

## mscdirect.com Guidebook





## Welcome

Dear Valued Customer,

We are very pleased to present you with our *Guidebook* for mscdirect.com. This helpful guide details the many features, benefits and recent changes around ordering online at mscdirect.com. We are excited to introduce our redesigned and reorganized website, which provides you with an even more convenient, efficient and fast way to purchase industrial supplies.

### Highlights of our updated website include:

- by the same catalog product categories you see in our Big Book®.
- for nearly every page of the website.

Although the new mscdirect.com looks guite different, we have retained the features that have made our website best-in-class, such as; real-time inventory status; customer-specific pricing; powerful search engine, powered by Google; order tracking and account history; online invoice payment; line item distribution; workflow; the Virtual Big Book; and much more. You will also find extensive information on customer support, special offers and the numerous Resources and Solutions MSC offers. Our overall goal is to help you improve your profitability and meet your toughest business requirements.

We encourage you to visit the redesigned mscdirect.com today! We are confident you'll find our website to be the most convenient way to purchase all of your industrial supplies. And as always, we appreciate your business and look forward to your feedback. Please email us at website@mscdirect.com and tell us what you think of the new and improved mscdirect.com.



With Warmest Regards,

David Sandler President and CEO

1) Updated Home Page and My Account Page - Both pages are better organized and more user-friendly, enabling you to find what you are looking for more guickly.

2) Improved Navigation - We have added more descriptive tab names and drop down links. This places the information you need at your fingertips and saves you time/clicks.

3) Product Categories - You can now quickly search, from the home page, MSC products

4) **Printer-friendly Feature -** Provides the ability to view and print "printer-friendly" pages



## **Home Page**

### Navigation Bar

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You'll find this new, reorganized navigation bar on every page of mscdirect.com. Simply roll over the tabs to view the drop down links available. See the "Navigation Bar" tab for more details.

### Product Categories

Search MSC products by the same catalog product categories as seen in our Big Book. Click on a category to connect directly to that product section in the Virtual Catalog.

### **Featured Products**

Check out this section often for special offers, useful information, and news on the latest and greatest products available from MSC.

#### **Business Solutions** 4

Learn more about the many MSC solutions and services available that can improve your profitability and meet your toughest business requirements.

#### MSC Virtual Big Book 5

Browse our Virtual Big Book online for quick access to over 500,000 industrial supply items in an easy-to-use digital format. Pages appear exactly as they're seen in the MSC Big Book.



### Special Offers

Flip though the MSC digital sale catalogs for great prices on our top-selling items.

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Check in often for special offers and news from our featured suppliers of the month.



## **Navigation Bar**

### Search

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Our enhanced keyword search, powered by Google, simplifies search types to two: 1) keyword/part # and 2) catalog page. You can easily find and search across all available search types (competitor part numbers, manufacturer part number, NSN number, MSC item number, keyword, customer part number, etc)...and across all product categories. For the best results, be very specific when starting your search. See the "Search" tab for more details.

#### 2 Order

When you want to place a fast order using your customer part number or the MSC part number(s), use this quick order entry pad to purchase products directly from the home page.

#### Shopping Cart 3

Click here to view a descriptive list of the items you have selected for purchase. You can easily add, modify or remove items from your shopping cart before you check out.

### Log In

Once you've registered, just type in your username and password. Please remember that your username is case sensitive. Click the "Remember Me" box to have your username remembered each time you visit our website.

#### 5 Home

Click on "Home" or the MSC logo from anywhere on the site to return to the MSC home page.

#### 6 Order

This tab provides three different ways to quickly place your online order with MSC: 1) The Virtual Big Book; 2) Browsing the tabs of the Big Book and 3) The Quick Order pad.

### Special Offers

Roll over the tab for a list of MSC specials and digital sale catalogs with great prices on our top-selling items.

### Resources

Learn more about the various MSC resources available (such as emergency preparedness, safety resources and motor resources) that can improve your profitability and meet your toughest business requirements.

