Why Register?

Before you can place an order on fastenal.com, you'll need to set up an account. Registering will also give you access to a multitude of great features:

- Easily view your local store's inventory availability
- Create purchasing workflow by setting up ordering limits and approvals for individual employees
- Create order templates for fast reorders

Added benefits of registering with your Fastenal Account Number:

- View your custom pricing discounts
- Have your orders delivered by your local Fastenal sales rep, pick up the product at the store, or have items direct shipped
- Edit and approve quotes from your local Fastenal store online
- Use your Fastenal charge account as payment
- View all your open balances and statements online

Accessing the registration page

Go to **fastenal.com** ➔ Click on 👤 **Register** at the top of the page

Creating a new account

Setting up an account on fastenal.com is easy and can be done with or without a Fastenal Store Account Number.

- Select if you are a **private or commercial business**, an individual buying for **personal use** or if you are a **government employee**
  - Government employees will also need to select if they are purchasing off a state contract
- If you have a Fastenal Store Account, enter in your **Account Number**
  - Your customer account number can be located on any packing slip or invoice
- Click **Continue**
- Enter your **contact information** and a **username** and **password**
  - Select the applicable **state contract** if you are purchasing with one
  - Account administration for those purchasing off state contracts will take 3-5 days
- Click **Submit**

Signing in to your account

Each time you visit fastenal.com, you'll want to sign in to your account.

- Click on 🔑 **Sign In** at the top of the page
- Enter in your **username** and **password**
  - If you have forgotten your password, click **Forgot your password**
- Click **Sign In**

Adding an account number after registration

You can link to your Fastenal Store Account at any time from the My Account page.

- **Sign In** to your account
- Click on the 👤 **My Account** link at the top of the page
- Select **Store Accounts** and click **Add Account**
- Enter in your Fastenal Store **Account Number** and two **invoice numbers** to authenticate your account
- Click **Add Account**

Account Number
Use this number when registering to link to your Fastenal store account information

Invoice Number
When adding your account number after registration, two invoice numbers are needed to verify your account

FASTENAL®

Cust. No.   MADN0029
Cust. P.O. WC555
Job No.   DS3568

Sold To
Newjack Industries
5568 Jackson Blvd - Suite #40

Fastenal Company
P.O Box 1286
WINONA, MN 54701

The store serving you is
2413 Advance Road

MADISON, WI 53718
Phone #: (608)222-3278
Fax #: (608)222-0650

Ship To
Newjack Industries
5568 Jackson Blvd - Suite #40

Packing Slip

Date	Reference No.	Page
3/15/11	WIM121057	1
DUE DATE: 04/14/2011		

Fastenal.com offers over 340,000 parts online, including 100,000+ fasteners. You can quickly access information on these parts including your local store's availability, view your custom pricing, and download CAD drawings, MSDS sheets and product specifications. The power of Fastenal is at your fingertips!

Searching for product

There are multiple ways to search for product on fastenal.com. You can even use your own part numbers or descriptions, including special stock products that your local store provides you.

Search Bar: Enter in a keyword, descriptive attribute, manufacturer, part number, or customer cross referenced part number into the search bar
- Click on the **Cross Reference** tab to view matching manufacturer or competitor part numbers and descriptions
- Click on the **Customer Product Cross Reference** tab to view parts that match your product cross reference information

Category Navigation: Use the products menu to locate parts by browsing through the product categories
- Use the **Green** or **Supplier Diversity** categories to view products that are compliant with these initiatives
- Narrow down your search using the **Category Refinements** section to filter through your results
- Use the **Attributes** section to enter in specific parameters of your part to narrow your search further
- View **Sale Items** and promotions under the Promotions & Special Interests section

Cross Reference
View the competitor and manufacturer cross referenced parts matching your search

Refinements
View or change the category levels of your search

Promotions
View sale items, green items or supplier diversity items that are related to your search

Product Info
View more detailed information about this product

Search
Enter in a keyword, part number or cross reference

Customer Product Cross Reference
View search results matching your cross referenced part information

Attributes
Narrow your search results by entering in attributes. View more attributes options using the < > arrows.

