HD Supply

Updated November 13, 2026

Account Numbers – UNL: 18902909 UNO:18902887 UNMC: 18895915 UNK:18895913

SEARCHING / ORDERING / CHECKOUT PROCEDURE

1. Use the **Search** field to enter a keyword(s) to find an item, or to enter the part number if known. Or click the Search All Categories button at the top of the page to browse available items.
    a. If the item number is known, use the *Quick Add/Quick Quote* area on the left side of the page or go to **Shopping> Bulk Quick Add** to add a large amount of part numbers. Enter the Part Number and Quantity for each item and click *Add to Cart* when finished.
2. From the Item Description page, enter the quantity in the **Quantity** field and click *Add to Cart*.
3. If needed, continue to add other items to the cart.
4. When ready to return the items to the Ariba cart, click My Cart at the top of the page at any time which will display the items in the cart. If a promotional code is available, enter it in the **Do you have a promotional code?** box and click the circular arrow. Review the items, make any necessary changes and click *Check Out Now* from the cart.
5. The item(s) have been added to the active cart in Ariba. To delete items or change the quantity, delete the cart in Ariba and return to the HD Supply punch-out site to start over. To add additional items, return to the HD Supply punch-out site and bring additional items in that way.

RETRIEVE QUOTES

Quotes cannot be retrieved on the HD Supply punch-out site. Fill out a Non-Catalog Order form and attach the quote there.

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When checking out the cart in Ariba, be sure to enter the quote number in the Quote Number field by following the steps below:

- Click **Proceed to Checkout**.
- Click the **Requisition** tab and the **Summary** tab.
- Click the button in the **General** section.
- Enter the quote number in the **Quote Number** field and click **Save**.

CREATING / ACCESSING FAVORITES

1. When viewing an item, click *Add to Favorites*. Add the items to an existing Favorites List or create a new one.
2. Click **Shopping > Favorites List** at the top of the page at any time to access the **Favorites List Management** page. From here create new lists and manage existing lists.

ADDITIONAL INFORMATION SENT

Suppliers vary in their ability to accept certain information sent electronically from Ariba. Data entered when creating the Purchase Requisition in Ariba may not always be accepted by the supplier when the order is received electronically.

- External Notes: No
- External Attachments: No
- Information in “Ship via” field: No
- Delivery Date: No

SHIPPING CHARGES

Free shipping: No

ORDER / SHIPPING CONFIRMATION

Will an email confirmation be sent that the order has been received? **Yes**

Will an email confirmation be sent that the order has been shipped? **No**

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VIEWING PREVIOUS ORDERS / ORDER STATUS

1. Click **Shopping > Track my order**. Recent orders for the University are displayed by **Recent Truck Order**s or **Recent UPS Orders**. To see a specific order, enter the order number in the appropriate box.
2. Click the **Order No/Details** link to view the order details.

ITEM SUBSTITUTIONS

If items cannot be ordered for any reason, HD Supply will ***not*** provide substitute items as replacements on the order. User must contact HD Supply directly and grant approval for substitute items to be shipped in place of ordered items that cannot be supplied.

CANCELLING AN ORDER

Contact HD Supply Customer Service at 1-800-431-3000.

RETURNS

Contact HD Supply Customer Service at 1-800-431-3000.

SUPPLIER CONTACT INFORMATION

Jessica Joyce

Sales Supervisor HD Supply

6260 Abbott Drive Omaha, NE 6811 0

Mobile: 402-517-7197 | jessica.joyce@hdsupply.com | www.hdsupplysolutions.com

TRANSMISSION METHOD

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

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