

Create a requisition and begin ordering!

Create a Requisition on eBay:

- [1] Log in on eBay with your ebuy login and password; click on the **Home** tab to start.
- [2] Click on the **Requisition Template** button under Quick Links. Then click on the specific template to open the list of products in that template.
- [3] Scroll down to bottom of page and click on **Open As Requisition** button. This will create a new requisition.
- [4] Select the items you **do not** want to order. Then click on **Delete Selected Items** button.
- [5] To change quantity ordered, click on the **Details** line (off to the far right). Change the quantity and then click on **Update Quantity** button. Then click on **Close Details** button.
- [6] When everything is correct, click on the **Submit Requisition** button at bottom of page. A message will appear indicating your requisition has been successfully submitted. After the order goes through all stages of the approval process, it will be sent to the supplier.

Check the approval status of a Requisition on eBay:

- [1] Log in on eBay with your ebuy login and password; click on the **Home** tab to start.
- [2] Click on the **Requisition Pending Approval** button under Quick Clicks. Then click on specific Requisition.
- [3] Scroll down to bottom of page and click on **Approver List** button. A list of approval status steps is displayed, showing who has approved and who has not approved the requisition. Remember the supplier will have no record of this order until the order passes through all stages of approval.

Order on eBay today to save time and money.

Need help placing your Grainger order?

Just call 1-800-GOV-TEAM (1-800-468-8326)

7AM - 7PM CST, Monday - Friday