Pages
View more results by navigating to different pages

Availability
The inventory level of the local store you are registered with

SKU
Fastenal's part number for the product

Add to Cart
Add the item to the cart by entering in a quantity

Adding items to the shopping cart

Once you've located a part on fastenal.com, the product page displays valuable information about each of the products while allowing you to place items in the shopping cart.

- From the product information page, enter in the **Quantity** of packages that you'd like to order

  For example, if you need to order 200 of an item and the package quantity is 50, enter in 4 for the quantity

- Click **Add to Cart** to place the item in the shopping cart

  This will take you to the shopping cart, where you can view all the items waiting to be ordered

Additional ways to add items to the shopping cart:

Items can also be added to the shopping cart using predefined order templates or the Excel upload feature. Both of these methods are explained in the document. While in the shopping cart, parts can also be added using the Fast Order Pad, which allows you to quickly enter in part numbers and quantities using a 10-key order entry method.

Price
Register with your account number to view your contract pricing

Availability
The inventory level of the local store you are registered with

Add to Cart
Add the quantity entered to the shopping cart

Package Qty
The number in each package

Quantity
Type in the quantity desired

General Information
Product specific information including product applications

Product Details - This tab shows detailed information on the part, such as measurements, grade, material, and shipping information.
Catalog - If the part is listed in the Big Blue catalog, this tab shows a list of the corresponding page numbers with links to view the catalog pages.
Product Standards - To determine if this product is correct for your application, view and download the industry standard part specifications.
CAD Drawings - View and download various CAD files to verify specifications for over 40,000 parts.
Related Items - This tab displays related parts that can be used in conjunction with the part you are viewing, such as nuts and washers.
Store Availability - Check for inventory at local stores using this tab.

The benefits of ordering online with fastenal.com:

- View your contract pricing online, without having to call your Fastenal store
- View your local store's inventory levels without leaving your business
- Review your purchases and online order history
- Create order templates to quickly reorder products

Using fastenal.com will save you time placing orders and simplify your purchasing!

Accessing the shopping cart

Sign In ➔ Click on 🪣 **Shopping Cart**

Reviewing the shopping cart

The shopping cart allows you to make modifications to your order before submitting it to Fastenal.

- Use the **Fast Order Pad** as a 10-key order entry for part numbers
  Select **Customer Part Number** option to key in your SKU or product identifiers
  Type in the desired **SKU** and press Enter
  Type in the **Quantity**, press Enter and repeat the process
- Click **Show Locations** to enter in specific locations and/or sub locations for each part in the shopping cart
  Click **All** to duplicate the location information to all the parts
- Edit the **Quantity** and click **Update Cart** to adjust the amount ordered
- Click **Remove** to delete the item from your cart
- Click **Check Out** to place the order

Update Cart
Save any modifications that have been made

Quantity
Review/adjust the amount of packages to be ordered

Remove
Delete the item from the shopping cart

Locations
Location and sub location data entered for each part will be printed on the product label, allowing for easy product dispersal upon delivery

Fast Order Pad
Quickly order by entering in part numbers and quantities

Qty/Pkg
The number of products per package

Price
Your custom or contract pricing will be shown if you are registered with your Fastenal account number

Empty Cart
Remove all items from the cart

Check Out
Continue to the check out screen to place the order

Excel Upload
Load the shopping cart with up to 1000 parts and quantities saved in an Excel file

Order Template
Save all the items in the shopping cart to a template (except store quoted items)

FASTENAL ®

Placing an order

After you check out of the shopping cart, all the information to place your order is located on one screen. Click **Edit** within a section to make changes.

