



ONLY for University of Utah's UShop Users



THD eProcurement | Quote to Cart

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: | • Quantity: |
| • Model Number: | • Zip Code: |
| • SKU Number: | • Unique ID: |

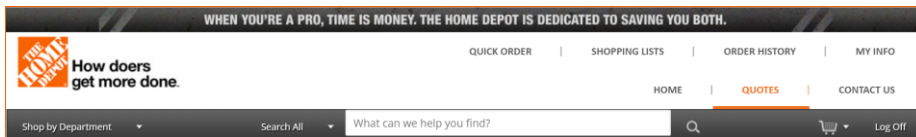
2. Once you get an email response from the Home Depot Team, login to THD Punchout via Portal.

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.

