shipping Method		order, you agree to MSC's	terms of Use
Ship my entire order by the following method or ch	oose shipping method by item.		
 Standard UPS Ground Estimated to arrive 4/12 fr 	om IN \$12.79		
1 Day UPS Air (Red) Estimated to arrive 4/12 from	m IN \$50.56		
1 Day UPS (Early AM) Estimated to arrive 4/12 fr	om IN \$82.81		
Pick Up from Elkhart, IN			

My Account

After Login, the My Account page provides a quick snapshot of your account information in a clear dashboard view.

- Order History Track shipments, find and reorder previously purchased items, view order history.
- Account Settings Change your password, username, and manage your preferences and shipping addresses.
- Notifications Tell us when and how you want to receive emails about your orders.
- People and Purchasing All the solutions to manage your account by clicking a link.
- Manage My Business Mobile app, create Lists, download carts, request a Quote and more.



My Account Settings

Accounts Payable — As an administrator on the account, you can search for your invoices and pay them online.

Billing Information — You have complete control of your account. Use this section to quickly select your preferred payment method or change your billing address. You can also set a default credit card/procurement card, find information and applications for credit and, if you use reference numbers to track your orders, create and edit them here. Click on the link from the Account page and then from the Billing information page select Change your Billing Address.

MY ACCOUNT HOME Billing Information My Account The following billing information is currently associated with your account. You can add, edit, My Profile or remove credit card information and reference numbers. Or you can apply for open billing terms if you have a business account. My Preferences Accounts Payable Order History Billing Address: WCS-DEMO ACCOUNT(TEST ACCOUNT) Want to Make Checkout Faster? Set up your checkout preferences now >> Billing Information 75 MAXESS DRIVE MELVILLE, NY 11747 Shipping Addresses United States 516-812-1498 MY SHOPPING OPTIONS Change your Billing Address Pending My Approval (0) All Pending Carts (9) Credit Card / Procurement Card + ADD A NEW CREDIT CARD VMI Carts (0) Saved Carts (2) 1 This credit card expires soon. Update expiration date now Downloaded Carts (0) Quotes (1) ***************1111 Corporate Credit Card What is this? Expires: 02/2020 My Lists (2) VISA Default Payment Option Name on Card: Jaura test 2 ControlPoint Carts (0) Nickname: laura test 2 feb 2014 Shared: Yes MY BUSINESS SOLUTIONS **************1111 Edit Credit Card ► PO Control (2) Expires: 10/2020 VISA Name on Card: L. Mercurio ► CMI Delete Credit Card Nickname: Testing Card Shared: No Cost Allocation Management Set as Default Payment Option Order Approval Management Customer Part Numbers Credit Account Administration Terms MSC Credit Accounts Your account is set up for a Net-30 account ORDER APPROVAL GET APPROVED SIMPLIFIES YOUR PURCHASING PROCESS LEARN MORE Yes No Allow COD Payment Terms SAVE CHANGES Manage Reference Numbers + ADD A NEW REFERENCE NUMBER

If you use reference numbers to track your orders, you may create and edit them below.

My Preferences

- Set up checkout preferences for a faster checkout process.
- Change notification preferences to control the email communications you receive.
- Manage email notifications for all your orders sent via the Order Approval process.
- Download cart functionality

Shipping Addresses

To save you time during checkout, all shipping addresses used on previous MSC orders have been saved here. You may search for previously used shipping addresses, set a default shipping address, add new addresses or edit your existing shipping addresses.

MY ACCOUNT HOME	Shipping Addresses + add a New address
My Account	Below please find your current shipping information. All a pung addresses used on previous
My Profile	orders with MSC have been saved. You may search for previous ship to addresses or update
My Preferences	your default shipping information below.
Accounts Payable	
Order History	Default Shipping Address: Want to Make Checkout Faster? WCS-DEMO ACCOUNT(TEST ACCOUNT) Set up your checkout preferences now >>
Billing Information	75 MAXESS DRIVE MELVILLE, NY 11747
Shipping Addresses	United States 516-812-1498
MY SHOPPING OPTIONS	Tax Exempt: Yes
Pending My Approval (0)	
All Pending Carts (9)	Search: GO >
 VMI Carts (0) 	
 Saved Carts (2) 	Arranged By: Addresses Used By Me All Addresses
 Downloaded Carts (0) 	Filter Addresses: City State / Province ▼ Country ▼
Quotes (1)	
My Lists (2)	Billing Address Phone Number: 516-812-1498
 ControlPoint Carts (0) 	WCS-DEMO ACCOUNT(TEST ACCOUNT) Tax Exempt: Yes
MY BUSINESS SOLUTIONS	MELVILLE, NY 11747 United States
PO Control (2)	
► CMI	Ship To #: 8136038 Phone Number: 111-1111 Set As Default NICOLE Tax Exempt: Yes Set As Default
 Cost Allocation Management 	123 KM ST SAN JUAN, *** 00714
 Order Approval Management 	
Customer Part Numbers	Ship To #: 8080747 Phone Number: Tax Exempt: No Set As Default
Account Administration	842 NORTON AVE BARBERTON, <u>OH</u> 44203-1715 United States
Once a selection has been made from the Account page, the left navigation will become visible to allow you to navigate to other areas of the website, with the exception of the Order History screen. To navigate back to the Account page, click the Your Account link in the header.

