

**THE HOME DEPOT, INC.
INSURANCE APPROVAL REQUEST FORM**

Dept.	Supplier Number
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Supplier Name: _____ Supplier Contact Name: _____
Supplier Telephone: _____ Supplier Fax: _____ Supplier Email: _____
Agent/Broker: _____ Agent/Broker Contact Name: _____
Agent/Broker Telephone: _____ Agent/Broker Fax: _____ Agent/Broker Email: _____
THD Merch Contact: _____ THD Merch Tel.: _____

Select vendor type (choose one from column A and column B)

A:

Domestic (U.S./Puerto Rico/H.D.V.I.) Supplier

Import Vendor

Out for Repair (OFR)

B:

New Vendor

Existing Vendor

Other _____

If existing vendor provide Pay To vendor number _____

If existing vendor provide Pay to Vendor Name: _____

Home Depot Required Limit
(As determined from the Home Depot Insurance Requirements Chart)

\$ _____

Product Description _____

Supplier Instructions:

1. Please fill in all supplier information required above.
2. Review the attached chart and find the product type your company is providing to determine the required per occurrence and aggregate limits (2nd column). Enter this value into the box above.
3. Provide this form to your agent/broker and request that they send a certificate of insurance that meets the requirements listed below.

Agent Instructions:

The Home Depot's Supplier Insurance Requirements

1. Requirements must be completed in full to be submitted for approval.
2. All insurance must be written by a U.S. insurance company which is rated in the most recent edition of Best's Key Rating Guide (Property-Casualty International edition) as A-VIII or better.
3. Supplier must provide a current Certificate of Insurance with the agent's signature.
4. The insured's name and address must be the same as the company executing the Supplier Buying Agreement (SBA). The same applies if a third party handles receivables.
5. Supplier must have a certificate of insurance that meets the following requirements:
 - a. Commercial general liability insurance on an occurrence basis with per occurrence and general aggregate limits of not less than the amount indicated in the box above.
 - b. Products completed operations insurance on an occurrence basis with per occurrence and general aggregate limits of not less than the amount indicated in the box above.
 - c. A certificate that reflects a 30 days notice of cancellation.
 - d. An insurance policy that provides for filing of claims in the United States and for payment of claims in U.S.currency.
 - e. An insurance policy that permits legal service of process in the U.S. and U.S. law must apply to claims.
 - f. "The Home Depot, Inc., its affiliates and subsidiaries", must be named as an additional insured.
 - g. Certificate Holder should read: "The Home Depot, Inc., its affiliates and subsidiaries"

Attn: Supplier Insurance
P.O. Box 12010-HD
Hemet, CA, 92546-8010.

Request your insurance agent/broker either email or fax the Certificate of Insurance and this completed form to the address or fax number below. To avoid a delay in the issuance of your insurance approval number, make sure to send in both of these documents together.

Fax number: (770) 325-0422

Domestic Supplier Email: HomeDepot@ebix.com

Import Supplier Email: HomeDepotImport@ebix.com

After sending in your insurance information via email or fax, do not also send us the certificate by mail.

Next steps if approved:

An approval form with an approval number will be returned to Supplier. This number will be required to complete your supplier onboarding process and confirms compliance with insurance requirements. If not approved, a detailed list of the deficiencies will be returned to Supplier. It should be noted that delays in this process may disqualify the Supplier from this sourcing event. In the event that the COI is not in compliance with The Home Depot's requirements, a revised certificate and the original deficiency notice should be sent back to The Home Depot.

Any questions regarding The Home Depot's requirements or clarification of deficiency notices should be referred to The Home Depot at (951)-766-2210

Insurance Coverage Option for Import Suppliers Only

If you are an import supplier and are having difficulty meeting the Home Depot's insurance requirements or wish to have an alternative, you may contact Marsh by e-mail (preferred method) at import.vendors@marsh.com, by telephone at 1-404-995-3174, by fax at 1-404-995-3175, or by mail at: Home Depot Foreign Vendors Program, Marsh USA Inc., 3560 Lenox Road Atlanta, GA 30326.

This program is designed to meet the needs of Home Depot suppliers that do not have access to the U.S./Canadian insurance market. If your company has a US or Canadian registered company, you are not eligible and should arrange coverage via a US/Canadian insurance agent. Coverage excludes shipments to Mexico. Coverage applies only to products sold in the United States and Canada.



