

# **Graybar E-Commerce Site**

Welcome to our new online store!

- Easier to use
- Improved product search
- Streamlined availability and fulfillment

This help document is a reference guide to help you navigate some of the functions and processes of the new website.

- 1. Product Information
- 2. <u>Item Details</u>
- 3. Quick Orders
- 4. Quotes
- 5. **Invoice History**

Need additional help? Email us at <a href="mailto:ebusinessintegration@graybar.com">ebusinessintegration@graybar.com</a>



## 1. Product Information

To view information about a product, simply click on the product image.

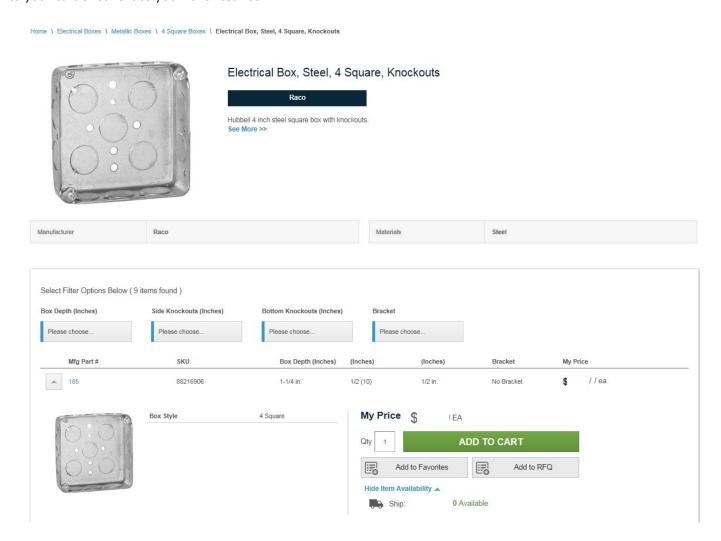


The product page with show each SKU within that product. To help you find the exact SKU you are looking for, tools such as filtering by length and color are available. To see your account pricing, click the "Show My Price" button.

Mfg Par	rt#	SKU	Box Depth (Inches)	Hub Size (Inches)	No. of Gangs	No. of Hubs	My Price
▼ E365D-0	CAR	88054512	1-1/2 in.	1/2	Round	5	Show My Price
₩ E381D-	CAR	88054513	2 in.	1/2	1	3	Show My Price
▼ E382DE	≣	99426895	2 in.	1/2 and 3/4	2	7	Show My Price
₩ E381DV	N-CAR	99426847	2 in.	1/2	1	3	Show My Price



To see additional information about the product, use the drop-down menu under "Mfg Part #." You may also add the item to your cart or save it to your favorites list.



Details about an item can be viewed by selecting the manufacturer part number.



### 2. Item Details

Details about an item can be viewed in several places on the Online Store, including product pages, SKU pages, the shopping cart and favorites lists.

SKU pages offer the most in-depth information about an item and show product details, SKU Spec Sheet (if available) a product overview and availability.

Home \ Electrical Boxes \ Metallic Boxes \ 4 Square Boxes \ Electrical Box, Steel, 4 Square, Knockouts \ Electrical Box, Steel, 4 Square, 1/2 and 3/4 in. Standard/Eccentric Knockouts, 1-1/2 in. Deep: 88216909

Electrical Box, Steel, 4 Square, 1/2 and 3/4 in. Standard/Eccentric Knockouts, 1-1/2 in. Deep

Manufacturer Raco Manufacturer #: 189 SKU: 88216909

My Price: / ea

Quantity 1 ADD TO CART

Show Item Availability >\*

#### Product Detail Manufacturer Manufacturer # 1/2 (8), 1/2 and 3/4 E (4) Side Knockouts (Inches) 189 Specification Sheet Bottom Knockouts (Inches) 1/2 and 3/4 in. E SKU Spec Sheet Box Depth (Inches) Country of Origin Box Style EAR99 No Bracket SAP Material Type ZSTD Bracket

