1. When you are ready to shop our Punch Out storefront, you will start by clicking on a Ferguson Icon or Link within your own procurement system.

*NOTE* No logon will be required, as this will be integrated within your system to provide easy access.

2. You will then be brought to the landing page of your storefront. Below is an example of a standard landing page. However, keep in mind that this page is customizable.
3. You will see our Ferguson logo in the top left corner of your screen, as well as your company logo displayed in the top right corner of your screen.

4. Below this area is a picture with the slogan “We’ll help you get the job done.” This is a clickable tile that will lead you to an “About Ferguson” window.

5. There are several different ways to add items to your shopping cart. First, you can use our Quick Order Functionality.
How To Navigate The Ferguson Punch-Out Storefront

If you know the Master Product ID of the items you wish to purchase you can enter them here and adjust the quantity to the number of items you would like to purchase. Then simply click add to cart.

You will then have the option to review your items, make final adjustments to quantity and proceed to checkout.

However, if you know that you will be ordering the same items over and over again, you also have the option to create a saved list by clicking the “Add to List” button.
How To Navigate The Ferguson Punch-Out Storefront

You will then be prompted to name your list for future reference, or to add additional items to a list you have already created in the past.

Now, whenever you choose to purchase the items from your list simply navigate to the “Saved List” button in the top navigation bar, find the list you created, adjust your quantities, and proceed to checkout.
6. Another way to add items to your cart would be to use the search bar at the top left of your page. You can search for items based on keywords, description, product category, vendor, Master Product ID, or Alt Code. Then simply click enter, or the “Find It” button to the right of the search bar.

Advanced search allows you to further narrow your search when looking for a product.

Once you locate the item you wish to purchase you will have the ability to adjust your quantity desired and either add this item to your cart, or add this item to a saved list for purchase later.
7. You can also add items to your cart by clicking on the Fly-out located down the left side of your page. Simply hover over the category of your choosing, and drill down directly to the products contained within that category.

Lastly, you can add items to your cart by clicking on one of the category images located in the middle of the page. Note that each image gives you an item count displaying how many products fall within that category.

Then navigate through our subcategories to locate the item you wish to purchase and add to your cart.
How To Navigate The Ferguson Punch-Out Storefront

8. Once you have navigated to our product listing page, you also have the ability to sort products based on Manufacturer, SKU, Name, or Price.

9. If you would like to purchase an item that is not included within your catalog, Ferguson can populate a Draft Cart/Quote to your Punch–Out site so you can order your desired item(s). Follow these simple steps:

1. Contact your local branch and tell them the items that you wish to purchase. The branch will then create a Draft Cart/Quote.
2. You will then receive a system generated email telling you that your Draft Cart/Quote has been created and is ready to view on the Punch-Out site.
3. Navigate to your Punch-Out storefront and click the Draft Cart/Quote button in your top navigation bar.
4. Locate the draft cart you requested.
5. Click into this Draft Cart and review the items you requested. You can now simply click “Order Now” to proceed with these items to checkout.

<table>
<thead>
<tr>
<th>Draft Cart: Test Cart 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Number</td>
</tr>
<tr>
<td>17010</td>
</tr>
<tr>
<td>160915</td>
</tr>
</tbody>
</table>

10. For sales support or technical assistance, we have also created a “Contact Us” page. This page is also fully customizable and may contain the contact information for your specific branch, or instead for our national sales center, depending on who will be processing your orders.

11. Finally, we have provided a FAQ page. This page is a great resource for information regarding things like returns, search suggestions, and general storefront questions.