- Select a previously entered **Shipping Address** or add a new one
  - Click Save as Default Shipping Address if this is the primary address to use
- Add or select a previously entered **Billing Address**
  - Click Same as Shipping Address to match the addresses
- Select a **Payment Method** of Fastenal charge account or credit card
  - A Fastenal charge account can only be used if you are registered with a local store
- Select a **Shipping Method** for your order
  - A credit card must be used for orders being shipped using a 3rd party carrier
- Change the **Servicing Store** if needed
  - This allows you to have another store fulfill your order if you are at a different location
- Enter in **Special Instructions** such as job number, PO number, attention name, delivery date or other special instructions to ensure proper billing and delivery to the right people or locations
- Click **Place Order** to submit your order to Fastenal

Order Fulfillment

Fastenal.com orders aren't filled by some warehouse on the other side of the country. Your order is assembled by your local Fastenal store and handled just like it would if you called in or asked your Fastenal rep to order it for you. Think of fastenal.com as an extension of your local store, giving you the ability to manage your orders online while still receiving the personal service of your local Fastenal sales representatives.

Shipping Address
The location the order will be shipped to

Payment Method
Use a Fastenal charge account or credit card

3rd party carrier
This message shows if your order qualifies for direct shipment via 3rd party carriers

Servicing Store
The store that will be fulfilling the order

Availability
Estimated shipment date for product

Billing Address
The address the invoice will be sent to

Shipping Method
How the products will be delivered

Special Instructions
Additional information to include with the order to ensure proper delivery and invoicing

Place Order
Submit the order to Fastenal

FASTENAL®

Sign Out (Parker Titan) | My Account | Shopping Cart (1) | Store Locator (Madison, WI) | Help

Products | Services | Resources | Locations | About Us | Careers | Keyword, Part Number or X-Ref

Home > Shopping Cart > Check Out

Check Out - Order Review
(shopping as WIMADDCOM)

Shipping Address
1457 Scarston Lane
Madison, Wisconsin 53701
United States
Edit

Billing Address
15000 Scarston Lane
Madison, Wisconsin 53701
United States
Edit

Payment Method
Fastenal Charge Account (subject to approval)
Edit
For expedited delivery, you can choose to have your order shipped via 3rd party carrier- just enter a credit card payment and select your carrier of choice under Shipping Method.

Shipping Method
Carrier: Pre-arranged Fastenal Branch Delivery
Edit

Servicing Store
Store Code: WIMAD - WIMADDCOM
2413 Advance Road
Madison, WI 53718
P: (608)222-3278
Edit

Special Instructions
Attention Name: Jerry Hoover
PO Number: FS5243
Job Number: 1058433
Instructions: Deliver to back of shop
Edit

Qty	Description	Qty/Pkg	Ext Qty	Price	Total
200	5/8"-11 x 6" Zinc Finish ASTM A307 Grade A Round Head Carriage Bolt Sku: 21675 ● Madison, WI Store: Available in 2-5 days	1	200	$2.70	$540.00

Subtotal:	$540.00
Estimated freight cost (Pre-arranged Fastenal Branch Delivery):	$31.08
Sales Tax:	$31.41
Grand Total (USD):	$602.49

Note: The final order total will be calculated by the servicing store where custom pricing, freight costs, tariffs, and taxes may be determined. Read our Terms and Conditions for more information.

Place Order

What are templates?

An order template is a saved list of products that you can reorder from at any time.

The benefits of using order templates:

- Quickly reorder items without searching for each part number
- Create multiple templates based on locations, frequency of orders or even down to specific parts needed for projects or machines
- Save all your frequently ordered parts in one place for easy access

You must be a registered user to access and use the order templates feature.