#### 9 Solutions

Find out more about the many solutions MSC offers (such as CMI - Customer Managed Inventory, National Accounts and e-procurement) to help your company save money and become more productive.

### About MSC

Access company-related information, such as our history, our locations, career opportunities, Community Relations, press releases and much more.

#### (11) Customer Support

Roll over this tab for links to MSC's ordering, shipping & invoicing options; return policies; Big Book request & more.

#### 12 My Account

Click here to log in, locate your account or become a new customer.

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Masonry Drills	Where did the drop downs go?			

## Search

### Search Options Our enhanced keyword search, powered by Google, simplifies search types. You can search for anything with one NSN or Competitor part number and click the "Go" button. Tip: For the best results, be specific. The more information you put in your search, the more accurate your results will be. Search Results 2 If the item you're looking for is not found on the initial search results page, you can quickly get to the search filters and refine your results (see below for more on "Refining Your Results"). 3 **Refining Your Results** Improve your results by using additional or different keywords, by clicking on the "View Similar Items" link, or by clicking on any of the "Search Results Types" on the left to get down to a specific category. 4 How to Compare Check mark/select multiple items and click on "compare items" for a side-by-side comparison. 5 Item Detail Links Use this link for a detailed product description, technical and manufacturer information, and more. See the Item Details tab in this guidebook for more information. 6 View Similar Items Click on this link for a listing of similar products and the option to filter within that category. **Product Availability** 7 The Search Results page will show general product availability. Select a quantity and click on "check stock" for detailed, real-time availability. 8 Add to Cart Simply enter the quantities you want in each item box, and click "add to cart." 9 Using Filters

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convenient search. Simply type in a description of what you're looking for OR the MSC, Manufacturer, Customer,

Further refine your search and find the exact product you're looking for by using these attribute drop down boxes.

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### **Thumbnail View**



## **Virtual Big Book**

Browse our Virtual Big Book online for quick access to over 500,000 industrial supply items in an easy-to-use digital format. Pages appear exactly as they're seen in the MSC Big Book.

### Navigation

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Product Index: Available in both English and Spanish, the product index, located at the end of the Virtual Big Book, is a great tool for finding the items you're looking for. Jump to Page: Enter a page number to go directly to the page. Jump to Section: Use this to go directly to a section header. Page Scrollbar: Slide the slider and stop it on the page number you want to view. Turning Pages: You can turn pages by clicking on the back or next button in the tool bar located above the catalog or by clicking on the bottom corners of the pages.

#### Using Tools 2

Page to a Friend: Click on the envelope icon and fill in your friend's email address as well as your own and click "submit".

- Click and drag the note to reposition it.
- 8 a pdf document and then select print.
- Bookmarks: To bookmark a page, click on the bookmark icon in the toolbar. A new bookmark will appear on the right margin of your page. Click the bookmark at any time to jump back to that page. Highlight: To highlight an item on a page. 1) Click on the highlight item icon in the toolbar. 2) Click on the item 2 that you wish to highlight. Repeat to highlight more items.

#### 3 Change Views

View as a PDF: To view a page as a pdf, in the 'View PDF' drop down, select the page number that you would like to view. The pdf of that page will immediately launch. This should be used for the best print quality. Single Page View: This is our standard view. You will see a single page of the catalog in the viewing area at a time.

Thumbnail View: This view shows you sets of small "Thumbnail" representations of the catalog's pages. Click on the right or left arrows to go forward or back. Click on any thumbnail to quickly jump to that page in the catalog.

**<u>Two Page View:</u>** You will see two pages of the catalog in the viewing area at a time. Magnifier: This view gives you a virtual magnifying glass. To move the magnifier, click and drag on its edges

### **Item Details**

Roll your mouse over items and you'll see a small "pop up" bubble. Click on the bubble to get to the item's detail page. From the details page, you will be able to add it to your shopping cart.

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Notes: Click on the note icon in the toolbar to add notes to your pages. Click on the note to type your message.

