

8S Grainger Branded Literature

SUPPLIER GUIDELINES

What is 8S Literature?

8S literature is a supplemental way of providing additional product information to help grow your business with Grainger. It can be any existing or new brochure, catalog, flyer, etc. that highlights your product offering with Grainger. If it meets the below detailed criteria this literature will be available to all Grainger internal employees. Literature **MUST** be “Grainger-ized” by following the criteria below. Any materials provided must be approved by Grainger prior to posting and assigned an 8S #.

Do I create a PDF or Print my literature?

If your literature is 1-4 pages, only a **PDF** should be provided.

If you are creating a catalog or brochure larger than 4 pages, you must **print** your piece and ship no more than 3,000 pieces to our fulfillment warehouse. (You are responsible for all design and print costs, as well as any future reprints. Grainger is responsible for all fulfillment stocking and mailing charges).

Questions to think about when developing your literature:

1. Do you clearly and concisely explain product benefits?
2. Why would a customer want to purchase your product?
3. Does your piece look professional and represent both Grainger and your brand well?

Criteria

The following **MUST BE INCLUDED** on all literature featuring the Grainger brand:

Grainger SKUs featured within the literature must be currently active on Grainger.com. Suppliers cannot create Coming Soon literature on items that are not yet live.

- Your logo in the upper **LEFT** corner.
- The “Available Through Grainger” logo (see Supplier Connect) in the lower **RIGHT** corner on a solid white background or the reverse logo on a solid black background only. This logo must appear on the **last or back page only**—do **not** place on the cover or any inside body pages. The Grainger Logo cannot be used without Grainger's permission.
- Grainger SKU numbers associated with all products shown.
Note: If items do not have Grainger sku numbers because they are not available in the standard offering, you must include an asterisk (*) next to those items with a footer that states “Items available through Grainger Sourcing only.”
- Footer “**For more information contact your Grainger Representative or visit Grainger.com®.**”
(This Footer must appear on the last or back page only in the lower **LEFT** corner—do not place on the cover or any inside body pages.)
- 8S # will be added to the lower left corner of the last/back page by our team after the piece is approved.

The following should **NOT BE INCLUDED** on any literature featuring the Grainger brand:

- DO NOT include your contact info as the customer should only be contacting Grainger to place orders or inquire about additional information. This includes your company's phone number, address, website and QR codes.
- DO NOT include an 8S # placeholder as this just makes it harder for us to add the 8S # after it is assigned.
- DO NOT include pricing.

- DO NOT ship more than 3,000 printed copies.
- DO NOT submit more than 5 pieces per year, per supplier.

**Examples—
Final Artwork &
Logo Usage**

FRONT

BACK

How do I submit my literature?

1. Access Supplier Connect
2. On the right-hand side, go to the header “Sales & Marketing”
3. Proceed to “Literature Development”
4. Go to “8S Literature Request Form”. Complete form and upload a PDF version of the literature within the form and hit “Submit”.

Your literature is now on its way to being reviewed through our internal approval process. Expect to hear whether the piece has been approved or not within 3-5 business days. Additional changes may be requested prior to final approval. The total process should be completed and an 8S # assigned within 7-10 business days if no revisions are needed. The approval process may increase to 30 days during the two months prior to The Grainger Show in Orlando. If you are submitting literature to be used at The Grainger Show please allow plenty of time for approval.

There is no alert to the Grainger Sellers when a new piece becomes active. However, it will be in the “New Items” section on the literature website.

How long will my literature remain active?

Typically, your literature will be posted for one year. Grainger reserves the right to remove any outdated or unused literature at any time. Furthermore, it is recommended that suppliers review and revise their literature on an annual basis.

Shipping instructions for printed literature:

1. All shipments should be accompanied by a packing list.
2. Each skid should contain a separate packing list containing the following information:
 - Client name
 - # of cartons on skid
 - Quantity per carton
 - Total units on skid
 - Item description
 - 8S number
3. Skid specifications should not exceed:
 - Maximum height: 48 inches
 - Maximum width: 40 inches
 - Maximum length: 48 inches
4. Carton weight should not exceed 40 pounds per carton.
5. Each carton should be packed for re-shipment.
6. Receiving hours are from 8:00 am to 4:30 pm CST
7. Shipments should be sent to the following address:

**The Jackson Group - Attn. Missy Thomas
5804 Churchman Bypass
Indianapolis, Indiana 46203**

Questions?

Email literature_request@grainger.com

All materials submitted are subject to the Supplier Agreement Letter (SAL) between you and Grainger and may be used by Grainger and its corporate affiliates. Suppliers are responsible for the accuracy of the materials submitted and are required to provide prompt notice to Grainger if any of the information in the materials becomes out of date or inaccurate. Suppliers are also responsible for ensuring that Grainger has all rights necessary to use the materials provided.