



# **eMARS**

reference guide



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1. Using your assigned User Logon and Password log into eMARS
2. Click on **Enter Application**
3. From the eMARS main menu click on the **INV** button at the top of the screen
4. Click on the **Updates** button at the left of the screen
5. Click on the **Direct Vendor** button located at the bottom of the screen
6. **a. Use the scroll down option** to select Grainger, please note that there are separate Grainger Catalogs for the 2 contracts we hold—Custodial and MRO **b. Click on the Load** button (This may take a few minutes, be patient)
7. Press the **Match** button next to the NSN or Nomenclature (description) to begin a search of your current catalog to find all similar or matching items. If there is a possible match a grid will be displayed.

Since each Vendor has unique NSN (PSN—Postal Stocking Number) numbers it is recommended that initially you run your catalog matches by Nomen (nomenclature/description) to receive results. Once you add Grainger unique NSN's to your catalog doing a catalog match by NSN will help you to see what you have already added from Grainger.

8. After pressing the Match button possible comparable items will be displayed under the Catalog Matches section.



- 9.** If you want to replace the current NSN with a NSN (PSN) from the DVD data, **double click** on the line of the grid you want to select then **click replace**
- 10.** Review to ensure this is the line that you want to replace with Grainger's NSN (PSN). If it is **click on Save and Process, if not click Cancel**
- 11.** If there is not a match, you will receive a 'no records match this DVD NSN. Do you want to add it to the catalog?' Click on **Yes or No**.

To Add an item to your offering search for the item in the Grainger Vendor Data File (remember there are 2 Grainger Catalogs, one for MRO items, one for Custodial items) Then click on the **Add** button.

- 12.** Review to ensure this is the correct item you wish to add and to what location within your inventory than click **Save and Process**. *If this is not the item you wish to add click Cancel.*

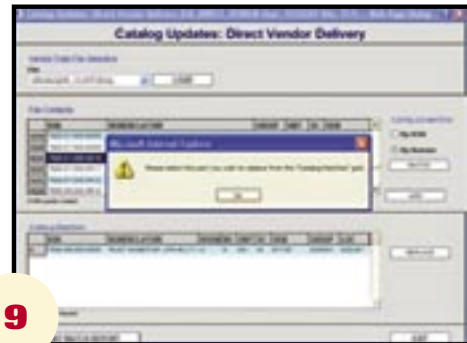
**Look on back for frequently asked questions.**

***Need help?***

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

7AM - 7PM CST, Monday - Friday

or contact your local Grainger Sales Representative



# Frequently Asked Questions and Answers About eMARS

**Q** When loading DVD catalogs in eMARS, do the items disappear from the overall list once you add them to the catalog? For example: If your download list of SKUs contains 1500 items, once you add the first item into the local eMARS system, does the number of SKUs listed go to 1499? *(This would help to gauge progress.)*

**A** No the items do not disappear.

**Q** Who is responsible within a facility for downloading, cross-referencing, and adding items to eMARS?

**A** The responsible individual varies depending on the policies of the site; however begin with the Manager, Maintenance Support. Normally one of the stockroom clerks would be responsible for managing eMARS Catalog updates, but it will vary depending on local policy.

**Q** eMARS is a very lengthy, manual process. Is there any time estimate as to how long it might take to update all possible Grainger items available?

**A** It's really hard to say, except that it is very time-consuming. Cross-referencing projects will need to be done at the individual site levels to determine which items take priority and will deliver the most benefit to the site.

**Q** What is the incentive of an end user who is currently getting product through Topeka to switch to Grainger or any other nationally contracted supplier?

**A** Quality, price, and lead-time. Compliance is also critical. It's very important to move items purchased from a local supplier to Grainger or another national supplier. Also, as a national contract holder, we offer the overall "best value" to your end user.

**Q** What is the estimated percentage of items currently being procured through eMARS?

**A** Some estimates are as high as 60% for MRO purchases.

## Questions?

If you need any help managing the items in your eMars inventory system, give your local Grainger Sales Representative a call. We're happy to help!