Print: To print pages, click on the print icon. However, for the best print quality, first view the page of interest as



## **Item Details**

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## **Item Details** This comprehensive page provides complete product descriptions, including manufacturer information, pricing, technical specifications, and much more. Price Users who are logged in will see customer-specific pricing, if applicable, on this page. Availability The Item Details page will show general product availability. Select a quantity and click on "check stock" for detailed, real-time availability. Part Numbers The MSC and Manufacturer part numbers can be found on this page. **Specifications** View a complete list of technical and manufacturer specifications in an easy-to-read chart format. Catalog Page Number Click on the "Big Book Page #" link to see the Virtual Big Book catalog page. It's exactly the same as the printed catalog page. MSDS Material Safety Data Sheets are available from this page for applicable items.



special notes icon key	icon description
3	Quantity Discount Available.
MSDS	MSDS Available
	This item cannot be shipped via air carrier
in stock	in stock description
YES	We have your requested quantity in stock and ready to ship.

## Ordering





#### To Order Step 1 2 3 **Default Settings For This Shopping Cart** ACCOUNT # GARY OSA NONE NONE Add New Category Value Add New Category Value CHANGE DEFAULTS **Distribution Of This Shopping Cart By Item** you've made any changes you would like to review, please click once on update cart. UPDATE CART CONTINUE If you're satisfied, please click once on continue to check out. Item # **Original Qty** Split Qty Line 1. Product Description : 1/2 In. Cordless Drill/Driver Kits Type: Heavy-Duty XRP Cordless Drill / Driver Kit Contents: Drill/Driver, (2) 12V XRP Batteries, Charger, Double-ended Screwdriver Bit, Heavy Duty Kit Box Type of Power: XRP Battery Number of Pieces: 5 Voltage: 12.0V 30129845 SPLIT ACCOUNT # GARY OSA <Order Header 💌 <Order Header> - -Item # **Original Qty** Split Qty Line 2. Product Description : LT Laydown Threading Inserts Manufacturers Catalog Number: LT16ER125ISOK Insert Style: LT Insert Size: 16ER125ISOK Manufacturer's Grade: KU25T Pitch: 1.25 mm Material: Carbide Inscribed Circle: 3/8, 9.525 mm Insert Thickness: 0.135 In., 3.44 mm





## Checkout

### Line Item Distribution

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This handy feature allows you to individually code each item within an order for reporting purposes. You can allocate specific items to departments, cost centers, general ledger, accounts, people, job name, job number, etc.

### **2** Billing and Shipping Information

Your bill-to and ship-to will be pre-filled with either your selected default info or what appeared on your last order. During this step, you may modify/update your ship-to and/or add new information, such as P.O. number, Attention and Ship Order Number.

### **3** Order Details and Shipping Options

Use this page to closely review your order item details and select your shipping method/transit time.

### 4 Payment Options

Select your preferred payment method from the list of options, such as "on account," credit card, or COD. Click "Order Now" one time when you're ready to place your order.

### 5 Confirmation

The "thank you for your order" page confirms that your order has been successfully submitted. Please print this page for your records. You'll also receive a confirmation via email shortly and another email (with tracking info) once your order has shipped.

order online at mscdirect.com | call mscdirect.com support at 800.753.7970

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## Registration

Registering online with MSC is simple. Just fill out our quick form, and you'll start enjoying great benefits, such as 24/7 access to your order status/history, pricing, quotes, workflow and much more.

### Your Username

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Your username must contain 4-12 characters and be unique (not already in use by another user). Please remember that your username is case sensitive. Tip: To make it easier to remember, use either all capital or all lowercase letters. If you forget your username, you can have it emailed to you by clicking the "Forgot your username?" link.

#### (2) Your Password

Your password must contain 4-12 characters. If you forget your password, you can have it emailed to you by clicking the "Forgot your password?" link.

#### 3 Mailing Preferences

Use this section to select which MSC catalog mailings you'd like to receive. You may choose to receive the print and/or email version.

#### Secret Question and Answer 4

Select a secret question from the list of choices and provide an answer that you can easily remember. You will be prompted to answer your secret question if you forget your password.

