



GREENLEE[®]
A Textron Company

Ordering Instructions for Hardware Service Parts

March 2012

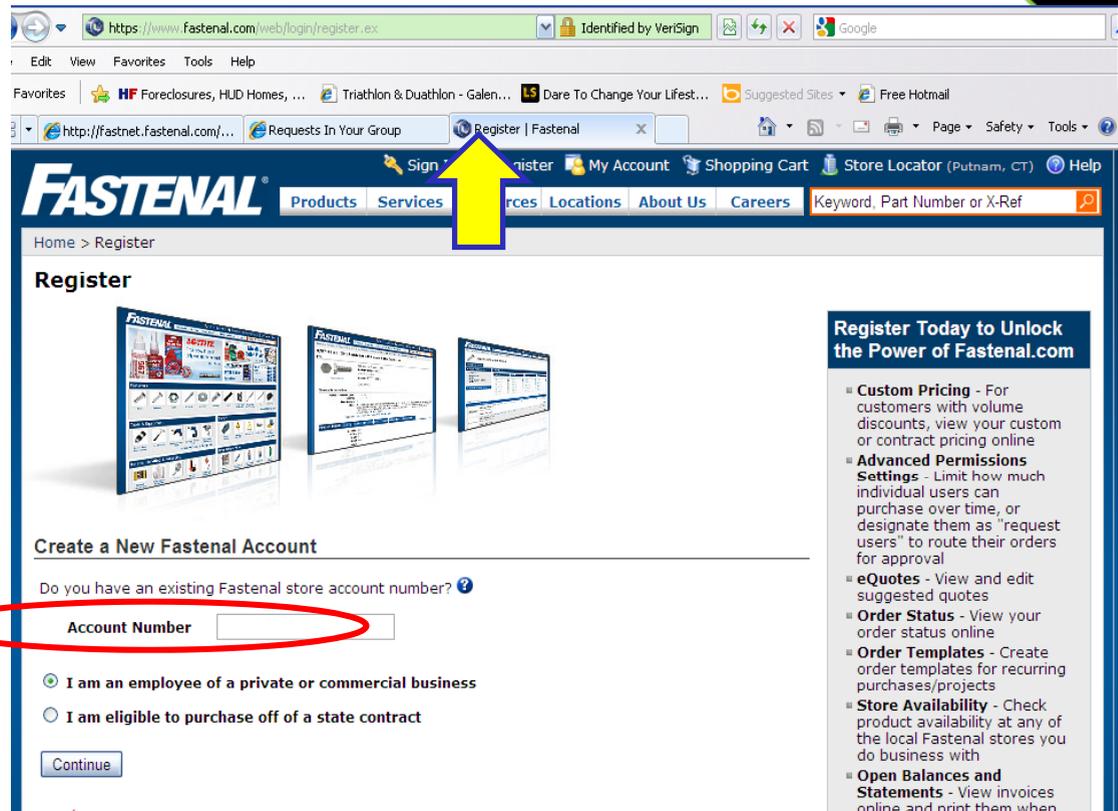
MADE FOR THE TRADE![™]

Registering On Fastenal Website

1. Go to www.fastenal.com
2. Click on the “Register” icon
3. Enter in the “Account Number” box:
ROCK2128
4. Click “Continue”

Important!

If you do not register with the **ROCK2128** account number, Greenlee part numbers will not cross-reference to Fastenal part numbers.



https://www.fastenal.com/web/login/register.ex

Identified by VeriSign

Google

Edit View Favorites Tools Help

Favorites HF Foreclosures, HUD Homes, ... Triathlon & Duathlon - Galen... Dare To Change Your Lifest... Suggested Sites Free Hotmail

http://fastnet.fastenal.com/... Requests In Your Group Register | Fastenal

FASTENAL® Sign Register My Account Shopping Cart Store Locator (Putnam, CT) Help

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

Home > Register

Register

Create a New Fastenal Account

Do you have an existing Fastenal store account number?

