

# SUPPLIER HUB TRAINING GUIDE FOR NEW SUPPLIERS

Supplier Hub



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## Overview

### Introduction

The Home Depot is committed to strengthening the relationship with our suppliers and one of the ways we do that is with Supplier Hub. Supplier Hub is Home Depot's supplier portal that is used by supplier to:

- Access important Home Depot information (i.e. Supplier Reference Guide)
- Access Applications/Reports used to do business with THD (i.e. TMS, IDM)
- Manage supplier contact information
- Communicate with THD through Alerts/Tasks

Supplier Hub is important as it serves as a "one-stop-shop" for our supplier to conduct business with The Home Depot. Suppliers that do not access Supplier Hub on a regular basis are at risk to miss the following:

- Ability to review training documentation, reference materials and other important information that will help suppliers conduct business with The Home Depot
- Ability to utilize applications and reports that are essential to doing business with The Home Depot.
- Notifications (alerts/tasks) that provide important information that associates want to communicate to suppliers.
- Ability to update supplier contact information which could result in The Home Depot store or corporate associates not having the ability to contact the appropriate supplier contacts

It's important that suppliers utilize Supplier Hub regularly as documentation and communications are updated frequently.

### User Account Setup:

At least one guardian user account must be setup with access to Supplier Hub from your company. This normally happens automatically through the SBA process. In the event that this does not automatically happen, e-mail [homedepotlink@homedepot.com](mailto:homedepotlink@homedepot.com) and request that an account be setup. This must occur no later than 30 days from the SBA completion date.

**If your company already has a Supplier Hub account, reach out to your company's Partner Guardian to create a Supplier Hub user account for you.**

### Guardian Responsibilities:

Guardians are Supplier Hub users that have responsibility for the Supplier Hub account.

- Creating Supplier Hub User accounts for users at their company who need access to Supplier Hub.
- Assign application and/or report access for those users.
- Maintain supplier contact information.



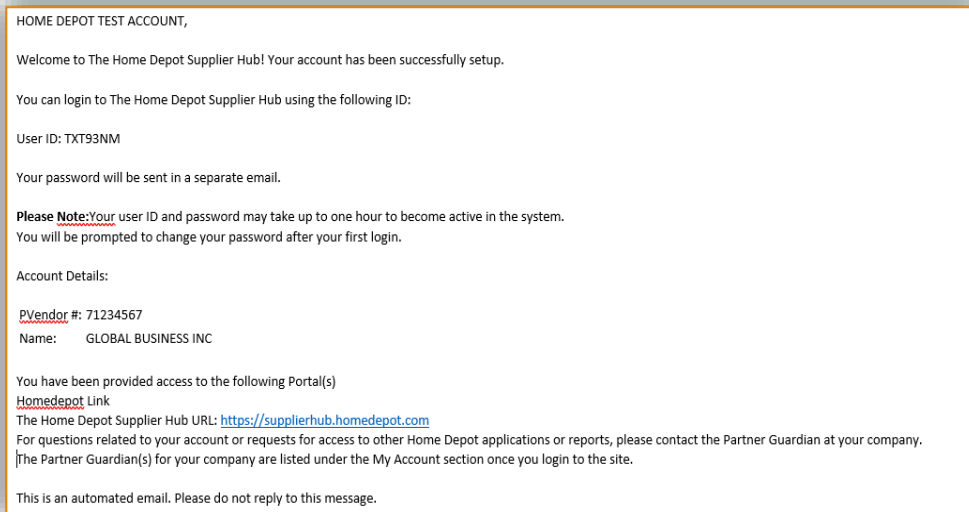
## First Time Login

### Logging In for the First Time

As a part of the automated SBA process, suppliers are asked to provide information for a guardian. Once the SBA process is complete and the supplier receives a vendor number, the guardian will receive an e-mail that contains their Supplier Hub user credentials. Follow the below steps to successfully log into the site:

Step 1: Open the system generated e-mails that contains your Home Depot Supplier Hub user credentials

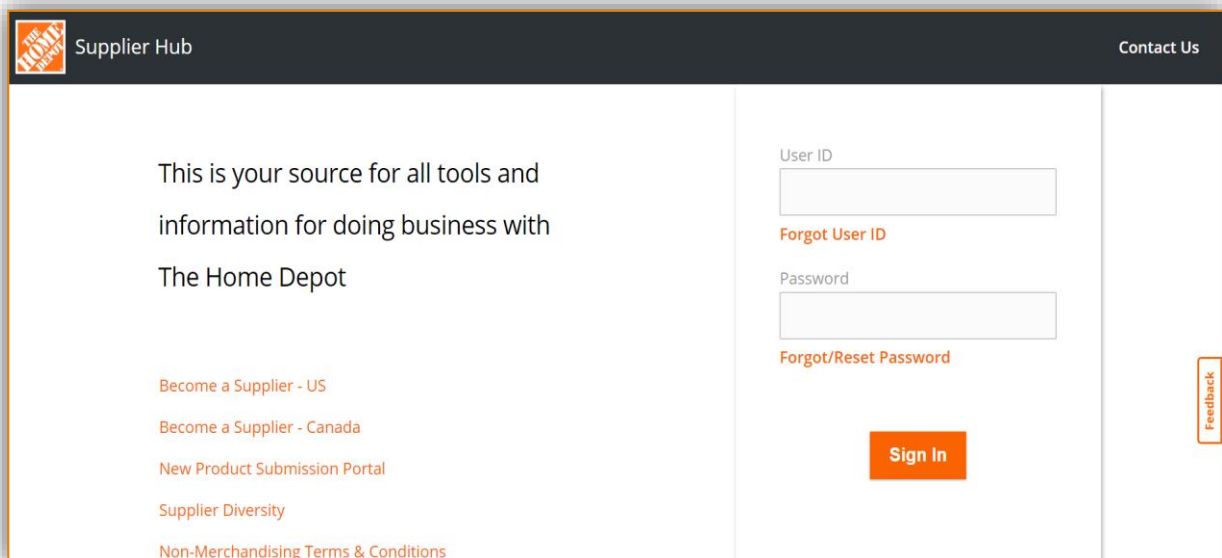
**Note:** You will receive temporary password in a separate email



