Home Depot Card Acquisition Process

SOP Manager: Procurement

General Description

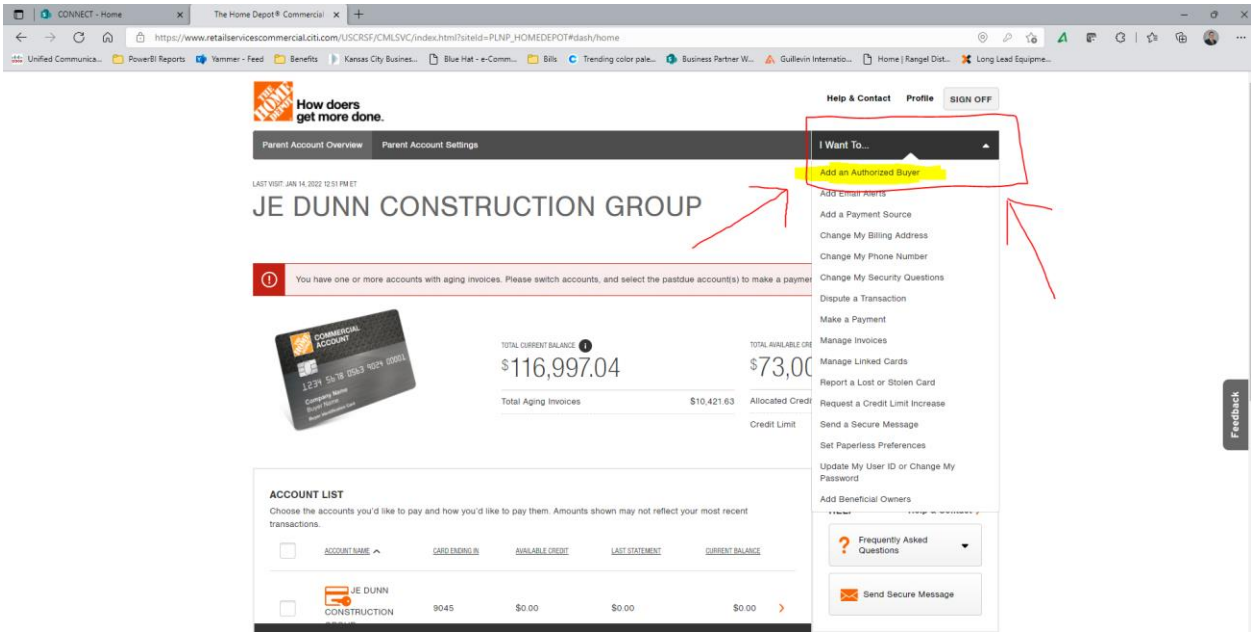
Purpose: To streamline and keep accurate record of all Home Depot cards nationwide.

Who Performs: Procurement Representative, Procurement Specialist, or assigned Procurement Department employee.

Approvals: Senior Operations Manager

Process: Ordering a new card / setting up new authorized buyer

1. Card holder or PM needs to fill out order form: Home Depot / Lowe's CC Order Form
2. Form is returned to Procurement Department, via email
3. Once received, open Home Depot retail services website: The Home Depot® Commercial Account: Sign On (citi.com)
4. Log In
    a. User: jmata4932
    b. Pass: trompuda64
5. In top right, select "I Want To…" dropdown, select "Add an Authorized Buyer"



6. Complete Add Authorized Buyers form with information provided by card holder or PM.
    a. First Name
    b. Last Name
    c. Date of Birth (card holder)
    d. *Click "Issue Authorized Buyer(s) a Card

   e. *Click certification of information & populate your first and last name,
   f. Review all information
7. Submit – select "Add Authorized Buyers"
8. Log card holder information in the Home Depot-Lowes Users spreadsheet.
   a. NOTE: information should be logged in the correct tab, by REGION.
9. Copy below message and notify card holder and requesting PM that CC has been ordered, via email.

Your requested card or cards have been ordered. Once they arrive (7-10 working days) you will receive tracking on the requested shipment address you provided.

Key Points To Remember When using your Home Depot/Lowes Cards

Cards are employee specific so they can be used for all projects
Job Number will be used for all transactions (Job Number is your PO#)
No need to turn in your receipts to AP although you may want to keep for your records

You can not loan your card to another JE Dunn employee for Use

Types of Purchases

Items NOT carried by logistics
NO Tools or Equipment (needs approval)
For Large amounts of materials please contact your local Purchasing Department

Checking Out/Purchased Items

All items should be taken to the Pro Desk or a Cashier, not a Self-Help register.
Buyers will have to produce photo IDs for all purchases***
No online purchases-No Phone Orders

Lost/Stolen/Change of Employment

Contact doug.perico@jedunn.com immediately for card cancellation
816-581-3600 or Cell 785-727-5541

Should you encounter problems with a purchase Contact doug.perico@jedunn.com immediately
816-581-3600 or Cell 785-727-5541

Card Administrator-Doug Perico 785-727-5541

Notes:

- ETA on cards is 7-10 working days
- Parent account ends in 9045, but all cards are ordered to **JE Dunn account 8250**

- If card is reported stolen or lost, immediately call 1-800-494-1946
- Citi Customer Support: Anissa Spivey
    - Anissa.spivey@citi.com
    - 800-494-1946
    - Cards can be ordered through Anissa if the website is not available
    - In that situation provide her:
        - First Name
        - Last Name
        - Date of Birth
        - Account Number: 6035322650568250
        - (If asked) other sequirity questions:
            - Zip code of the card: 64106
            - Address where cards are mailed: 240 S. 65th St
            - Account Passcode: 847
- Home Deport Customer Support: George Neal
    - George_R_Neal@homedepot.com
    - 816-461-9583