WHEN TO USE:

- There is an item or service on HomeDepot.com that isn’t on punchout.
- There is an item or service in a Home Depot store that isn’t on punchout.
- You have a special order created in a Home Depot Store that needs to be processed through your punchout.

INSTRUCTIONS:

1. Call 1-800-292-4208 or Email eprocurement@homedepot.com with the following information:
   - Item Name/Description:
   - Model Number:
   - SKU Number:
   - Quantity:
   - Zip Code:
   - Unique ID:

2. Once you get an email response from the Home Depot Team, login to THD Punchout via Portal.

3. After entering your zip code and choosing a store, navigate to ‘QUOTES’ in the top right-hand section of the banner.

4. Add the Quote to your cart and check as usual.

UNIQUE ID:

Navigate to ‘QUOTES’ in the top banner navigation.

Your Unique ID will be called out on your ‘Quotes’ page.