Account Number

I am an employee of a private or commercial business

I am eligible to purchase off of a state contract

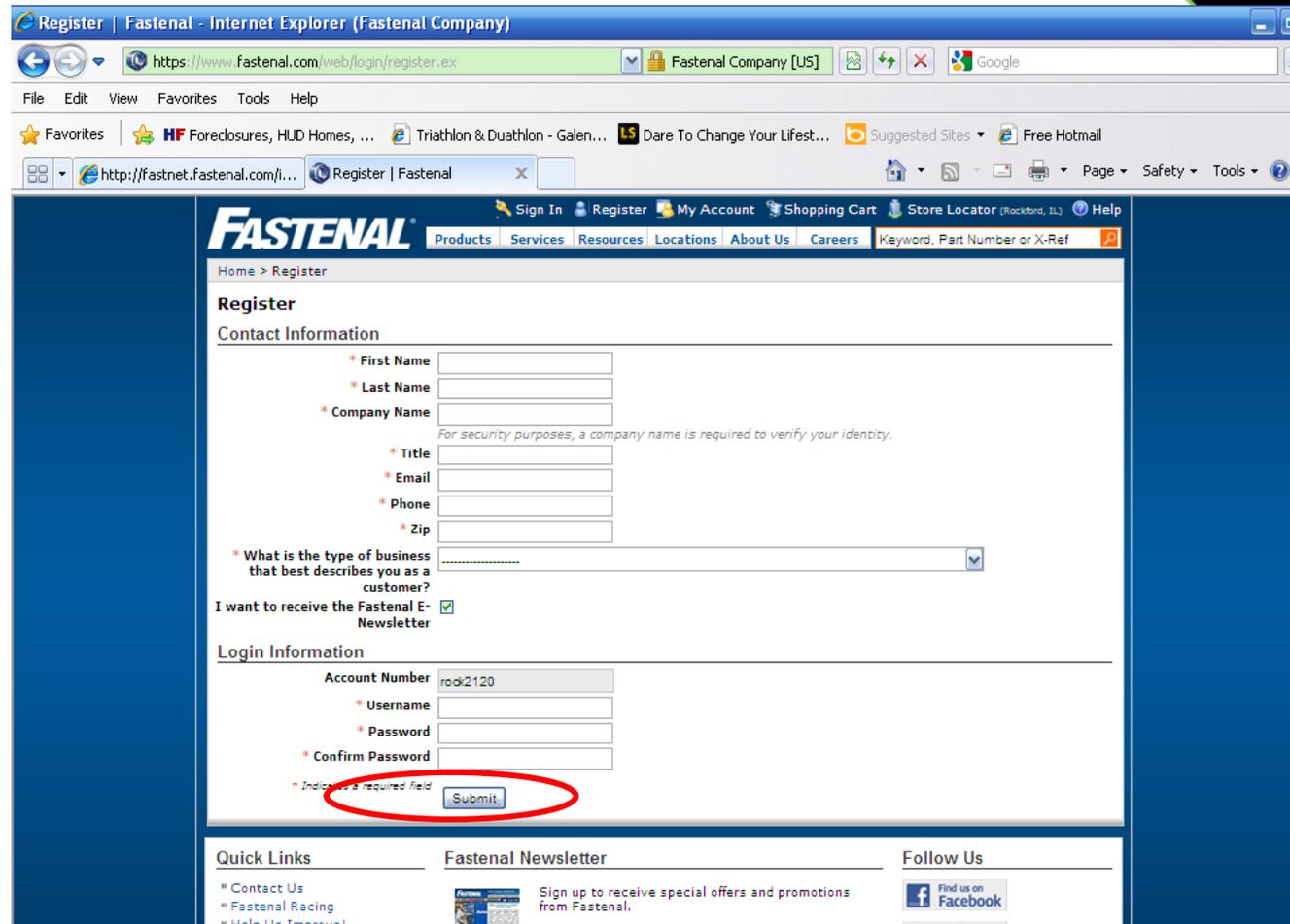
Continue

Register Today to Unlock the Power of Fastenal.com

- **Custom Pricing** - For customers with volume discounts, view your custom or contract pricing online
- **Advanced Permissions Settings** - Limit how much individual users can purchase over time, or designate them as "request users" to route their orders for approval
- **eQuotes** - View and edit suggested quotes
- **Order Status** - View your order status online
- **Order Templates** - Create order templates for recurring purchases/projects
- **Store Availability** - Check product availability at any of the local Fastenal stores you do business with
- **Open Balances and Statements** - View invoices online and print them when

Registration Information

1. Fill in the required fields
2. If customer is not a business they can enter N/A.
3. Create a User Name & Password
4. Click "Submit"



Register | Fastenal - Internet Explorer (Fastenal Company)

https://www.fastenal.com/web/login/register.ex

File Edit View Favorites Tools Help

Home > Register

Register

Contact Information

* First Name

* Last Name

* Company Name

For security purposes, a company name is required to verify your identity.

* Title

* Email

* Phone

* Zip

* What is the type of business that best describes you as a customer?

I want to receive the Fastenal E-Newsletter

Login Information

Account Number

* Username

* Password

* Confirm Password

* Indicates a required field

Quick Links: [Contact Us](#), [Fastenal Racing](#), [Help Us Improve!](#)

Fastenal Newsletter: Sign up to receive special offers and promotions from Fastenal.

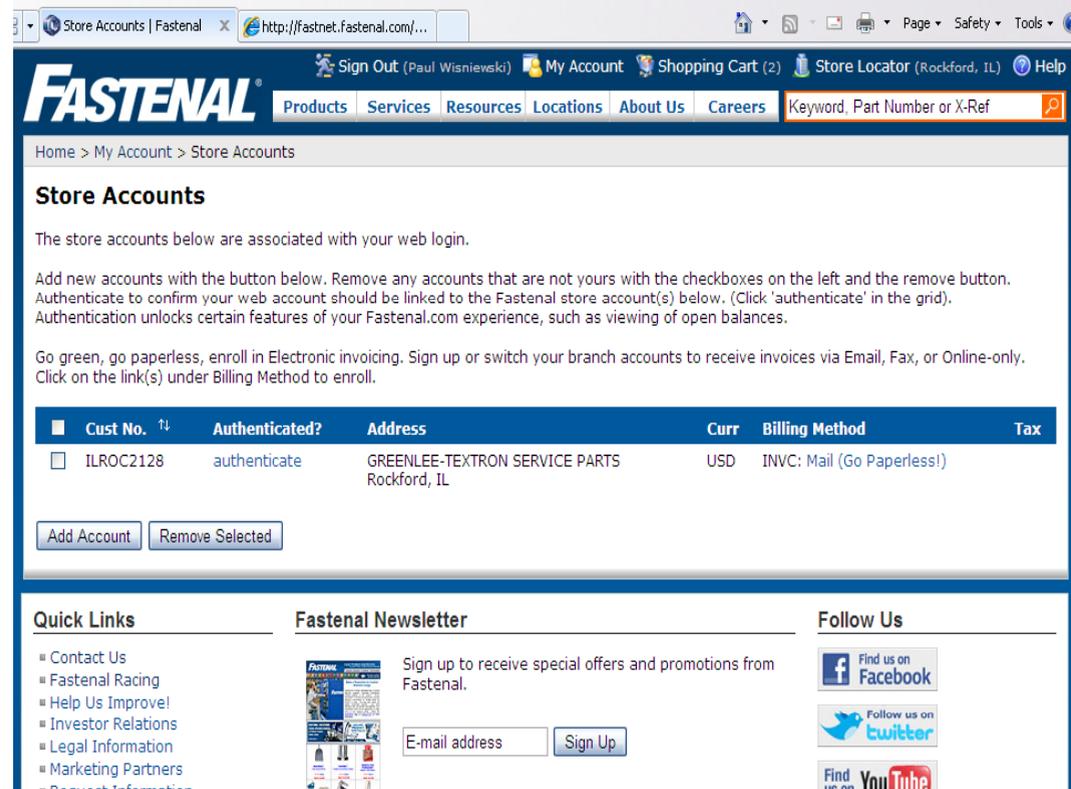
Follow Us: [Find us on Facebook](#)

Multiple Accounts

A user may have more than one account number associated to a fastenal.com profile. If a current Fastenal account customer would like to add the Fastenal Greenlee account to their user profile, they will need to do the following:

1. E-mail ILROC@stores.fastenal.com with their user name, current account number and a request to add ROCK2128 to their user account.

2. The ILROC Fastenal store will then submit a request for the account addition, and once complete, the user will be able to order under either account.



Store Accounts | Fastenal | http://fastnet.fastenal.com/...

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

Home > My Account > Store Accounts

Store Accounts

The store accounts below are associated with your web login.

Add new accounts with the button below. Remove any accounts that are not yours with the checkboxes on the left and the remove button. Authenticate to confirm your web account should be linked to the Fastenal store account(s) below. (Click 'authenticate' in the grid). Authentication unlocks certain features of your Fastenal.com experience, such as viewing of open balances.

Go green, go paperless, enroll in Electronic invoicing. Sign up or switch your branch accounts to receive invoices via Email, Fax, or Online-only. Click on the link(s) under Billing Method to enroll.

| <input type="checkbox"/> | Cust No. | Authenticated? | Address | Curr | Billing Method | Tax |
|--------------------------|-----------|----------------|--|------|----------------------------|-----|
| <input type="checkbox"/> | ILROC2128 | authenticate | GREENLEE-TEXTRON SERVICE PARTS Rockford, IL | USD | INVC: Mail (Go Paperless!) | |

Add Account Remove Selected

Quick Links

- Contact Us
- Fastenal Racing
- Help Us Improve!
- Investor Relations
- Legal Information
- Marketing Partners
- Product Information

Fastenal Newsletter

Sign up to receive special offers and promotions from Fastenal.