Search: Keyword or Part Numb	er				Q	Hello, LAUR) F
Products ~ Solutions ~ R	esources ~ S	pecial Offers	 Cataloos < E 	Rotter MPO ~	Notifications		(Logout)	Quick Order Pa
							149H CLICK T	
LAURA MERCURIO	Orders	Quotes	Carts		Lists	PO Con	trol	
Account #5200467 /CS-DEMO ACCOUNT(TEST CCOUNT) ustomer since 2012	2 processing View order history	1 under View quot	es 1 dow	ed carts nloaded carts e your carts	3 personal list Manage lists	3 open P 1 expires Manage P	soon 🛕	
Custom Catalog Offering								
					_			
MY ACCOUNT HOME	Cu	stomer P	art Numbers		ADD	NEW CUSTOMER	RNUMBERS	
My Account	Belo	w are the Cus	tomer Part Numbers	vou've create	4			
My Profile			tomer r art Numbers		<i>.</i>			
My Preferences Accounts Payable	Sear	ch:	G	o 🌩				
Order History	Dowr	nload Customer I	Part Numbers: CSV E	xcel		+ AD	D TO CART	
 Billing Information 	lten	n Description		ltem #	 Customer # 4 	Your Price	Qty	
 Shipping Addresses 			MESSAGE MESSAG		240 MESSAGE	\$0.01	~-7	
MY SHOPPING OPTIONS			MESSAGE MESSA	3L #00000	240 WESSAGE	ψ0.01		
 Pending My Approval (0) 		MSC IMAGE NOT AVAILABLE						
 All Pending Carts (7) 								
 VMI Carts (0) 			1					
 Saved Carts (2) 			10-13333 2" BOTT H HSS TAP UNION BU		071 00016071	\$74.79		
 Downloaded Carts (1) 		MSC [®]	QIA					
Quotes (1)		IMAGE NOT AVAILABLE						
My Lists (3)								
ControlPoint Carts (0)			10-13333 2" BOTT H		071 ABC#	\$74.79		
			HSS TAP UNION BU	NON				
MY BUSINESS SOLUTIONS		MSC	QIA					

Order History

In Order History you can quickly find items you've purchased before, return items, track shipments, or reprint invoices and packing slips. You can search orders placed by using any of the following criteria: brand, order number, date, item number, purchase order number, packing slip number, web order number, first name, last name, category, PO, ship-to number, customer part number and price.

der His	story					On	der history quick-start	guide
I Orders Sł	hipped Orders	Cancelled Orders				Sea	rch All Orders	٩
isplaying 28 Ord	ders placed by	My Company 🔽	within the	Past 6 Months 💌				
	DATE ORDER Apr 09, 201			R TOTAL 5		III Order Details	A Download Order	🖶 Print
						Order Details	▲ Download Order	
	Apr 09, 201	9 JOE KOCH				Order Details	₩ Reo	rder All 🔻
	Apr 09, 201	9 JOE KOCH PACKING \$57.25 METHOD DAY SAV	1 \$57.2	5 TRA	ICKING # 001W401332397275		₩ Reo	rder All 🔻
PACKING SLIP Packing Slip #: STATUS	Apr 09, 201	PACKING S57.25 METHOD TDAY SAV JE AIR 14643 Ordered as	1 \$57.29 SLIP AMOUNT ITEM COUNT 1 63414643	5 TRA 129			₩ Reo	rder All 🔻
PACKING SLIP Packing Slip #: STATUS	Apr 09, 201	9 JOE KOCH PACKING \$57.25 METHOD TDAY SAV E AIR 14643 Ordered as x 12" Wide x 2' Long tice Your Price	I S57.2 SLIP AMOUNT ITEM COUNT 1 63414643 g, Fiberglass Po	5 TRA 125 Iyester Laminate (r Cost	001W401332397275		₩ Reo	rder All 🔻

Online Returns

To view Online Return options, log in to your account. Navigate to Order History from the Account page.

