

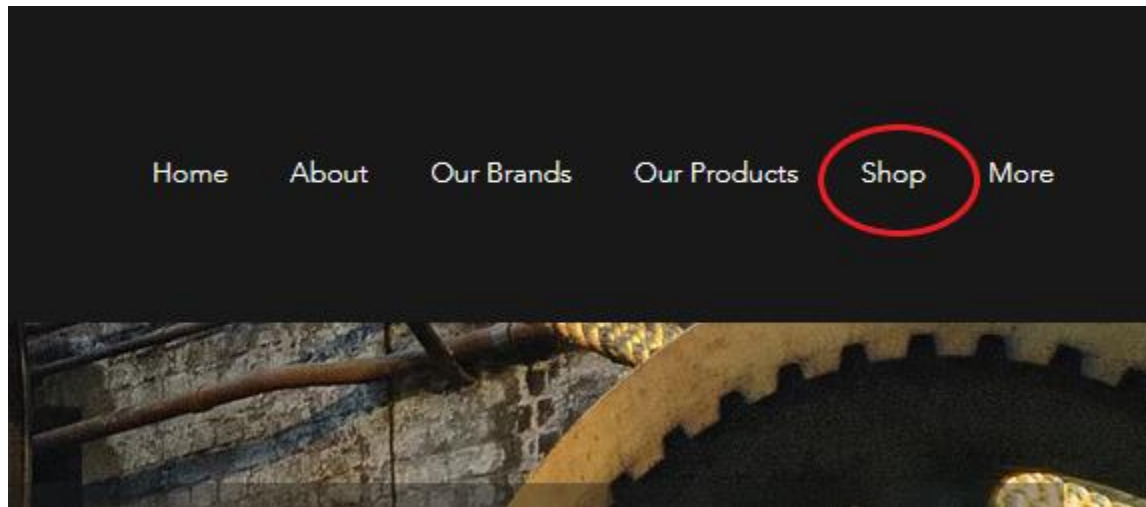


MRO & INDUSTRIAL SUPPLIES ELECTRICAL, HVAC/R TOOLS & EQUIPMENT

Quick Reference Guide *Welcome to the MRO Express Marketplace*

To start shopping right now, please go to our website, www.mroexpress.com

Click on the "Shop" link in the menu in the top right of the screen.



For order questions or product info please contact MRO Express Customer Service at 513-896-1780 or customerservice@mroexpress.com



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You will be directed to the below login screen.

Sign In

Welcome to the MRO Express Marketplace.

This marketplace makes ordering, price comparisons, and supply requisitions from our approved vendors simple, all from a single location!

If you already have a Username, please sign in below.
Usernames and passwords are case sensitive.

Username*

Password*

[Forgot your password?](#)

Sign In

Register

To begin your shopping experience, click on the globe located just beneath the desired catalog.

All

Search by keyword or part number

Q

Home

All Suppliers


Welcome


MRO
EXPRESS LLC

MRO & INDUSTRIAL SUPPLIES
ELECTRICAL, HVAC/R
TOOLS & EQUIPMENT

All Suppliers

MSC
Industrial Supply Co.





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WAYS TO SHOP

1. Search by Keyword or Part Number
2. *Quick Order Pad*
3. Category

Search by Keyword or Part Number

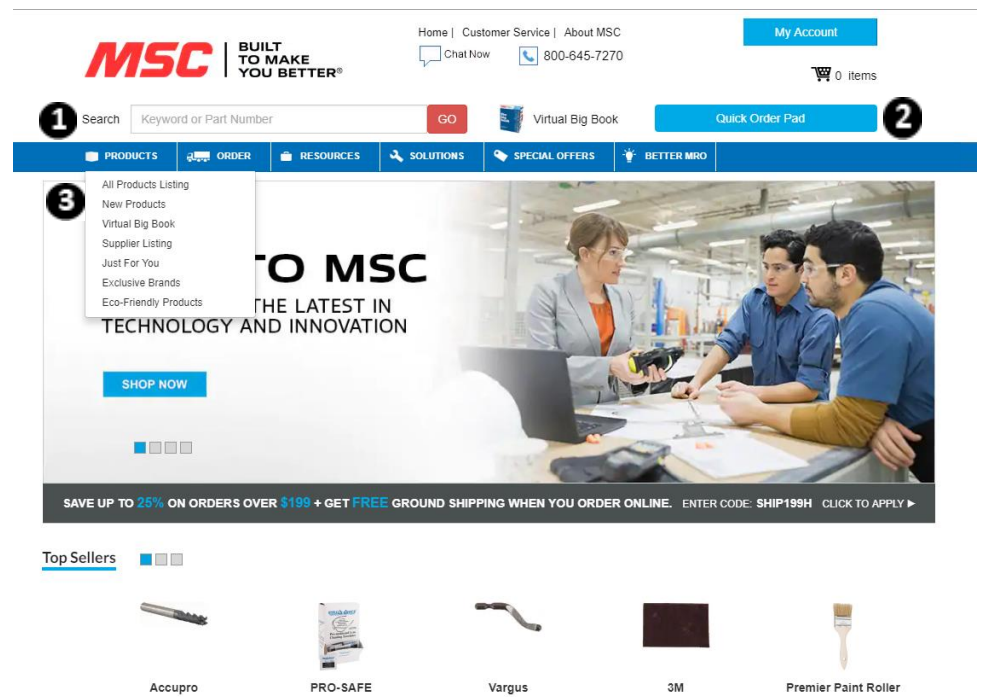
The search field allows you to shop for items by simply entering in a keyword or Part Number in the SEARCH field and selecting the GO icon.