E-mail address

Follow Us

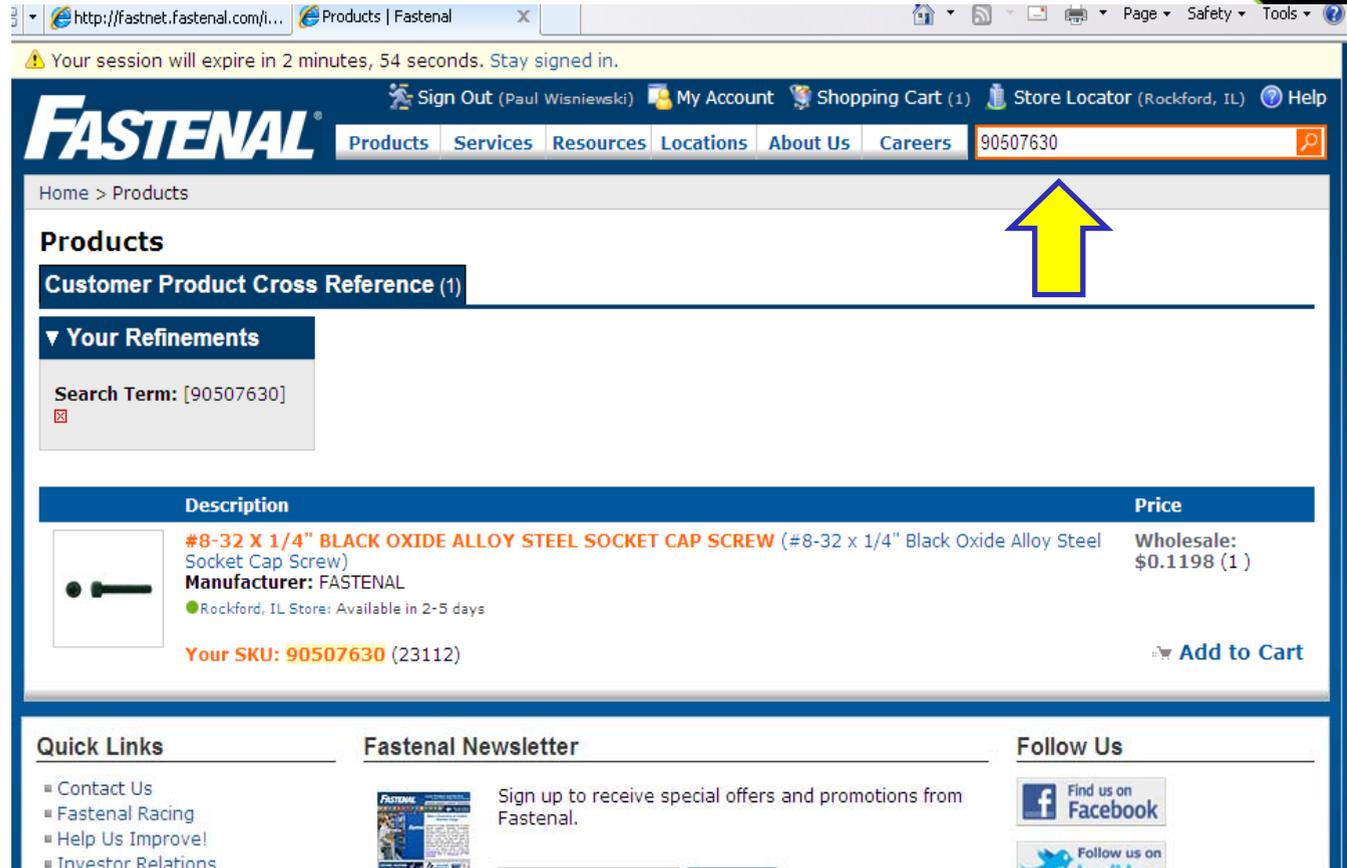
Find us on Facebook

Follow us on Twitter

Find us on YouTube

Fill Shopping Cart

1. Search by Greenlee Part Number(s)
2. Add items needed to cart



http://fastnet.fastenal.com/... Products | Fastenal

Your session will expire in 2 minutes, 54 seconds. Stay signed in.

FASTENAL® Sign Out (Paul Wisniewski) My Account Shopping Cart (1) Store Locator (Rockford, IL) Help

Products Services Resources Locations About Us Careers 90507630

Home > Products

Products

Customer Product Cross Reference (1)

▼ Your Refinements

Search Term: [90507630]

| Description | Price |
|---|---|
|  <p>#8-32 X 1/4" BLACK OXIDE ALLOY STEEL SOCKET CAP SCREW (#8-32 x 1/4" Black Oxide Alloy Steel Socket Cap Screw) Manufacturer: FASTENAL ● Rockford, IL Store: Available in 2-5 days Your SKU: 90507630 (23112)</p> | <p>Wholesale: \$0.1198 (1)</p> <p> Add to Cart</p> |

Quick Links

- Contact Us
- Fastenal Racing
- Help Us Improve!
- Investor Relations

Fastenal Newsletter

Sign up to receive special offers and promotions from Fastenal.

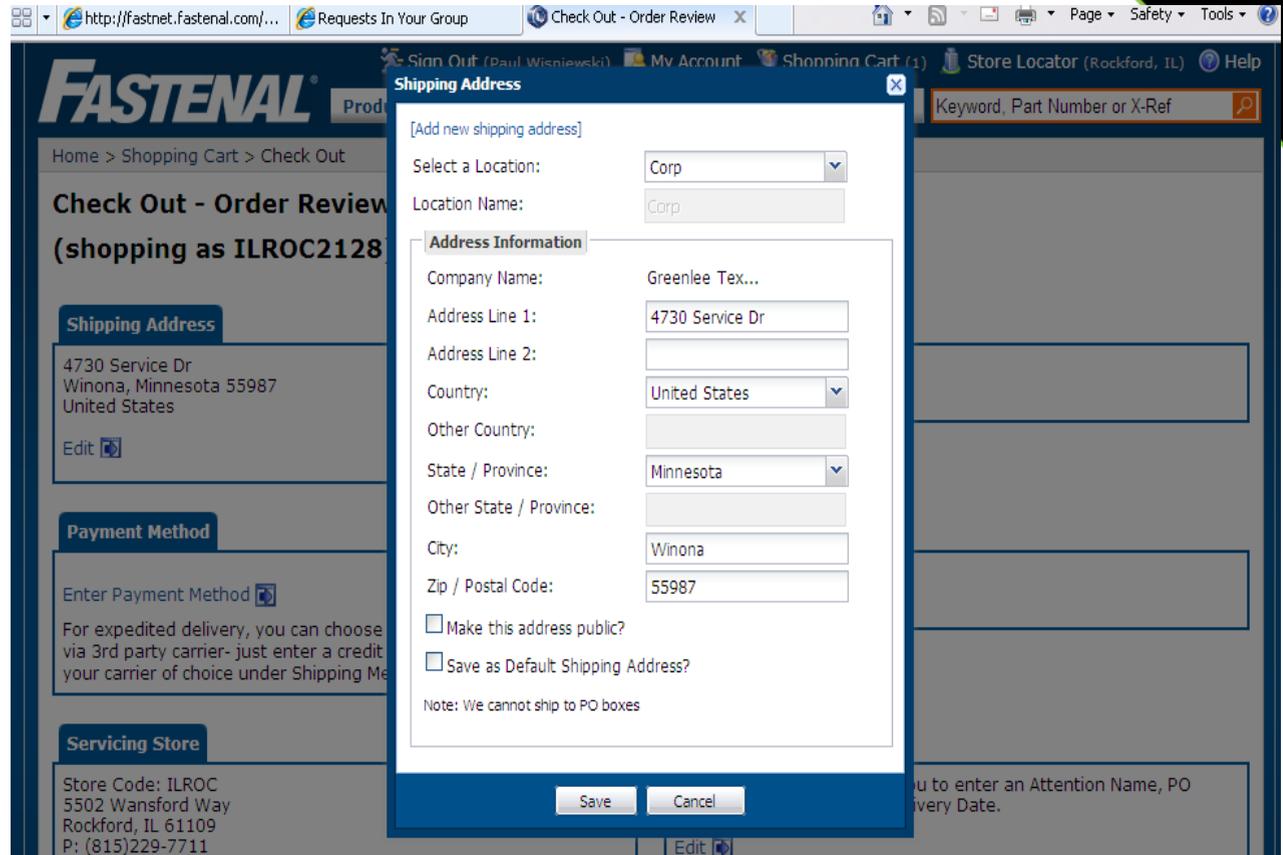
Follow Us

Find us on Facebook

Follow us on Twitter

Check Out – “Ship To” Address

When checking out the first time, the user will need to enter their “Ship To” information. This can be saved as the default and will populate next time when in the check out screen.



