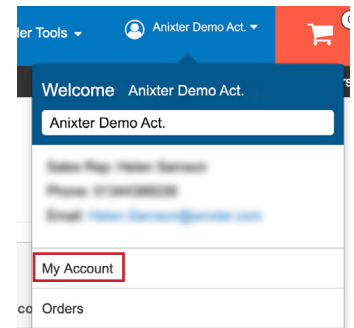
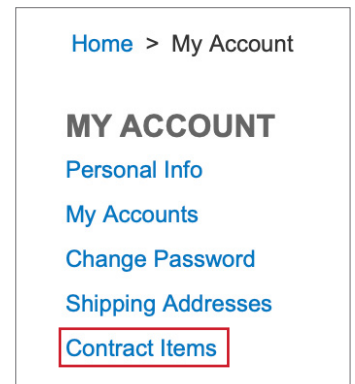


HOW TO GENERATE A GREENLIGHT REPORT ON YOUR ANIXTER ONLINE ACCOUNT

1. Log into your online account by visiting your local country website. Once logged in, click on **“My Account”** from the drop-down navigation



2. Under the **“My Account”** header, click on **“Contract Items”**

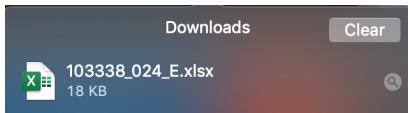


3. Click on **“Green Light”** button



4. Select the account(s), up to a maximum of 5.
Click on **“Run Report for Selected Account(s)”**

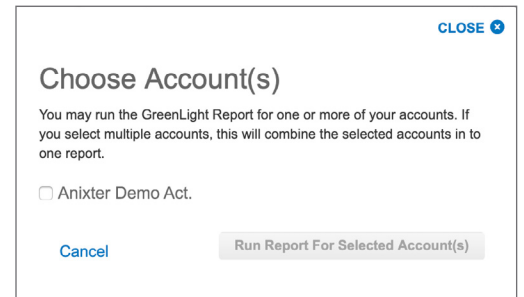
- **IF** the report can generate in 10 seconds, **THEN** it will download right away to your computer.



- **IF** the report takes longer than 10 seconds to generate, **THEN** a yellow banner will be displayed to let you know an email report will be generated upon completion.

[Home](#) > [My Account](#) > [Contract Items](#)

You will receive an email when your report is ready. Once complete, it can be found in the Reports section of the My Downloads page.



5. The report can be found in the **“MY PROJECTS”** header, click on the **“Reports”** link.