Quick Order Pad

Located at the top of the screen is the Quick Order Pad which allows you to simply list the part ID and quantity of the item(s) you wish to add to your cart.

Category

Begin by clicking All Products Listing Under the Products Tab. By moving your mouse over the category headings, you can narrow your search by selecting your desired item category.



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CHECKING OUT

To complete your order, select the Cart icon in the upper right. All items added into the shopping cart will be displayed. Select Check Out. Select Continue. Your items will be automatically transferred from the punchout to the MRO Express Marketplace.

Successfully imported 27 item(s)

Shopping Cart

Displaying 1 - 27 of 27 results

Item	Price	Quantity	Item Total
<input type="checkbox"/> 4 Rows x 15 Columns Nylon Scratch Brush MSC (Supplier Part # 52074642)	\$3.71 EA	6	\$22.26
<input type="checkbox"/> 10" PLIERS KLEIN PUMP PLIERS MSC (Supplier Part # 62835992)	\$19.71 EA	1	\$19.71
<input type="checkbox"/> 3/4" x 66" Black Vinyl Electrical Tape MSC (Supplier Part # 54041452)	\$3.72 EA	1	\$3.72
<input type="checkbox"/> 20 fl oz Red Marking Paint MSC (Supplier Part # 50825355)	\$5.05 EA	1	\$5.05
<input type="checkbox"/> 14 Ounce Aerosol Contact Cleaner MSC (Supplier Part # 02962999)	\$29.52 EA	1	\$29.52
<input type="checkbox"/> Size D Alkaline 4 Pack Standard Battery MSC (Supplier Part # 79136065)	\$7.06 EA	1	\$7.06
<input type="checkbox"/> Size AAA Alkaline 4 Pack Standard Battery MSC (Supplier Part # 79136099)	\$3.41 EA	1	\$3.41
<input type="checkbox"/> Size AA Alkaline 4 Pack Standard Battery MSC (Supplier Part # 79136073)	\$3.41 EA	1	\$3.41

Transferring your items from the punchout to the MRO Express Marketplace will save your items in your shopping cart. The items will be saved in the cart until they are removed or the order is placed. Click the cart icon on the homepage to access your items.

You will be able to view all items in your shopping cart from your Cart Details screen. To remove an item from your cart, select the box next to the line item and select REMOVE SELECTED.

To proceed, select CHECKOUT.

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SHIPPING AND BILLING ADDRESSES

The shipping and billing will default to what is set in your profile.

If you have access to multiple shipping and/or billing addresses, click BROWSE to select the appropriate address.

If the address needed is unavailable, please contact Customer Service to have it added to your profile.

PAYMENT

Enter credit card at the time of checkout

Populate the required credit card fields with your credit card information

Your credit card number will be encrypted as soon as it is entered into the system.

Preload Credit Card

If you have a preloaded credit card, it will automatically populate for review

Purchase Order

If no PO Number is entered, one will be automatically generated
PO Numbers are limited to numbers, letters, spaces, hyphens, forward slashes, and underscores

Once all required fields are populated, select Place Order. Once the order has been placed, you will receive an email notification with your order confirmation and the order will be sent directly for fulfillment.

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Shipping Address	Billing Address
<input type="text" value="MRO Express"/> <input type="button" value="Browse"/>	<input checked="" type="checkbox"/> Same as Shipping address
11590 Century Blvd Suite 112 Cincinnati, OH 45246	<input type="text" value="MRO Express"/>
<input type="checkbox"/> Set as my default shipping address	11590 Century Blvd Suite 112 Cincinnati, OH 45246
Name* <input type="text" value="Lauren Ellington"/>	Name* <input type="text" value="Lauren Ellington"/>
Phone* <input type="text" value="513-603-4082"/>	Phone* <input type="text" value="513-603-4082"/>
Requested Delivery Date <input type="text"/>	

Payment
Payment Method: <input checked="" type="radio"/> Card <input type="radio"/> Purchase Order
Name* <input type="text"/>
Card #* <input type="text"/>
Exp. Date* <input type="text"/> <input type="text"/>
<input type="button" value="Create Card"/>