The screenshot shows the FASTENAL website interface during a 'Check Out - Order Review' process. The main page displays the 'Shipping Address' section with the following information:

- Home > Shopping Cart > Check Out
- Check Out - Order Review (shopping as ILROC2128)
- Shipping Address**
- 4730 Service Dr
Winona, Minnesota 55987
United States
- Edit

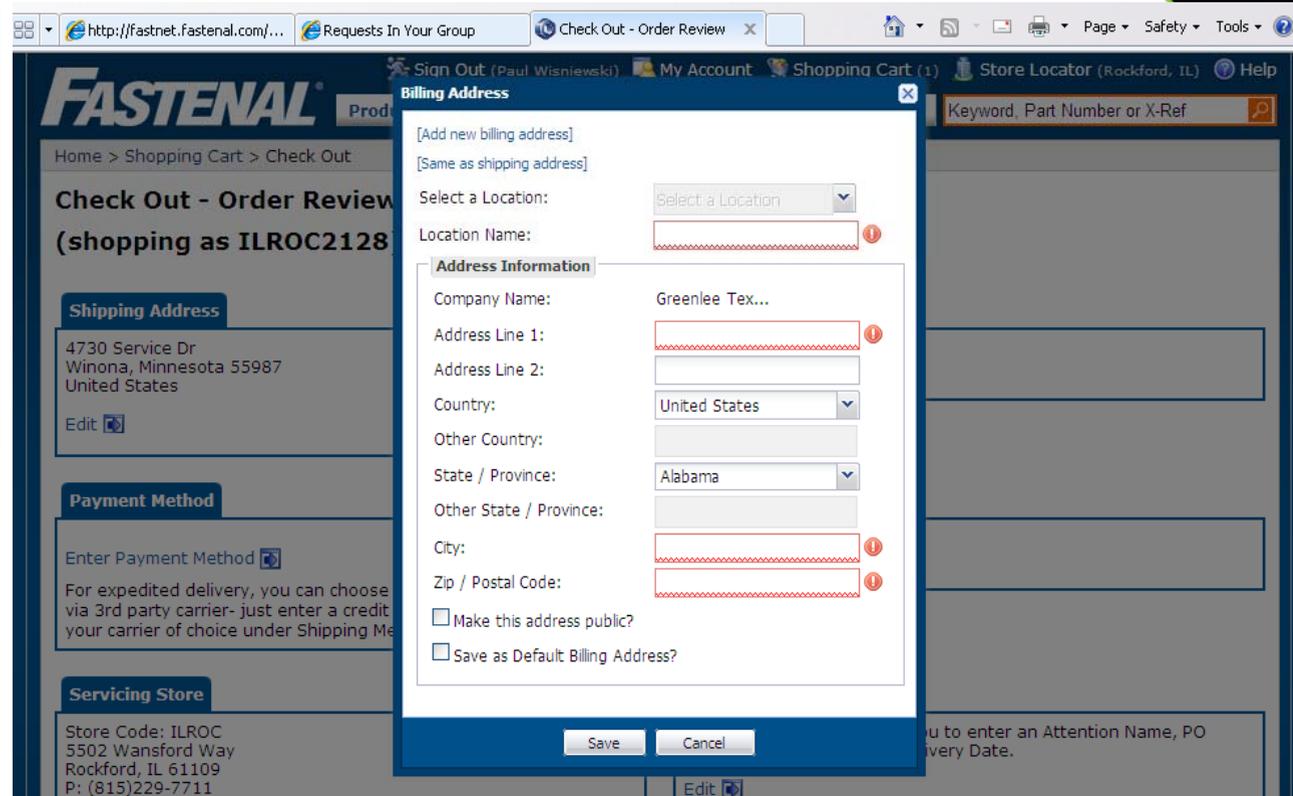
The 'Shipping Address' form is open, showing the following fields:

- [Add new shipping address]
- Select a Location: Corp
- Location Name: Corp
- Address Information**
- Company Name: Greenlee Tex...
- Address Line 1: 4730 Service Dr
- Address Line 2:
- Country: United States
- Other Country:
- State / Province: Minnesota
- Other State / Province:
- City: Winona
- Zip / Postal Code: 55987
- Make this address public?
- Save as Default Shipping Address?
- Note: We cannot ship to PO boxes
- Save Cancel

The background page also shows the 'Payment Method' section with the text: 'Enter Payment Method' and 'For expedited delivery, you can choose via 3rd party carrier- just enter a credit your carrier of choice under Shipping Me'. The 'Servicing Store' section shows: 'Store Code: ILROC', '5502 Wansford Way', 'Rockford, IL 61109', 'P: (815)229-7711'. The bottom right of the page has a partial sentence: 'you to enter an Attention Name, PO every Date.'

Check Out – “Bill To” Address

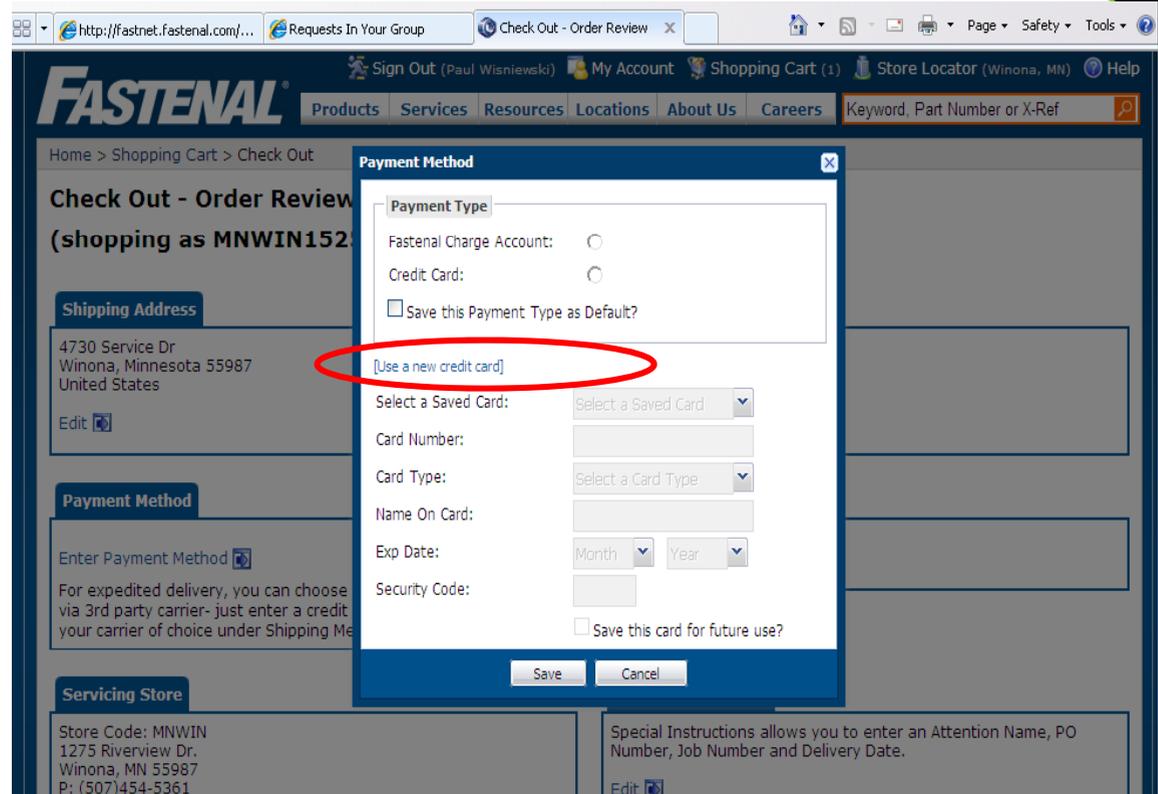
“Bill To” information needs to be filled out on initial check out as well. You can choose to copy the shipping address over and save it as a default for future check outs.



