

Build your e-Buy template.

Set up a Template on eBuy that you can use again and again:

Keep in mind you must have an eBuy Login ID and Password (contact your manager to obtain one), as well as the list of your frequently ordered Grainger item numbers.

- [1] Log in on the USPS Intranet.
- [2] Under the Tools Menu, click on eBuy.
- [3] Log in on eBuy using your eBuy ID and Password.
- [4] Click on the **Home** tab to start.
- [5] Click on **Create a New On Catalog Requisition** under Quick Links.
- [6] To add items to this new requisition, click on **Add Item** button.
- [7] Fill in the three open boxes with the **Item #, Quantity** and proper **Catalog** (i.e. Custodial Supplies Grainger). Click on **Add Item** button. Repeat process until list is complete.
- [8] Click on **Justification** button.
- [9] Type in justification and click on the **Save** button.
Then click on **Close Justification/Comments Summary** button.

- [10] Scroll down to bottom of **On Catalog Requisition Summary** and click on **Save As Template** button. Note: This template can be renamed to make it easier to find later. To do this, go back to the home page. Click on the **Requisition Template** button under Quick Links. Using the drop down menu, select **Rename Requisition**. Then rename the requisition and click **OK**.

