

## Blanket Orders

Once the Purchasing Department has faxed your processed Blanket Purchase Order to the local Home Depot Pro Desk (Marina Del Rey), a master authorized user list will be maintained between SMC's Purchasing Department and the Home Depot/Citi Credit Account Manager.

- SMC departments with blanket orders must email any changes in Authorized Users to the Purchasing Department Buyer for that PO.
- The Buyer will email the Home Depot/Citi Account Manager to update our master list.
- Blanket PO's must contain the names of current authorized users.

To pick-up items at the in-store Pro Desk, whether against a blanket PO or a standard PO:

- The person's name must be on the master authorized user list through Home Depot/Citi Credit Account Manager
- They must provide a copy of the purchase order showing their name
- A photo id must be presented

## Standard Purchase Orders

1. Standard PO's must contain a contact name for delivery (if delivery was pre-arranged) or for pick-up
  - If the name of the person picking up the order is not on the master authorized user list, it *must* be added by the Purchasing Department before the order can be picked up.

A Purchase Card is *not* required.