Payment Method

The user will be instructed to choose “Credit Card” as the form of payment. This can be saved for future use and be set as the default as well.

If the user selects “Fastenal Charge Account”, he/she will be contacted for credit information prior to the order being processed.



FASTENAL

Home > Shopping Cart > Check Out

Check Out - Order Review
(shopping as MNWIN152)

Shipping Address
4730 Service Dr
Winona, Minnesota 55987
United States
Edit

Payment Method

Enter Payment Method

For expedited delivery, you can choose via 3rd party carrier- just enter a credit your carrier of choice under Shipping Me

Servicing Store
Store Code: MNWIN
1275 Riverview Dr.
Winona, MN 55987
P: (507)454-5361

Special Instructions allows you to enter an Attention Name, PO Number, Job Number and Delivery Date.
Edit

Payment Method

Payment Type

Fastenal Charge Account:

Credit Card:

Save this Payment Type as Default?

[Use a new credit card]

Select a Saved Card: Select a Saved Card

Card Number:

Card Type: Select a Card Type

Name On Card:

Exp Date: Month Year

Security Code:

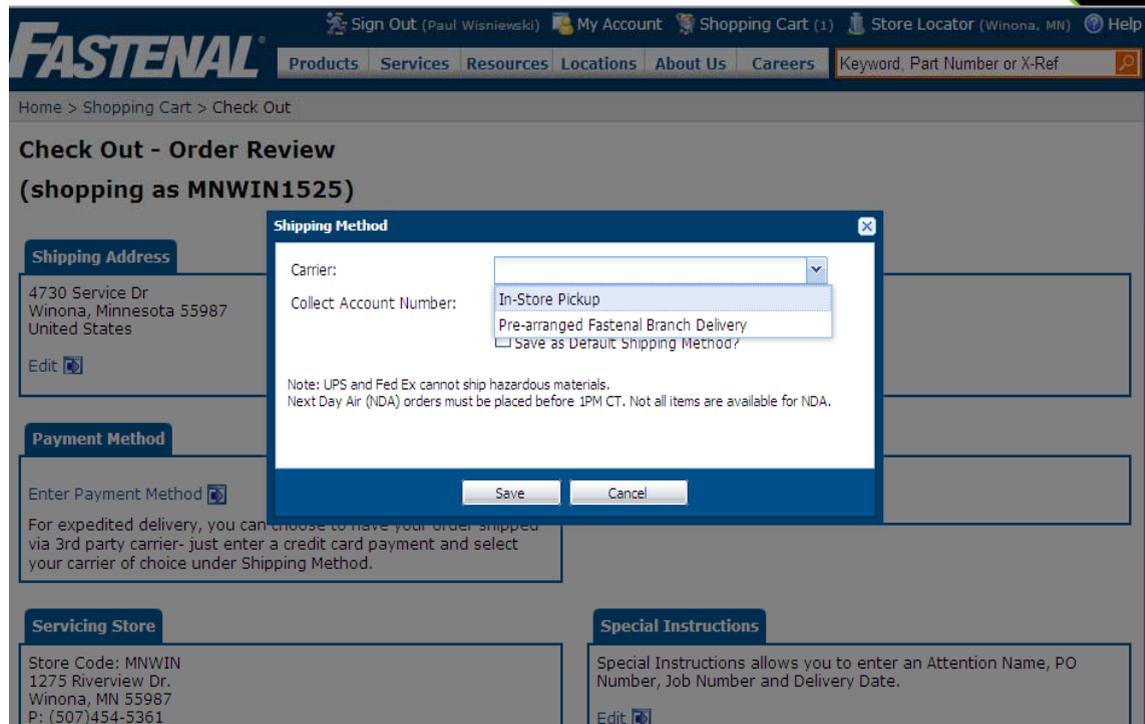
Save this card for future use?

Save Cancel

Shipping Address

The user will be directed to select “Pre-arranged Fastenal Branch Delivery” as the shipping option. Be aware that the product will be shipping via UPS ground.

If expedited shipping is necessary, under “Special Instructions” notes can be added for Fastenal to know this information and can ship accordingly.