٦	Order History Track shipments, find and reorder previously purchased items
	View order history
Per	ople & Purchasing
	ount administration
Cos	t Allocation management
	t Allocation management

How to Start a Return

To locate an item for return, select the All Orders or Shipped Orders tab.

Order History	Order history quick-start guide	
All Orders Open Orders Shipped Orders Cancelled Orders Returns	Search All Orders	Q
Displaying 13 Orders placed by My Company within the Past 6 Months		

- 1. Find the item you would like to return.
- Ensure the item status is invoiced.
 Select the Return Item option.

PACKING SLIP 5 Packing Slip #:		ACKING SLIP AMOUNT 575.21		🔤 Er	mail Invoice Email Packin	ng Slip
STATUS Invoiced	SHIPPING METHOD UPS GROUND	ITEM COUNT 1				
\smile		dered as 06527659 /pe: Linear Air Nozzle ; N	aterial: Aluminum ; Lenç	jth (inch): 24		
-		our Cost Item Notes 568.41		•		
	Reorder Item *	Write a review Ret	urn Item			

Items Not Eligible for Return

Items over 30 days old, cut to length, hazardous, truck, drop ship and items that are part of a set. If the item is not available for return, the Return Item button will not be visible.

Items to Return

Select the item, choose the quantity of return, return reason and add any comments if applicable. Continue to the Review Return screen and then confirm your return. You will then be brought to the Return Authorization screen. If your item was purchased in error, you will be required to send the item back at your expense. If the item was not purchased in error, MSC will provide a label for mailing.

Order History / Iten	ns to Return		RETURN	SUMMARY
Items to Retu	rn		Total Items	1
PACKING SLIP 1 OF 1 Packing Slip #: 7820			Item Total	\$30.05
S	MSC # 84149384 Ordered as 841 Sugatsune - 8-1/2" OAL x 7/8" Wide	49384 e, 60 Lb/Inch Capacity, Adjustable Soft Down St x Opening, Nickel Plated Steel & Zinc Alloy Comments		Review Return
	Purchased by mistake	•		
	Received wrong item Item is defective or doesn't work Order Entry Error made by MSC as Inaccurate Website/Catalog/Brochu Doesn't Meet Customer-Expections Received more than was ordered (I Damaged In Transit	re Description		

How to Check the Status of a Return

You can access the status of a return by selecting the Review Return Status option next to the item you had returned, which is also accessible from the Returns item tab.

My Account / Or	der History			Like the new order history?	Tell us about it.
Order His	story			Order history quick-start gu	ide
All Orders Op	pen Orders Shipped Orders	Cancelled Orders	Returns	Search All Orders	Q
Displaying 2 Orde	My Company	within All Orders	•		
ORDER # 111952730	DATE ORDERED PO # May 24, 2019 102582	ORDER TOTAL \$102.57	[Crder Details A Download Order	⊖ Print
ORDERED BY Zack Ziemlo Account# 52004	BILL-TO WCS-DEMO ACCOUNT 67 ACCOUNT)	SHIP-TO (TEST TED PELLA	, INC	Te Reord	er All 🔹
PACKING SLIP 1 Packing Slip #:		S SLIP AMOUNT	Email Invoice	Email Packing Slip Review Return	n Status
STATUS Invoiced	SHIPPING METHOD UPS GROUND	ITEM COUNT	TRACKING # 1ZE2W1200339905458		
		as 64183197 Oxide Finish Vanadium H	igh Speed Steel Spiral Point Ex	tension Tap - Plug Chamfer, 4" OAL, 3B (Class
	Oty List Price Your Price 3 \$35-23 \$31.88 ea.	Savings Your Cost (\$13.05) \$95.64	Item Notes		
	Reorder Item *	te a review Review Ret			

ControlPoint

This free app makes maintaining stock levels and order replenishment even quicker and easier by enabling you to place orders conveniently from your mobile device.



