Home Depot PromyWPistriqViv DeqAis GARCHING

/ ORDERING / CHECKOUT PROCEDURE

- 1. Use the **Search** field to enter a keyword(s) to find an item, or to enter the part number if you know **itemas** it is. Or, click the Search All Categories button at the top of the page to browse available
 - Iffythe knager grogoiter Shopthiers > Doulk Quisk the diffuse Vertal / Quitar Quarter cure and retirement sides. Enter the Part Number and Quantity for each item and click when finished.
- 2. From the Item Description page, enter the quantity in the Quantity field and click
- 3. If you need to add other items, continue to add them to your cart.
- 4. When you are ready to return your items to your eSHOP cart, click at the top of the page at any time which will display the items in your cart. If you have a promotional code, enter it in the te(n t) -6.n

Home Depot Pro



Punch-out Catalog Updated 6/6/2024

ADDITIONAL INFORMATION SENT

Suppliers vary in their ability to accept certain information sent electronically from eSHOP. Data entered when creating the Purchase Requisition in eSHOP may not always be accepted by the supplier when they receive the order electronically.

External Notes: No

External Attachments: No

Information in "Ship via" field: No

Delivery Date: No

SHIPPING CHARGES

Free shipping: No

ORDER / SHIPPING CONFIRMATION

Will I receive a confirmation that my order has been received? Yes Will I receive a confirmation that my order has been shipped? No

VIEWING PREVIOUS ORDERS / ORDER STATUS

- Click Shopping > Track my order. Recent orders for the University are displayed by Recent Truck Orders or Recent UPS Orders. To see a specific order, enter your order number in the appropriate box.
- 2. Click the Order No/Details link to view the order details.

ITEM SUBSTITUTIONS

If items cannot be ordered for any reason, Home Depot Pro will NOT provide substitute items as replacements on the order. User must contact Home Depot Pro directly and grant approval for substitute items to be shipped in place of ordered items that cannot be supplied.

CANCELLING AN ORDER

Contact Home Depot Pro Customer Service at 1-888-820-6515.

RETURNS

Contact Home Depot Pro Customer Service at 1-888-820-6515.

SUPPLIER CONTACT INFORMATION

Curtis Pankoke Sales Supervisor Home Depot Pro 6260 Abbott Drive Omaha, NE 68110

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TRANSMISSION METHOD

PO Transmission Method: Electronic

Invoice Transmission Method: Electronic

• Credit Memo Transmission Method: Electronic