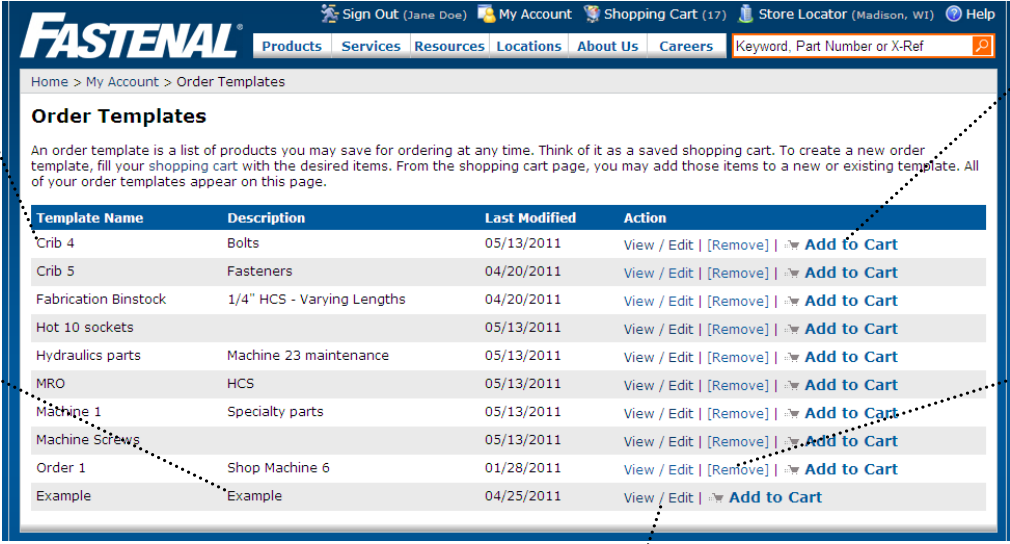## Accessing your order templates

All your saved order templates can be accessed from the My Account page where you can edit, view, delete and add the items to your shopping cart.

Sign In ➔ Click on 👤 **My Account** ➔ Click **Order Templates**

Creating an order template

Once you have a list of items in the shopping cart, you can easily save this list as an order template.

- From the Shopping Cart screen, select **New Order Template** in the Add Cart To field
  - To add the list of parts to a previously saved template, select that **template name** from the drop down list
- Click **Go** to add the parts to the template
- Enter in a **Template Name** if this is a new template being created
  - A **Template Description** can also be added to further detail the parts in the list
- Select the read or write options to enable access of this template to other users within your account
  - **Allow Other Users Read** gives permissions to others on your account to view and use the order template
  - **Allow Other Users Write** gives other users on the account the ability to edit the order template
- Click **Submit** to create the new template
  - Click **Update Template** if you are making changes to an existing template

---

Template Name
Identifier of the items in the order template

Description
Descriptions can be added to further describe the items saved in the template

Add to Cart
Add all items in the template to the shopping cart

Remove
Delete this order template

Order Templates

An order template is a list of products you may save for ordering at any time. Think of it as a saved shopping cart. To create a new order template, fill your shopping cart with the desired items. From the shopping cart page, you may add those items to a new or existing template. All of your order templates appear on this page.

Template Name	Description	Last Modified	Action
Crib 4	Bolts	05/13/2011	View / Edit	[Remove]	Add to Cart
Crib 5	Fasteners	04/20/2011	View / Edit	[Remove]	Add to Cart
Fabrication Binstock	1/4" HCS - Varying Lengths	04/20/2011	View / Edit	[Remove]	Add to Cart
Hot 10 sockets		05/13/2011	View / Edit	[Remove]	Add to Cart
Hydraulics parts	Machine 23 maintenance	05/13/2011	View / Edit	[Remove]	Add to Cart
MRO	HCS	05/13/2011	View / Edit	[Remove]	Add to Cart
Machine 1	Specialty parts	05/13/2011	View / Edit	[Remove]	Add to Cart
Machine Screws		05/13/2011	View / Edit	[Remove]	Add to Cart
Order 1	Shop Machine 6	01/28/2011	View / Edit	[Remove]	Add to Cart
Example	Example	04/25/2011	View / Edit	Add to Cart

View / Edit
Edit the template or select individual items to be added to the shopping cart

Ordering from an order template

Templates can be used to add items to the shopping cart in two different ways. All of the items in a template can be sent to the shopping cart, or you can select items from a template to add to the shopping cart.