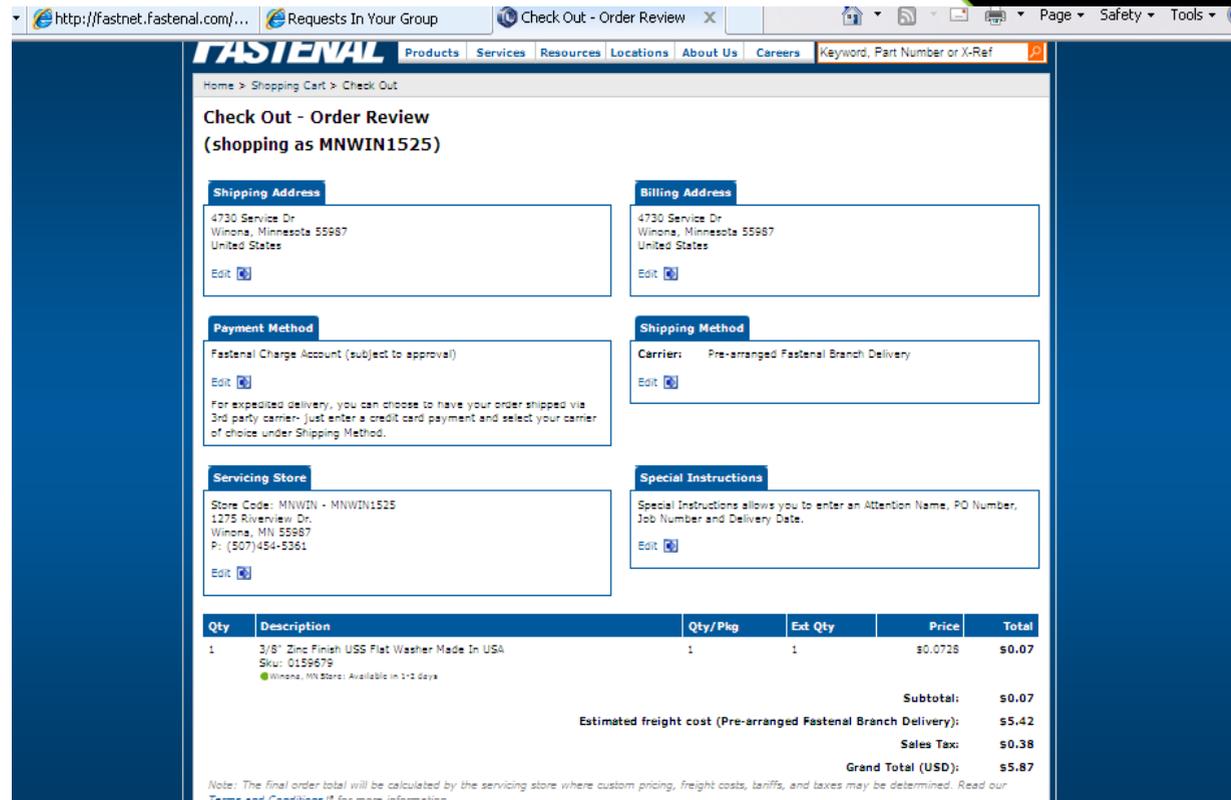
The screenshot shows the Fastenal website's checkout process. The main page is titled "Check Out - Order Review (shopping as MNWIN1525)". A "Shipping Method" dialog box is open, displaying a dropdown menu for "Carrier" with the following options: "In-Store Pickup", "Pre-arranged Fastenal Branch Delivery", and "Save as Default Shipping Method?". Below the dropdown, there is a "Collect Account Number:" field. A note at the bottom of the dialog states: "Note: UPS and Fed Ex cannot ship hazardous materials. Next Day Air (NDA) orders must be placed before 1PM CT. Not all items are available for NDA." The background page shows sections for "Shipping Address" (4730 Service Dr, Winona, Minnesota 55987, United States), "Payment Method" (Enter Payment Method), "Servicing Store" (Store Code: MNWIN, 1275 Riverview Dr, Winona, MN 55987, P: (507)454-5361), and "Special Instructions" (Special Instructions allows you to enter an Attention Name, PO Number, Job Number and Delivery Date.).

Order Submission

Once all information is entered the user will be able to place the order. An estimated freight charge will be given. The actual freight charge is not finalized until the product is shipped and will be charged accordingly.

Orders will route to the Fastenal store in Rockford, Illinois for processing. If any questions, they can be contacted at 815-229-7711.

The user will get an order confirmation and his or her credit card will be charged when the product ships.



FASTENAL Products Services Resources Locations About Us Careers Keyword: Part Number or X-Ref

Home > Shopping Cart > Check Out

Check Out - Order Review (shopping as MNWIN1525)

Shipping Address

4730 Service Dr
Winona, Minnesota 55967
United States

[Edit](#)

Billing Address

4730 Service Dr
Winona, Minnesota 55967
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: MNWIN - MNWIN1525
1275 Riverview Dr.
Winona, MN 55967
P: (507)454-5361

[Edit](#)

Special Instructions

Special Instructions allows you to enter an Attention Name, PO Number, Job Number and Delivery Date.

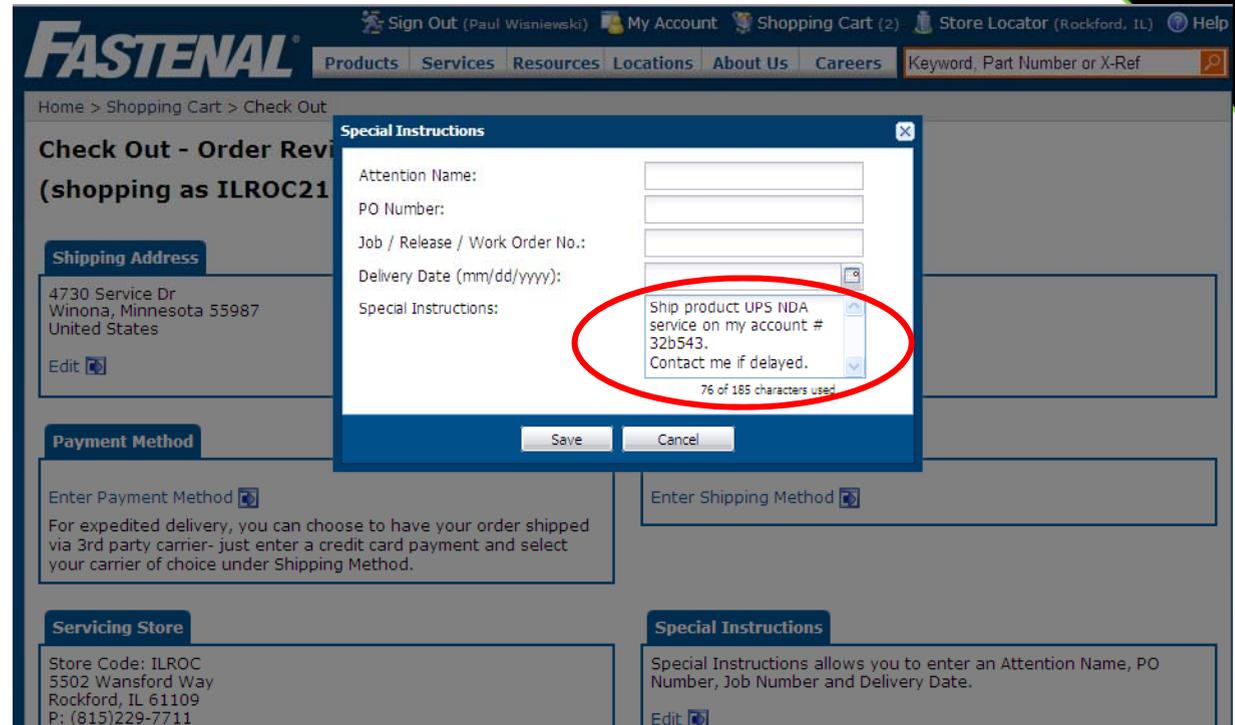
[Edit](#)

| Qty | Description | Qty/Pkg | Ext Qty | Price | Total |
|-----|--|---------|---------|--|--------|
| 1 | 3/8" Zinc Finish USS Flat Washer Made In USA SKU: 0159675 <small>Winona, MN Store: Available in 1-2 days</small> | 1 | 1 | \$0.0728 | \$0.07 |
| | | | | Subtotal: | \$0.07 |
| | | | | Estimated freight cost (Pre-arranged Fastenal Branch Delivery): | \$5.42 |
| | | | | Sales Tax: | \$0.38 |
| | | | | Grand Total (USD): | \$5.87 |

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.

Special Instructions

Use the “Special Instructions” tab for adding special shipping instructions such as “Expedite Delivery” or for providing shipping account information such as “Use UPS Acct# 32B543”.



FASTENAL Sign Out (Paul Wisniewski) My Account Shopping Cart (2) Store Locator (Rockford, IL) 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 ILROC21)

Shipping Address
4730 Service Dr
Winona, Minnesota 55987
United States
Edit

Payment Method
Enter Payment Method
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.

