

## / ORDERING / CHECKOUT PROCEDURE

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1. Use the **Search** field to enter a keyword(s) to find an item, or to enter the part number if you know it. Or, click the Search All Categories button at the top of the page to browse available items.
  - If you are going to **Shopping > Bulk Quick Add** click **Quick Add** at the top of the page. Enter the Part Number and Quantity for each item and click **Quick Add** 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 **X** 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 text field.



## ADDITIONAL INFORMATION SENT

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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

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Free shipping: No

## ORDER / SHIPPING CONFIRMATION

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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

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1. 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

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If items cannot be ordered for any reason, Home Depot Pro will NOT provide substitute items as replacementTd [(r)-6.6 (ebn )11.3 (D-6.6 (Td [(r) ( or)-6 (de)10.5 or)-6 ee)10.5 To.

# Home Depot Pro

*Punch-out Catalog*



*Updated 6/6/2024*

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## TRANSMISSION METHOD

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- PO Transmission Method: Electronic
- Invoice Transmission Method: Electronic
- Credit Memo Transmission Method: Electronic