- Sign in to your account and click on **Order Templates** from the My Account page
- Select **Add to Cart** to add all the template items to the shopping cart
- To add individual items to the cart, select **View / Edit** for that template
- Use the **check boxes** in the left hand column to select items to add to the shopping cart
    - The **quantities** can be changed by updating the number in the Qty field
- Click **Add Selected to Cart** to place these items in the shopping cart

Template Name & Description
Description of what the template contains

Select
Check the box to select the line item

Quantity
Quantity to order

Allow Other Users Read
Allows users to see the template

Allow Other Users Write
Allows users to edit the template

All
Apply this location or sub location to all products in the template

Add Selected to Cart
Adds all selected items to the shopping cart

Update Template
After making modifications, this saves the changes

Modifying your order templates

Templates can be modified to delete items, change quantities or remove outdated templates.

- Sign in to your account and click on **Order Templates** from the My Account page
- Click **Remove** for a particular template to delete the entire template
- Click **View / Edit** to view the list of items included in that template and modify the items in the list
    - You can modify the **Template Name**, add a **Description**, or change the **Read / Write** permissions
    - Modify the **Quantity** by changing the number in the Qty field
    - Add or update the **Location** or **Sub Location** for each of the items listed
- Click **Update Template** to save the changes

Why Upload?

The Excel Upload feature allows you to instantly create a shopping cart from an existing Excel spreadsheet.

The benefits of uploading orders using an Excel file:

- Load the shopping cart with up to 1,000 part numbers at once
- Eliminate the time spent entering each part number into the shopping cart individually
- Cut down on errors made while entering in orders
- Quickly transfer over data from your system's inventory reports into the shopping cart

Accessing Excel upload

Placing an order by merging in part numbers and quantities from an Excel spreadsheet can be done within the shopping cart.

Sign In ➜ Click on 🗑 **Shopping Cart** ➜ Scroll down to **Excel Upload**

Uploading the Excel spreadsheet

Before merging an Excel file into the shopping cart, make sure the file is formatted correctly.

- Create and save an Excel file with the SKU and quantity for each part you wish to order

  An Excel template can be downloaded by clicking **Download a Blank Shopping Cart Template**
  The SKUs must be formatted as text to prevent losing the leading zero of some part numbers

- Click **Browse** and locate the Excel file on your computer
- Once the file name appears in the upload file field, click **Upload**

  An error message will appear if the parts did not transfer over correctly

- To process this order, click **Check Out**

Sku	Quantity
58576	225
13107	200
0172706	50

Format Excel files like this example to ensure an accurate upload (additional columns will not be targeted for upload)

Quantity
Quantities from your spreadsheet will be rounded to the nearest package quantity

Browse
Use this to locate your saved file

Check Out
Once your file has been uploaded, check out to place the order

Download Template
Use the Excel template to ensure proper upload

Upload
Upload your file after it appears in the file field

What are product cross references?

A product cross reference is the linking of your custom part number with the corresponding Fastenal part number.

The benefits of setting up cross referenced parts:

- Search for products faster using your own part numbers
- Eliminate time spent searching for the correct Fastenal part number
- Use the Fast Order Pad to quickly order product using your part numbers

The account administrator must adjust your settings on the Users and Permissions page to allow access to the cross references.

Accessing your cross references

Product cross references can be managed online or by your local Fastenal store. You can set up your own cross references on fastenal.com.

Sign In ➔ Click on 👤 **My Account** ➔ Click **Product Cross References**

Adding an individual part cross reference

Cross references can be entered one-by-one on the Part Management page.

- From the Product Cross References menu, select **Part Management**
- Enter in your **Customer Part Number**
- Enter in the corresponding **Fastenal Part Number**
- Enter in a customized **Customer Part Description** or use the Fastenal part description that auto-populates
- Click **Save**

Editing or Deleting a cross reference

- Enter in the **Customer Part Number** you'd like to modify
- Click **Lookup**
- A list of matching part numbers will be generated
- Click **Edit** to modify the part information
  Make changes to the Customer part number, Fastenal part number, or part description then click **Save**
- Click **Delete** to remove the cross referenced part information

Customer Part Number
The part number you use for a particular item

Fastenal Part Number
Fastenal's part number for the item

Part Description
Your description for that item

Lookup
Find data for a cross referenced part number

Edit
Modify the cross reference data for a part

Delete
Remove this cross referenced part information

Save
Save cross reference data entered

Clear
Empties data from the part number and description fields

Any new or edited product cross reference data will be searchable online the following day

Uploading multiple cross references from Excel

Cross references can also be entered in bulk using the Upload Part page.

