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 <u>eprocurement@homedepot.com</u> 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.

WHEN YOU'RE A PRO, TIME IS MONEY. THE HOME DEPOT IS DEDICATED TO SAVING YOU BOTH.					
How doers		QUICK ORDER	I	SHOPPING LISTS   ORD	ER HISTORY   MY INFO
get more done.				HOME	QUOTES CONTACT US
Shop by Department 👻	Search All 🛛 👻	What can we help you find?		٩	<b>\</b> <u></u> → Log Off

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





#### INTERNAL USE