SAVE TIME AND MONEY WITH A TAP

With this app you can restock from your smartphone, so ordering is quick and convenient:







SAVE TIME AND MONEY WITH A TAP

With this app you can restock from your smartphone, so ordering is quick and convenient:

- Order efficiently, flexible control
- Make orders any time with 24/7 access.
- Flexible replenishment cycles reduce inventory requirements and paperwork.
- Use in remote stocking locations.
- No setup required
- Easy-to-use product selection
- Scan MSC product or competitor product barcodes to add them directly to your cart.
- Easily search by part number or keyword to locate products.

For future inventory replenishment, barcode labels con be requested from the app or mscdirect.com product detail pages or shopping cart.

Enhanced Shopping Cart

Easily review and edit items before ordering or save orders for future purchases.

Use with mscdirect.com business solutions for customized purchasing:

Order Approval Cost Allocation

DOWNLOAD THE FREE CONTROLPOINTTM APP CHOOSE YOUR APP STORE TO DOWNLOAD NOW.





Customer Part Numbers

A customer part number is a cross reference from your part numbers to MSC Industrial Supply part numbers.

After creation by the administrator, customer part numbers are visible to all users to add to the shopping cart. Once created, customer part numbers can be searched on mscdirect.com. Customer part numbers can be created in alpha or numeric combinations.

Customer part numbers can also be downloaded in CSV or Excel formats.

Users have the capability to create up to five customer part numbers for each MSC item number. Customer part numbers are visible on emailed acknowledgements.

MY ACCOUNT HOME	Customer P	art Numbers		ADD	NEW CUSTOME	R NUMBERS
My Account						
My Profile	Below are the Cus	tomer Part Numbers you'	ve created.			
My Preferences	Search:	GO 🌩	1			
 Accounts Payable 			,			
 Order History 	Download Customer	Part Numbers: CSV Excel			+ AD	DD TO CART
 Billing Information 	Item Description		ltem # 🔺	Customer # 🔺	Your Price	Qty
Shipping Addresses		1/8 Inch Diameter, Grade	#00072660	72087	\$3.06	
MY SHOPPING OPTIONS		25, Chrome Steel Ball – 62 to 66 C Hardness,				
Pending My Approval (2)		0.00005 Inch Diameter Deviation, 0.000025 Inch				
All Pending Carts (7)		Sphericity				
VMI Carts (0)				100.150.700	AA AA	
 VMI Pro Services (0) 		1/8 Inch Diameter, Grade 25, Chrome Steel Ball –	#00072660	123456-789	\$3.06	
 Saved Carts (7) 		62 to 66 C Hardness, 0.00005 Inch Diameter				
Downloaded Carts (18)		Deviation, 0.000025 Inch Sphericity				
 Quotes (40) 						
 My Lists (15) 		1/8 Inch Diameter, Grade	#00072660	URSULA	\$3.06	
ControlPoint Carts (2)		25, Chrome Steel Ball – 62 to 66 C Hardness,				
MY BUSINESS SOLUTIONS		0.00005 Inch Diameter Deviation, 0.000025 Inch				
PO Control (1)		Sphericity				
▶ CMI		1/8 Inch Diameter, Grade	#00072660	CHARLENE	\$3.06	
 Cost Allocation Management 		25, Chrome Steel Ball -	#00012000	UNARLENE	\$0.00	
 Order Approval Management 		62 to 66 C Hardness, 0.00005 Inch Diameter				
Customer Part Numbers		Deviation, 0.000025 Inch Sphericity				
Account Administration						

My Lists

Speed up the procurement process using Lists for repeat buys. With one central location for all your Lists, this section makes it very easy to find your most frequently purchased items.

- Lists can be shared across your account.
- Lists can be updated and edited as needed.
- Lists can be uploaded.
- Lists can be added and deleted by the originator.

Y ACCOUNT HOME	My Lists	My Lists UPLOAD LIST + ADD NEW LIST							
My Account My Profile My Preferences	Below is a list of Display: My List	-		DELETE SE	elected lists	+ ADD LISTS TO	D CART		
Accounts Payable	Name 🔺	Created -	Description	Items 🔺	Contact	▲ Shared ▲	ALL		
Order History Item History	Safety	10/12/2017	Safety	1	LAURA MERCURIO	Y			
Billing Information Shipping Addresses	Mondays Purchases	03/17/2017	MRO	2	LAURA MERCURIO	N			
Y SHOPPING OPTIONS Pending My Approval (5)	Neal	10/11/2016	Testing	0	LAURA MERCURIO	Y			
Il Pending Carts (12)	GE	09/12/2016	General Electric	2	LAURA MERCURIO	N			
/MI Carts (2) Saved Carts (4)	Electrical	08/11/2016	Electrical	30	LAURA MERCURIO	N			
Downloaded Carts (4) Quotes (17)	List Upload Testing	08/01/2016	08/19/14 04:56:22 EDT	31	LAURA MERCURIO	N			
My Lists (11)	screws	09/29/2015	scres	1	LAURA	N			

Quotes

Request a quote from mscdirect.com in three easy steps.