Servicing Store
Store Code: ILROC
5502 Wansford Way
Rockford, IL 61109
P: (815)229-7711

Special Instructions
Attention Name:
PO Number:
Job / Release / Work Order No.:
Delivery Date (mm/dd/yyyy):
Special Instructions: Ship product UPS NDA service on my account # 32b543. Contact me if delayed.
76 of 185 characters used
Save Cancel

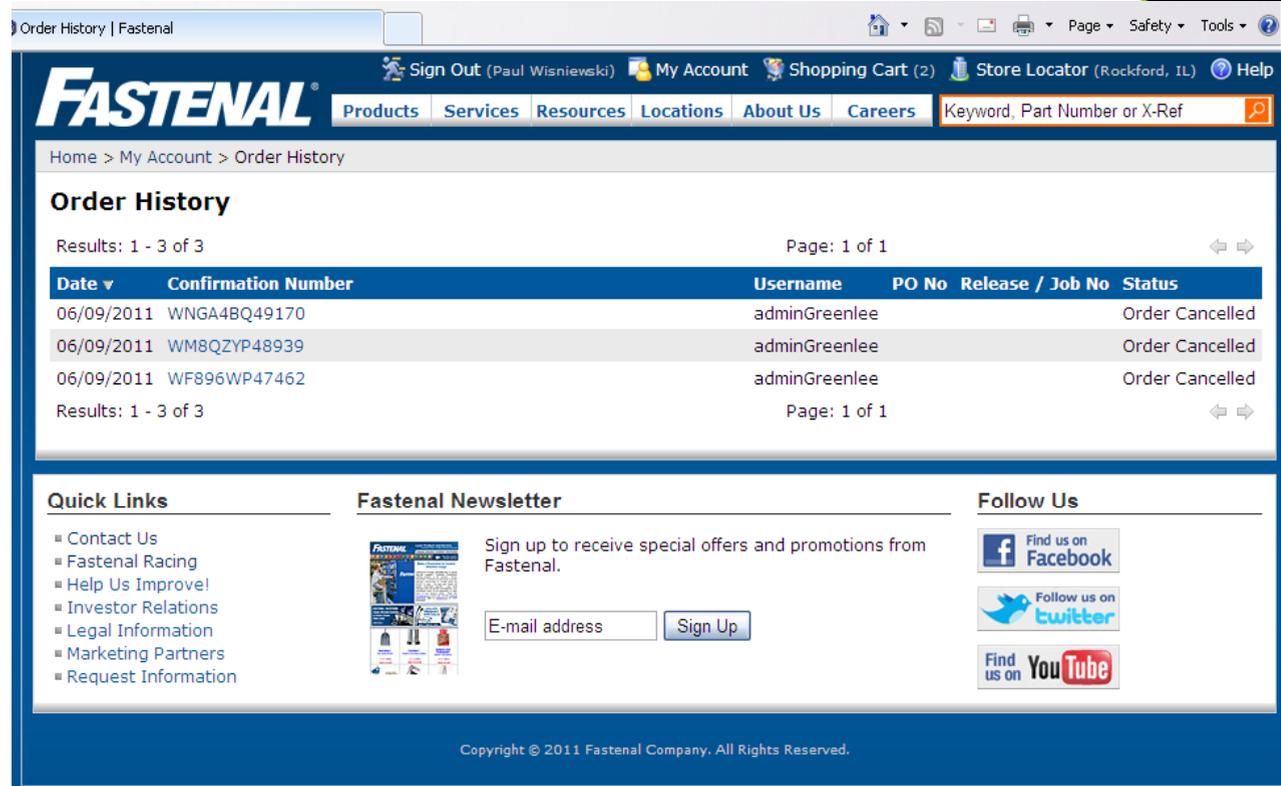
Special Instructions
Special Instructions allows you to enter an Attention Name, PO Number, Job Number and Delivery Date.
Edit

Reordering Product

For reordering parts a user can go to “My Account – Order History” as shown. Any previous orders placed within the last 6 months will be viewable.

Select an order and it will open to show the part details which can then be put back into the shopping cart.

An order template can also be created and accessed for ordering products on a repeat basis.



Order History | Fastenal

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

Home > My Account > Order History

Order History

Results: 1 - 3 of 3 Page: 1 of 1

| Date | Confirmation Number | Username | PO No | Release / Job No | Status |
|------------|---------------------|---------------|-------|------------------|-----------------|
| 06/09/2011 | WNGA4BQ49170 | adminGreenlee | | | Order Cancelled |
| 06/09/2011 | WM8QZYP48939 | adminGreenlee | | | Order Cancelled |
| 06/09/2011 | WF896WP47462 | adminGreenlee | | | Order Cancelled |

Results: 1 - 3 of 3 Page: 1 of 1

Quick Links

- Contact Us
- Fastenal Racing
- Help Us Improve!
- Investor Relations
- Legal Information
- Marketing Partners
- Request Information

Fastenal Newsletter

Sign up to receive special offers and promotions from Fastenal.

E-mail address

Follow Us

Find us on Facebook

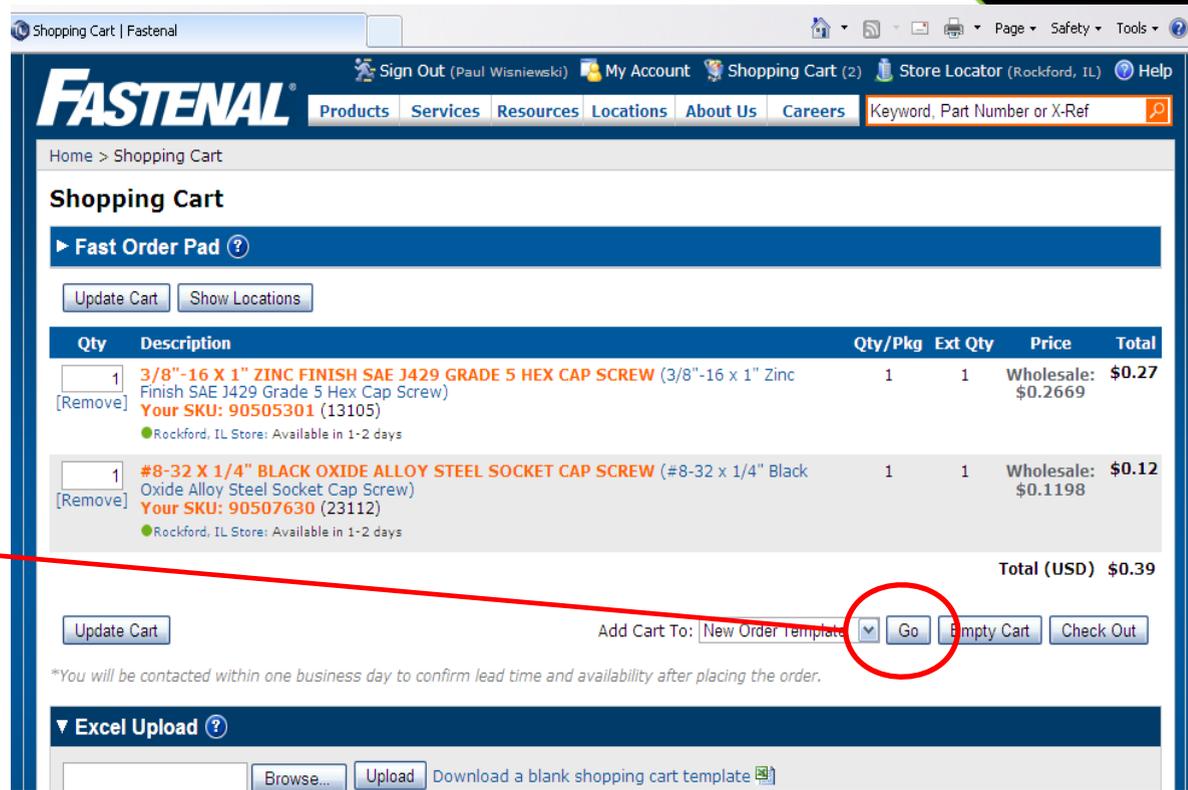
Follow us on twitter

Find us on YouTube

Copyright © 2011 Fastenal Company. All Rights Reserved.