**SUPPLIER BUYING AGREEMENT
HOME DEPOT INSURANCE REQUIREMENTS CHART**

Home Depot Insurance Category	Home Depot per Occurrence and Aggregate Limit Requirement	Home Depot Department	Home Depot Class/Product Descriptions
I	\$2,000,000	21-Lumber 22-Building Materials 23-Flooring 24-Paint 25-Hardware 26-Plumbing 27-Electrical and Lighting 28-Seasonal/Garden 29-Kitchen and Bath 30-Millwork 59-Blinds and Wallpaper Out For Repair (OFR)	All Product Classes Siding, Ventilation, Concrete, Gypsum, Metal Products, Fencing All Product Classes All Product Classes <u>except</u> Power Equipment, Pump Sprayers, Pressure Washers, Chemicals (without volatile compounds) All Product Classes <u>except:</u> Generators, Power Tools, Fastening Tools, Rope, Chains, Tie-downs, Padlocks, Locks, Truck/Tractor Parts, Batteries, Fire Extinguishers, Garage Door Openers, Trailers/Wheeled Implements, Power Tool Accessories, Deck and Drywall Screw Guns, Locks and Knives Housewares, products not involving water flow (i.e. plungers) Switch Plate Covers (non-electrical) and Similar Type Products with no electrical current flowing through Refuse Containers, Trash Bags, Planters, Hose, Decorative Holiday(non-electrical), Cookware, Apparel, Storage Buildings, Landscape Fencing, Seed/Bulbs, Pool Accessories, Animal Care (Non-Ingestible), Glue Traps (with no chemicals/or poisons), Watering, Live Goods, Cleaning Accessories (Brooms, Mops, Sponges, etc.), Tools (Rakes, Shovels, etc.) Kitchen Cabinets, Kitchen Sinks, Vanities, Bath Fixtures Windows, Doors, Mouldings, Glass, Millwork Specialties All Product Classes All Out For Repair (OFR) Vendors
II	\$4,000,000	21-Lumber 22-Building Materials 23-Flooring 24-Paint 25-Hardware 26-Plumbing 27-Electrical and Lighting 28-Seasonal/Garden 29-Kitchen and Bath 30-Millwork 59-Blinds and Wallpaper	None Insulation, Roofing None Pump Sprayers Power Tool Accessories, Deck and Drywall Screw Guns, Knives None None Resin/Extruded Aluminum Furniture, Outdoor Furniture, Other Agricultural Products, Patio/Hearth, Landscape Accessories None None None
III	\$8,000,000	21-Lumber 22-Building Materials 23-Flooring 24-Paint 25-Hardware 26-Plumbing 27-Electrical and Lighting 28-Seasonal/Garden 29-Kitchen and Bath 30-Millwork 59-Blinds and Wallpaper	None None None Power Equipment, Pressure Washers, Chemicals (with volatile compounds) Generators, Power Tools, Fastening Tools, Rope, Chains, Tie-downs, Padlocks, Locks, Truck/Tractor Parts, Batteries, Fire Extinguishers, Garage Door Openers, Trailers/Wheeled Implements Pipes and Fittings, Faucets, Pumps and Irrigation Systems, Water Heaters All Product Classes Fertilizers, Cleaners, Pesticides, Chemical Products, Power Equipment (Lawnmowers), Grills, Decorative Lighting, Appliances, Pellet Stoves, Fireplaces, Firepits, Fireplace Accessories, Oils/Fluids, Grease, Tires, Wheelbarrows, Grills, Grill Accessories, Power Equipment, Fountains, Statuary, Concrete Edging, Pavers and Accessories, Garden Wall Block, Step Stones, All Foods/Drinks, Pet Care (Ingestible) Appliances(major/small), Disposers, Hot Water Dispensers, Light Bars, Whirlpools, Outdoor Spas, Tub & Shower Doors Skylights None
IV	\$20,000,000	21-Lumber 22-Building Materials 23-Flooring 24-Paint 25-Hardware 26-Plumbing 27-Electrical and Lighting 28-Seasonal/Garden 29-Kitchen and Bath 30-Millwork 59-Blinds and Wallpaper	None Ladders, Scaffolding None None None None None None None None None