- From the Product Cross References menu, select **Upload Part**
- Create and save an Excel file with your part number, part descriptions and the Fastenal part number
    - An Excel template can be downloaded by clicking **Download Cross Reference Template**
- Click **Browse** and locate the Excel file on your computer
- Once the file name appears in the upload file field, click **Upload**
    - An error message will appear if the parts did not transfer over correctly
- To view a list of all your cross referenced parts, click on **Export Cross References**
    - This list will not show any cross references managed by your Fastenal store

Cust Part No	Customer Part Desc	Fastenal Part No
8153J3	3/8 -16 x 1	13105
8153J4	3/8 -16 x 3/4	13103

Excel files must be formatted like this example in order to upload correctly

Excel Format
Make sure your Excel file is formatted with these 3 columns

Download Template
Use the Excel template to ensure proper upload

Export
View all your cross references (does not show store managed cross references)

Browse
Use this to locate your saved file

Upload
Upload your file after it appears in the upload file field

Searching for cross referenced parts

After any new or edited product cross reference data is entered, it will be searchable on the website the following day. At that point, you can search for your cross referenced parts using your part number or part of your customer part description.

- In the **Search** field, enter in a part number or keyword to search for
- Click on the **Magnifying Glass** or press **Enter**
- The search will display 3 different types of search results depending on the criteria entered
    - The Products tab displays all the Fastenal parts containing the criteria entered
    - The Cross Reference tab displays only manufacturer or competitor part numbers and descriptions containing the criteria entered
    - The Customer Product Cross Reference tab displays only parts you've cross referenced containing the criteria entered
- Click on the **Customer Product Cross Reference** tab to display the matching parts
- View more information about the product, or add the item to your cart

Account Permissions

Each Fastenal customer account can support multiple users. Each of these users can be modified to have different purchasing controls and approval permissions.

The benefits of setting up account permissions:

- Control how much individual employees can purchase
- Create "request only" users who must have their orders approved before submission to Fastenal
- Grant access to view open balances, cross referenced part number information and usage reporting

Accessing users and permissions

You must be an administrator of the account in order to view or update users and permissions.

Sign In ➔ Click on 👤 **My Account** ➔ Click **Users and Permissions**

Modifying a user account

Users can be added, removed or modified by an administrator at any time using the Users and Permissions page.

- To delete a user, select that user and click **Remove Selected**
- Click **Add User** to add a user to the account
- To edit a user, click on the **Username**
- Enter in or modify the **User Information**
    This section allows you to update a user's basic information or change their **username** and **password**
- Select the **Security Options** for the user
- Update the **Purchasing Options** and change the user's purchasing abilities and limitations
    See the next page for a more detailed explanation of these options
- To save these updates, click **Save Changes**

Select
Check the box to select the user

Username
Click on a username to view or update their permissions

Sorting
Click on the headings to sort the list of users

Security Level
The level of permissions or purchasing limits a user has

New User
Add a user to the account

Remove Selected
Remove the selected user

Username	Full Name	Security Level
bdeere	Brennan Deere	Request Only
doej	Jane Doe	Administrator
dshell	Dorinda Shell	Unlimited Purchases Purchase Limit ($0.00 every 0 s)
efeldner	Edward Feldner	Request Only
ftotheven	Frank Ventura	Request Only
greym	Meredith Grey	Unlimited Purchases
loganc	Logan Cooper	Administrator
newjackb	Bob Newjack	Administrator
ptitan	Parker Titan	Unlimited Purchases
wilsmith	Randy Smith	Request Only
wreichen@fastenal.com	Bill Reichenbacher	Unlimited Purchases

Security Levels

Administrator - Has unlimited purchasing power, can approve orders and update users on the account.

Unlimited Purchases - Has the ability to purchase without limitations, requiring no approvals from others.