Creating Order Templates

Create an “Order Template” by filling the shopping cart with items you need for a specific application, service kit, etc. At the bottom of the page click on the “Go” button next to the dropdown bar reading “New Order Template.”



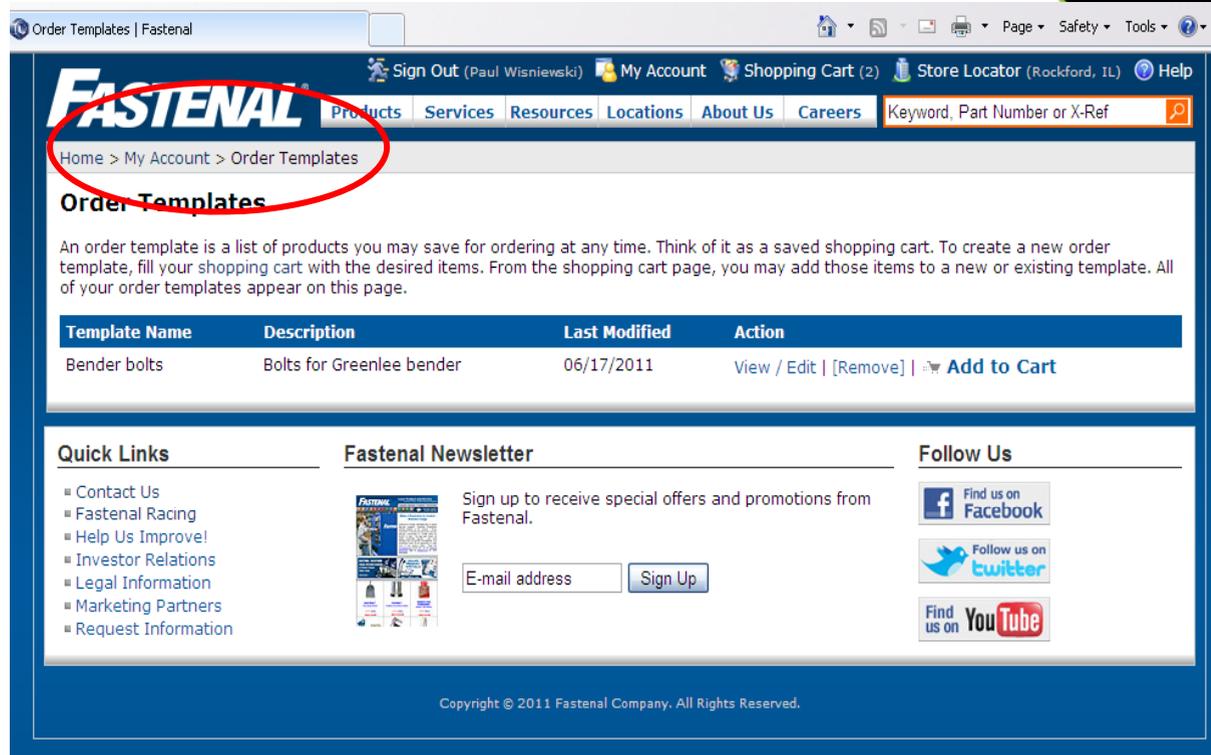
You will be asked to give the “Order Template” a name and description and then it is saved. “Order Templates” can be updated with new items or items can be removed when no longer necessary. They can be accessed from the dropdown bar at the bottom of the “Shopping Cart” page or from the “My Account Page” as shown in the next slide.

Using Order Templates

To access your “Order Template” from the “My Account” page, click on “Order Templates” and you will be able to view them by name and description.

Open the one that you need and make any necessary adjustments, such as quantities, unselect items you may not need at this time, etc. You may then add the order to the shopping cart.

You can add multiple order templates to the shopping cart so you only need to checkout once.



Order Templates | Fastenal

FASTENAL

Home > My Account > Order Templates

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 |
|---------------|---------------------------|---------------|--|
| Bender bolts | Bolts for Greenlee bender | 06/17/2011 | View / Edit [Remove] Add to Cart |

Quick Links

- Contact Us
- Fastenal Racing
- Help Us Improve!
- Investor Relations
- Legal Information
- Marketing Partners
- Request Information

Fastenal Newsletter

Sign up to receive special offers and promotions from Fastenal.

E-mail address

Follow Us

Find us on [Facebook](#)

Follow us on [twitter](#)

Find us on [YouTube](#)

Copyright © 2011 Fastenal Company. All Rights Reserved.

Fastenal Contact Information

Fastenal Contact Information:

815-229-7711 (Phone)

815-229-7712 (Fax)

ilroc@stores.fastenal.com (Email)

www.fastenal.com (Website)

If ordering via the Fastenal website, phone or fax, a customer needs to have the following:

- Greenlee catalog number or 5 million part number
- Greenlee account number

Fastenal Terms

Sales Tax

Applicable state and local tax will be charged on orders, unless Purchaser provides Fastenal with an exemption certificate. Note your tax-exempt status when ordering.

Freight

Unless otherwise stated with the order, Purchaser will pre-pay for any freight costs associated with the delivery of product to its destination. Any extra or additional charges or services rendered in transit or at the destination will be the responsibility of Purchaser. Title and risk of loss will pass to Purchaser upon delivery to the common carrier.

International Orders (Outside United States)

In addition to the forgoing Order terms, Purchaser represents that it is purchasing the products to be exported from the United States and importing them to the country specified in the purchase order. Purchaser agrees that the products will be shipped to that destination in compliance with the laws of such country. No re-export or diversion will occur. Purchaser will be responsible for obtaining and paying for all licenses, permits or similar governmental authorizations necessary for the exportation and importation of the product. All costs associated with exportation and importation of the product, including the selection and use of freight forwarders, will be the sole responsibility of Purchaser. At the time of Order, Purchaser agrees to inform Fastenal of any NAFTA or other certificates of origin or other special documentation, packaging or product marking or labeling, but Fastenal shall not be responsible for providing any such documentation, packaging, marking or labeling, unless expressly agreed by Fastenal.

Fastenal International locations

- Brazil
- Canada
- China
- Czech Republic
- Germany
- Guam
- Hungary
- Italy
- Malaysia
- Mexico
- Netherlands
- Panama
- Puerto Rico
- Singapore
- United Kingdom