#### Product Overview:

Square 4 in. welded 1-1/2 in. deep steel box with (16) 1/2 and 3/4 in. knockouts

- · 21.0 Cubic inch capacity
- Eccentric knockouts
- Boxes are installed in ceilings or walls for lighting fixtures, switches or receptacles
- Used where multiple conductor runs are split into two or more directions to bring power to a number of electrical devices
- Raised ground provision in back of box
- UL Listed



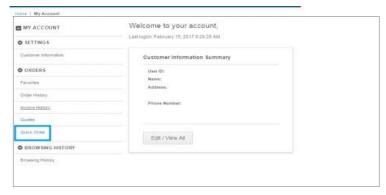
### 3. Quick Orders

The Online Store's quick order feature lets you streamline the ordering process if you already have a list of manufacturer part numbers, Graybar ID numbers or customer part numbers that can be found in Graybar's eCatalog. Quick orders also allow you to find items within the eCatalog that might not be listed on the Online Store.



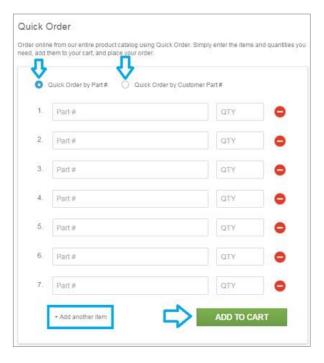
To access the quick order feature, log on to the Online Store and select "Quick Order" under the "My Account" drop-down menu.

Quick orders can be viewed at any time during your shopping experience and can also be accessed from the "My Account" page.



From the "Quick Order" page, you can add and search for items using the manufacturer part number or customer part number. As you type, the site's auto-search functionality will suggest products based on your entry.

When you have finished entering the items and quantities you wish to order, add them to your cart by clicking the "Add to Cart" button.





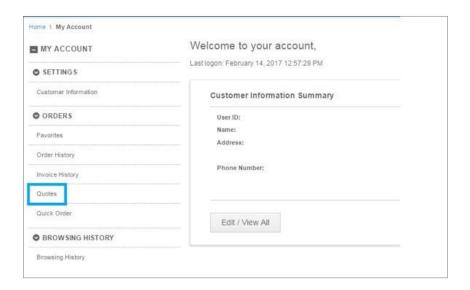
# 4. Quotes (view and convert)

Active, valid quotes can be reviewed and converted using the Online Store's quote feature.

To access the "Quotes" page, log on to the Online Store and click "Quotes" under the "My Account" drop-down menu.



"Quotes" can also be accessed from the "My Account" page.





From the "Quotes" page, you can search for quotes using quote numbers, quote reference numbers and date ranges. Click "Quote #" to view details of the quote or order the quote by clicking "Order this Quote."



Quotes can also be ordered from the "Quote Information" page.

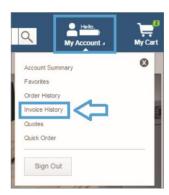


Please note, if any items are in your shopping cart when the quote is converted, those items will remain in your cart. If you wish to change an existing quote or would like a new one, please contact your local Graybar sales representative.

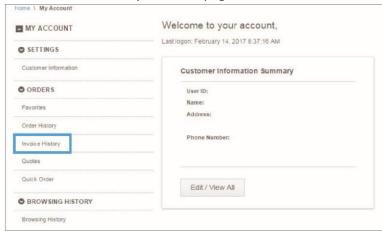


# 5. Invoice History

The Invoice History page allows you to download, print and view details from all of your past invoices. The Invoice History page can be found by logging in to your account and selecting "Invoice History" from the "My Account" drop-down menu.



Invoice history can be viewed at any time during your shopping experience and can also be accessed from the "My Account" page.



Previous invoices and orders can be filtered and searched for in a variety of ways including date range, invoice status, invoice type and account.

To export and download search results, click "Download Results."

Selecting "Invoice #" will create a PDF of your invoice which can be saved and printed.



Selecting "Customer Order #" will take you to the Order Information page where you can view tracking, print order information and view order details.