Purchase Limit - Has limits to the amount of money he or she can spend in a set time period or per order.

Request Only - Has the ability to create orders, but they must be approved by an approver before being submitted.

Purchasing Options Details

All of these account details can by modified by an account administrator. Unlimited purchasers and request only users do not have access to the Users and Permissions page.

- **Allow Unlimited Purchases:** This allows a user to make purchases without any limitations or approvals.
- **Only Request Purchases:** This limits a user to requesting purchases. All purchase requests will be submitted to an approver via email (selected in the default purchase request approver section). The approver is then able to access the purchase request, make any modifications and submit the order.
- **Limit Purchases:** This allows limitations to be set on the dollar amount per order or the amount spent in a certain time period. Anything over the amount set will automatically be sent to the approver. Orders under that amount will be directly submitted to Fastenal.
- **Purchase Request Approvers:** These are the users on the account that have been granted purchase request approval privileges. One or more approvers can be selected to receive order requests. An email notification will be sent to them once the request is submitted. Multiple levels of requestors can be set.

Username & Password
Login information to access the user's account

Administrator
Set user as an account administrator

Open Balances
View invoice balances and details

Unlimited Purchases
No approvals needed for purchases

Request Purchases
All purchases must be approved

Approval Privileges
Approve orders requested by other users

Cross References
View part cross reference data entered online or by the Fastenal store

Limit Purchases
Set a purchasing limit based on dollar amount and order frequency. All orders over this limit will be sent to the purchase request approvers

Approver
Users who can approve purchase requests made by this user

Save Changes
Save any modifications made to the account

Screenshot: Edit User Account

Sign Out (Bob Newjack) | My Account | Shopping Cart (1) | Store Locator (Madison, WI) | Help

Products | Services | Resources | Locations | About Us | Careers | Keyword, Part Number or X-Ref

Home > My Account > Users & Permissions > Edit User Account

Edit User Account
User Information

* First Name: Parker
* Last Name: Titan
* Email: ptitan@brogan.com
* Phone: 123-456-7889
* Username: ptitan
* Password: •••••••
* Confirm Password: •••••••

Security Options
- Grant administrator privileges.
- Grant purchase request approval privileges.
- ☑ Grant access to view open balances.
- ☑ Grant access to view cross reference search tab. ?
  - ☑ Cross references managed on Fastenal.com
  - ☑ Cross references managed by my local Fastenal store

Purchasing Options
- ○ Allow unlimited purchases.
- ○ This user may only request purchases.
- ◉ Limit purchases to:
  - USD $ 500
  - ◉ Every 3 Weeks
  - ○ Per Order

For Request Only and Purchase Limit users

Note: If no default purchase request approver is selected, then all approvers will be the default.

Choose default purchase request approver(s):
- ☐ Bob Newjack
- ☐ Jane Doe
- ☐ Logan Cooper

[Save Changes] [Cancel]

Request Process

Order requests are orders created by other users that will not be submitted to Fastenal without approval from an account approver. These purchase limits and approvers are set up in the Users and Permissions page by an account administrator.

Notification Process

If an order is created that surpasses a user's purchasing limits or if the order is created by a request only user, an email will be sent to the selected approvers of that user. A hyperlink in the email will direct the approver to the order request.

Checking Order Status

Users can view the status of their requests at any time from the My Account page. Click on Order Request History to view the date of the request and the order status. Changes can also be made to the request by clicking on the request name. Use the Update Request button to submit the updated request to the approver.

Once an order is submitted, approvers can also review the order details from the Order History section of the My Account page.

Submitting order requests

The check out process is slightly different for request only users and users placing orders above their purchase limits.

- Click **Check Out** from the shopping cart page
- A message will appear on the order request page stating that the order is over the purchase limit and purchase request details need to be entered
- Enter in the **Purchase Request** details
    Create a **Request Name** and **Description** for the order
    Select the **Approver(s)** that you want the order to be sent to
- Select the shipping address, billing address, shipping method and any special instructions for the order
    This information can be left for the approver to fill out
- Click **Create Request** to send the order to the approver(s)

Accessing order requests

Order requests can be accessed on the My Account page of fastenal.com.