Step 2: Click on the Home Depot Supplier Hub URL

Step 3: Once you are on the login page, **SAVE THIS PAGE AS A FAVORITE**. This is the page you will need to come to first in order to log into Supplier Hub

Step 4: Input your HD Supplier Hub login credentials you received from the e-mail



Step 5: You will then be prompted to create a new password. Once the password change is successful, you will be asked to read and accept the Terms & Conditions

Please create a new password.

Password Requirements:  
Must be at least 9 characters  
Must contain 3 of the following:  
— Uppercase Letter  
— Lowercase Letter  
— Number  
— Special Character  
Cannot be one of your previous four (4) passwords

Current Password Temporary password from initial e-mail

New Password Created by you. Make sure your password adheres to the above password requirements

Confirm New Password

Save

Step 6: Read the “Terms and Conditions,” scroll down and accept by clicking “I agree to Home Depot’s Terms and Conditions”

**Note** – You must accept the Terms and Conditions in order to access the site

Supplier Hub Tools Resources Account Support Logout

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## Welcome!

Please read through the Terms and Conditions and select I agree to Continue.

Home Depot Supplier Hub Terms and Conditions Home Depot Product Authority, LLC and its affiliates (“Home Depot”), from time to time in its sole discretion may elect to grant Supplier limited, non-transferable access to the Home Depot Supplier Hub website (the “Website”) and certain proprietary computer systems and technologies (“Computer Systems”). The Website and the Computer Systems are collectively referred to as the (“Systems”). In order to receive such access, Supplier agrees to abide by these Home Depot Supplier Hub Terms and Conditions and those terms and conditions of any applicable Vendor Buying Agreement, Supplier Buying Agreement or other agreement between Supplier and Home Depot (collectively, the “Agreements”). All Supplier obligations under these Terms and Conditions are in addition to, and not in limitations of, any obligations contained in the other Agreements. In the event of conflict or ambiguity between these Terms and Conditions and any of the other Agreements, the other Agreements

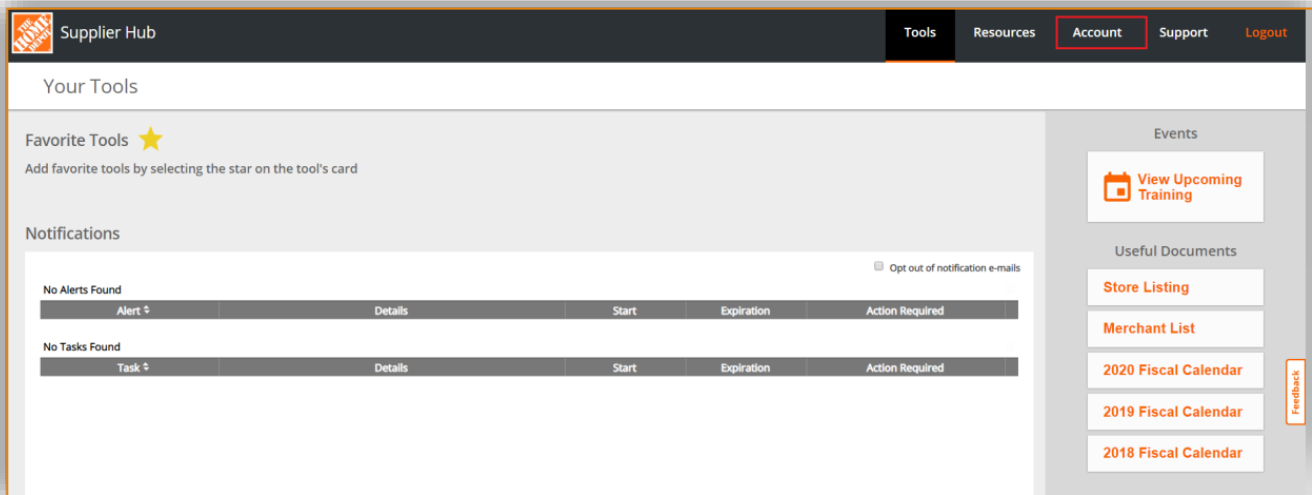
I agree to Home Depot's Terms and Conditions.

Next

Feedback



Step 7: Review the information on the “My Account” page and contact your Partner Guardian to update your account information.



#### Note:

Users that do not access Supplier Hub for 90 days **will be deactivated**. Deactivated user accounts will not have access to Supplier Hub and will need to contact their guardian for assistance.

## Support

For additional training documentation regarding navigating Supplier Hub, please log into the site and visit the **Resources** page.

All support related questions should be sent to [homedepotlink@homedepot.com](mailto:homedepotlink@homedepot.com)

