IMPORTANT NOTICE

EFFECTIVE NOVEMBER 20, 2018 PURCHASE CARDS (PCARDS) ARE THE ONLY ACCEPTABLE METHOD OF PAYMENT FOR THIS CONTRACT.

THE STATE OF ARKANSAS WILL NO LONGER UTILIZE PURCHASE ORDERS (POs) WHEN MAKING PURCHASES AT HOME DEPOT. THE STATE OF ARKANSAS WILL ONLY USE STATE ISSUED P-CARDS FOR PURCHASING EITHER IN-STORE OR ON-LINE.

Step 1: Sign Up by visiting www.homedepot.com/proloyalty

Step 2: Create an Account by clicking on the “Sign up for Pro Xtra” button.

Step 3: Enter Email Address and click the “Continue” button.

Step 4: Create Pro Xtra Account by completing the required information and clicking the “Sign Up” button.

Step 5: Complete Registration by clicking the “Get Started” button to register your State Issued P-Card.

Step 6: Register your P-Card by entering your P-Card number.

Step 7: Add Agreement Code and Tax ID #: The Agreement Code is “USC”.

Step 8: All P-Cards must be registered as stated in Step 5, 6 and 7 above to receive any applicable rebates. Agency P-Cards used at Home Depot must be registered.

Step 9: Need Help? If at any time you need help or have questions, please call the Home Depot Representative for Arkansas, Heath Thomas.

      Office #: 501-548-3410
      Cell #: 501-358-2820
      Email: heath_a_thomas@homedepot.com or stateofarkansas@homedepot.com

Once you have your P-Card registered with the Home Depot, you may make purchases either in-store or on-line
THE HOME DEPOT CONTRACT

#16154 U.S. COMMUNITIES
ARKANSAS STATE AGENCY USER INSTRUCTIONS

The following are NOT to be purchased through Home Depot due to mandatory State contracts:

- Air Conditioners
- Heat Pumps

Any reference to Net30 Accounts or the use of Purchase Orders on any Home Depot/U.S. Communities contract literature or website does not apply to the State of Arkansas. The State of Arkansas only allows the use of P-Cards for purchases made under this contract.

Other Contact Information:

Director of Governmental Strategic Accounts – Scott Matthews
scott_matthews@homedepot.com or (770)384-3772

Government Contracts Manager – Richard Nyberg Richard_nyberg@homedepot.com or (770)384-3772

Arkansas Office of State Procurement – Chris Reynolds chris.reynolds@dfa.arkansas.gov or (501)683-6636