After logging in, choose one of three ways to request a quote: click on Products from the top navigation and then the Request a Quote link; fill a shopping cart and click on the Request a Quote link; or request a quote directly from the quote screen under My Shopping options from the left navigation.



(2 items)		Sł	hipping Andress: MS	CELKHART Tax-Exempt (edit)
rnload 🛔 Print	⊗ Clear Cart i≣ Ao	dd to List	a Quote D Print C	MI Labels
der-Level C	ost Allocation			
Errors	Confirmations	Sor	tBy ▼	😂 Update Cart
MSA - ANSI Ty	pe I, Class E Rated, 8		stment Hard Hat – S	Size 6–1/2 to 8, Blue, Full Brim
Qty 2	List Price \$20.95 ea.	^{Your Price} \$17.39 ea.	Savings (\$7.12)	^{Total} \$34.78
Update Remove +List				
	der-Level C Errors MSA - ANSI Ty aty 2 Update Remove	nload Print © Clear Cart I≣ Ad der-Level Cost Allocation Errors Confirmations MSA - ANSI Type I, Class E Rated, 8- Qty List Price 2 Update Remove	Impload ● Print Impload Clear Cart Impload to List Impload Request Impload ● Print Impload Clear Cart Impload to List Impload Request Impload ● Print Impload Clear Cart Impload to List Impload Request Impload ● Print ● Clear Cart Impload to List Impload Request Impload ● Print ● Clear Cart Impload To List Impload Request Impload ● Print ● Clear Cart Impload To List Impload To List Impload To List Impload ● Print ● Clear Cart ● Clear Cart Sor Sor MSA - ANSI Type I, Class E Rated, 8–Point, Pin Lock Adjust ● Print Impload To List Price Your Price Impload ● State ● State ● State ● State Impload ● Print ● State ● State ● State Impload ● Print ● Print ● Print ● State Impload ● Print ● State ● State ● State	Impload ♣ Print Impload Clear Cart Impload to List ♣ Request a Quote Impload Print Clear Cart Impload Im

2. When the quote is ready for ordering, you will receive an email stating your quote is ready to order. Select the Order Online button directly from the email.

MSC						QU	ΟΤΕ
Order On	line 🕨	Notes This ite		ready to ship fro	om MSC		
Quote # 220396	62	Line	Item#	Big Book® Page #	Qty.	Unit Price	Ext.Price
Customer Reference #	TEST EMAIL?	1	00314609	843	10	\$5.61	\$56.10
Quoted by:	K36 THOMAS STEWART ELS			4011-T15P LOCK		•	
Phone:	none						
Expiration Date:	05/13/2019				Tot	al Quote Va	lue: \$56.1
Number of lines:	1						
Quote total:	\$56.10						
Customer Info							
Contact:	CREDIT CARD						
Phone:	574-295-5708						
Bill To:							
MSC ELKHART ST	FORE						
28551 LAURA CT ELKHART, IN 465'	17						
Ship To:	07632651						

Log in to mscdirect.com and place your order.

	list of quotes on you ontact and zip code.	i account. Tou	can search by quo	të Humber, t	ustomer quo	le
arch:		GO 🔹	REFRESH		REQUEST A C	ΟΟΤΕ
isplay: M	v Quotes 🔹 🔻	Filter by Status:	Show All V			
				+ ADI	D SELECTED TO	CART
Quote #	Customer Quote _	Status -	Contact •	Created •	Expires •	
	JULIUS OSBORNE1	Ready to Order		03/28/2017	12/30/2017	
		Ready to Order		05/23/2017	12/30/2017	
	ASDF	Ready to Order		06/13/2017	12/30/2017	
	SHANNON DAVID	Ready to Order		12/12/2017	01/10/2018	
		Ready to Order		12/12/2017	01/10/2018	
	JACKIEPHILLIPS1	Ready to Order		12/15/2017	01/15/2018	

Notifications

Promo notifications are located just below the top navigation and will present the most current promo. Promos can be added to your order with just one click. Any associated items from your shopping cart will be discounted.