Sign In ➔ Click on 👤 My Account ➔ Click Order Requests

Approving order requests

Once an order request is created, the approver will need to access the order and finish the check out process in order to submit it for processing.

- From the Order Requests page, click on the **Request Name** to open the order details
    To delete a request without approving it, select the request and click **Remove Selected**
- Modifications can be made to the order by removing items or updating quantities
- Click **Check Out** to place the order
- Verify or select the shipping address, billing address, shipping method and any special instructions for the order
- Select a **Payment Method**
- Click **Place Order** to submit the order to Fastenal for processing

Merging order requests

If there are multiple requests you'd like to place into one order, you can merge the requests.

- From the Order Requests page, select the requests and click **Merge Selected**
    Only product information for the orders will be retained. Any request-specific checkout information will be removed upon merge and will need to be re-entered
- Continue approving the order using the steps above

What are eQuotes?

eQuotes allow you to view quotes sent to you from your local Fastenal store. You can review, edit, and approve the order, all from fastenal.com.

The benefits of eQuotes:

- Quickly approve orders
- Make changes to quantities or add parts without contacting your sales representative
- Receive immediate email notification when a quote is pending approval
- Get orders processed faster by eliminating the need to fax, email or call your Fastenal store

Accessing your eQuotes

Each time an electronic quote is created by a store, an automated email is sent to notify you. A hyperlink in the email will direct you to your eQuote on fastenal.com. You can also access these quotes by going directly to fastenal.com.

Sign In ➔ Click on 🧑 **My Account** ➔ Click **eQuotes**

Approving the order

Before approving an eQuote, you can review all the details, modify quantities, and add or delete parts from the quote.

- On the eQuote screen, click on the **Quote Number** to review the quoted items
    - To view more information about a part on a quote, click on the **SKU** for that part
- To delete the quote, click **Delete**
- To make changes to the quantities or parts, click **Add to Cart**
    - Change a quantity by retyping the number in the **Qty** field
    - Remove the part from the quote by clicking **Remove** under the quantity
    - Add parts using the **Fast Order Pad** at the top of the page
- To process the order, click **Check Out**
- Enter the addresses, payment method, shipping method, other special instructions and click **Place Order**

Search
Locate a specific quote by number or view deleted or processed quotes

Add to Cart
Send quoted items to the cart to purchase or edit the parts

Quote Number
View the items included in the quote

Delete
Remove this eQuote without purchasing (can be recalled for up to 180 days)

Quote Date
Date the quote was created

Status
Verify if the quote is pending, processed or deleted

Account setup

To access your usage reports online, you'll need to authenticate your account. From the My Account page, click on Store Accounts. Click on the authenticate link and enter in two invoice numbers. Once your account is authenticated, administrators of the account will need to grant access for users to view usage reports. This can be done from the Users and Permissions page.

Accessing your usage reports

Usage reports allow you to view valuable information on your spend, usage, and ordering frequency with Fastenal.

Sign In ➔ Click on **My Account** ➔ Click **Usage Reports**

Reviewing your usage and spend

Review your usage data and spend using the Usage Report Manager.

- Select the **Accounts to Include** in your report
- Pick a **Report Date**
- Add any additional **Filter By** options to narrow your search
    - Check the boxes to include **Bin/Sub Location Data** or **Invoice Details**
- Click **Run Report**

Accounts
Select accounts to include in the report

Report Date
Pick a specific date range or month to view

Include Detail
Select to include bin/sub location data or invoice details

Print / Export
Print or export the yearly spend graph

Products by Spend
View the amount spent on each product purchased over the past 12 months

Filter By
Narrow your results by entering in PO #, Job # or specific part #

Usage Stats
View high level stats on usage and number of invoices

Run Report
View the usage data based on the criteria selected

Spend Data
Mouse over the graph points to view the spend for each month

Products by Ordering Frequency
View the ordering frequency of all the products purchased over the past 12 months