### Account Administration

To assist you with your ordering workflow process, we have provided functionality that will enable you to establish "roles" and "spending limits" for users within your company while shopping in our site. Please note that only the Administrator(s) have the authority to reassign these roles and spending limits.

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order online at mscdirect.com | call mscdirect.com support at 800.753.7970

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## **My Account**

### My Account Home Page

Access this page to modify and/or update the information associated with your MSC account. Some of the options available are listed below. Note: Please call your MSC Sales Rep for more info on Report Manager - a tool which allows users to run reporting on their company's purchase history with MSC. Only available to Account Administrators.

#### Manage Shipping Addresses 2

Click here to view and/or update all of your ship-to addresses previously used on orders placed with MSC.

#### **Order Status/History** 3

This handy feature helps you quickly find and reorder items you've purchased before. You can conveniently search for orders by either ship-to, order date, customer P.O., item number, packing slip number, or your order number.

### **Personal Information**

This section allows you to modify/update information, such as your profile, password, email preferences, credit cards and more.

#### 5 Quotes

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This helpful feature allows you to search and retrieve an existing quote and automatically populate it into your shopping cart.

### Manage Shopping Carts

Use the Cart Manager to view and manage all of your shopping carts.

### Workflow

To assist you with your ordering workflow process, we have provided functionality that will enable you to establish "roles" and "spending limits" for users within your company while shopping in our site. Please note that only the Administrator(s) have the authority to reassign these roles and spending limits.







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## **Solutions**

Find out more below about the many solutions MSC offers to help your company become more competitive.

CMI (Customer Managed Inventory) 1

Visit this section for information on MSC's "Self Checkout" Tool that will give you complete control of your ordering process while making it quick and easy to replenish MSC Big Book® items! CMI is also compatible with most e-procurement platforms.

#### VMI (Vendor Managed Inventory) 2

Check out this section to find out how MSC's inventory management expertise can help your business improve its performance through our comprehensive eVMI solution that gives you a choice on how you want to approve your eVMI orders: mscdirect.com shopping cart, fax or email. VMI is also compatible with most e-procurement platforms.

### Government

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Click here to learn why numerous Federal, State, and Local/Education agencies, as well as Government Contractors and the USPS, have responded very positively to the MSC value proposition.

#### 4 National Accounts

If you have multiple locations and/or an annual spend in industrial supplies over \$1 million, visit this section for more on our National Accounts Program. Our Team will build a customized business solution that best suits your procurement needs.

### e-Procurement

To help our customers cut costs and become more productive, MSC has incorporated many ways to do business electronically. Check out this section to learn more.

### p-cards

Click here to learn how MSC has teamed up with MasterCard, Visa and American Express to streamline your purchasing, accounts payable and general ledger posting processes.











## **Resources**

Learn more below about the many MSC resources available that can improve your company's profitability and meet your toughest business requirements.

#### **Emergency Preparedness** (1)

Check out this helpful section for everything you'll need to prepare for any emergency. You'll find checklists of items to keep on hand and ways to prepare, and links to several important emergency-related websites such as the Red Cross, FEMA and more.

### Safety Resources

More than 15,000 safety items are available in the online Safety Catalog. In this section, you'll also find information to help you meet safety requirements, such as OSHA violation information, safety industry links and product information guides.

### **3M Products**

This informative section will help you find 3M products and innovative solutions via our 3M Solutions Catalog. Plus, take a look at our exciting NASCAR program, including award merchandise and more.

#### Fasteners 4

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Visit this helpful section to learn more about MSC's comprehensive fastener offering found in the 2nd Edition MSC Fastener Source Book. You'll also find extensive technical information to help you select the right fastener for your application.

### Motor Resources

MSC offers over 5,000 of the most popular replacement motors from Emerson/US Motors. This section will help you select motors via our interactive motor selector, or the online Motors Catalog. You'll also find quick access to complementary products and product information guides.

#### Kennametal Products 6

Our product offering includes thousands of items from America's #1 brand of metalcutting tools - Kennametal. This section provides several helpful tools, such as the interactive product selector, big book index, technical information and special offers.

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