Notifications is a tool that gives you visibility into your outstanding inquiries for Pending Cart Approvals, VMI Carts and Quotes.



Download Cart

Download Cart eliminates time-consuming double-entry by allowing you to download your shopping cart and/or order data directly to your desktop. From there simply import it via XLS, CSV, PDF, TXT, or CXML into your ERP system and you are good to go.

Save 🛓 Download 🎽 Print 🐵 Clear Cart	E Add to List Doguest	a Queta	Millabola	Item Total	\$39.00
	Add to List A Request		Labers	Savings	- \$8.25
Errors have been resolved.				Shipping ⑦ to 46517-1179 (edit)	\$12.79
Order-Level Cost Allocati	on	*Mandatory	Category Apply to All	Sub Total	\$51.79
* Account Code	* Cost Cer	nter		SECURE CH	ECKOUT
12345-12345	▼ 159753-	159753	•	PROMO CODES CLICK TO APPLY TODAY'S PROMO ►	
				Senter codes	Add Promo
All Items 1 Errors Confirmations	So	rt By 🔻	C Update Cart		
3M - 2" Disc Diam, Aluminum C Coarse Grade, 25,000 RPM	xide Quick Change Disc –	Type R Attaching S	ystem, Nonwoven, Brown,		
Qty List Price \$1.89 eq.	Your Price \$1.56 ea.	Savings (\$8.25)	Total \$39.00		

To retrieve downloaded carts, click on Downloaded Carts from your left navigation or from the Account page. To set Download cart preferences, go to Manage Preferences from under the My Account Settings heading. Scroll to the bottom of the page.



Download Cart Preferences

To set defaults for Download cart functionality, choose from five options for a File Format. Select from 30+ fields to build your custom report. Pick the field and use the arrow button to move to the right for your report. You then need to save the preferences and, if need be, test your download.

Download Cart

You must set-up & save your preferences in order to get quick access to a downloaded version of your cart and/or order.

Downloaded carts can contain 75 items or

Select File Format			
Select Fields to Include			
Search Q		My Report CLEAR ALL	
Account #		MSC Item #	
Billing Address		Category Value	_
Billing Method		Category Name	
Buyer Name			
Buyer Phone			
Company Name			
available only after order is submitted	1		
SAVE DOWNLOAD PR	EFERENCES	DOWNLOAD TEST FILE	

For more information on Download Cart visit:

https://www.mscdirect.com/features-download-cart

https://www.mscdirect.com/features-download-cart-howto

Advanced Functionality Cost Allocation

Manage spend by department/cost center/project and always be in the know with cost allocation.

Have you ever been caught by surprise on what a department is spending? Has a project ever run over in cost without you knowing? Cost allocation has been developed with each of these things in mind. Know exactly what types of costs are incurred in any area of your organization. And since you can even label your packing slips and invoice documents with cost allocation, you are able to create your own internal tracking and reporting. Don't be in the dark; set up cost allocation today.

Getting started is easy. Log in as an administrator and from the Account page navigate to Cost Allocation under the People & Purchasing header. Or if you're not on the Account page, navigate to the Cost Allocation Management link in the left navigation under My Business Solutions. If you are not an administrator on the account, this link will not be visible to you.

Account page view



Left Navigation view



For more information on Cost Allocation visit:

https://www.mscdirect.com/features-cost-allocation

Order Approval

To help you save time and manage your business needs, we've made our Order Approval Management system more streamlined and easier to use. By establishing user permissions and spending parameters, you have the flexibility to regulate every aspect of the purchasing process.

Getting started is easy. Log in as an administrator on the account and navigate to the Order Approval Management link in the left navigation under My Business Solutions. If you are not an administrator on the account, this link will not be visible to you.



For more information on Order Approval visit:

https://www.mscdirect.com/features-order-approval

PO Control

PO Control is a web solution designed to track orders against a budget to control spend over a period of time. PO Control tracks orders that are placed on mscdirect.com. Getting started is easy. Log in as an administrator and from the Account screen click on PO Control from under the Manage My Business heading. If you are not on the Account screen, then navigate to the PO Control link in the left navigation under My Business Solutions. If you are not an administrator on the account, this link will not be visible to you.





Additional Info: https://www.mscdirect.com/features-pocontrol

Additional Help and Resources

Contact Customer Care: Phone: 800-753-7970 Email: customercare@mscdirect.com

https://www.mscdirect.com/customer-service/information https://www.mscdirect.com/features https://www.mscdirect.com/customer-service/contact-msc