Punching out to Fastenal… made easy!

The Fastenal PunchOut Catalog is accessible through your specific e-procurement Software.

There are multiple ways to search and order products:
1. Enter product information into the Search Bar
   - Fastenal part #
   - Competitor part # (x-ref to Fastenal's)
   - Keyword description (bolt, nut or dimensions: ½-16 x 4)
2. Go to Products on the menu bar, select the category and drill down through specific part attributes
3. Click a Product Category Thumbnail, and drill down through specific part attributes
   - Search Within Results, continue to narrow your search within your last set of search results
   - Custom Attributes, If your company has searchable custom attributes set up with Fastenal (Market Basket, Contract or Customer Part #) conduct a regular search and look within the additional tabs

Add your items to a shopping cart:
- Once your search is complete; click Add to Cart next to each item you want to add
- Enter the Quantity, click Add to Cart, click Shopping Cart from your menu and Check Out
- Order Confirmation allows you to review prior to Complete Check Out; once this is clicked ALL the shopping cart details will populate into a purchase requisition in your system awaiting for your approvals to Submit the order to Fastenal

* Go to My Account>Order Templates or Order Templates from the Menu Bar to “re-order” frequently ordered items, you can create a new or add to existing template anytime from with the shopping cart

You can also approve an eQuote: often used for Vendor Managed Inventory
This electronic quote entered by your Fastenal store eliminates double-entry in your system!
- Click My Account>eQuotes or eQuotes from the Menu Bar
- You can view all pending, deleted or processed quotes for all locations or select yours specifically
- Click an eQuote # or Add to Cart next to the eQuote you wish to review
- Once in the Shopping Cart, you can add/delete items or increase/decrease quantities
- Check Out and Complete Check Out upon your final approval of the eQuote

*For current product availability/delivery, set your Store Locator to your local Fastenal servicing store