

# THE HOME DEPOT CONTRACT

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

## 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](http://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](mailto:heath_a_thomas@homedepot.com) or [stateofarkansas@homedepot.com](mailto:stateofarkansas@homedepot.com)

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

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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](mailto:scott_matthews@homedepot.com) or (770)384-3772

Government Contracts Manager – Richard Nyberg [Richard\\_nyberg@homedepot.com](mailto:Richard_nyberg@homedepot.com) or (770)  
384-3772

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

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