

## THD Special Order Store Directions

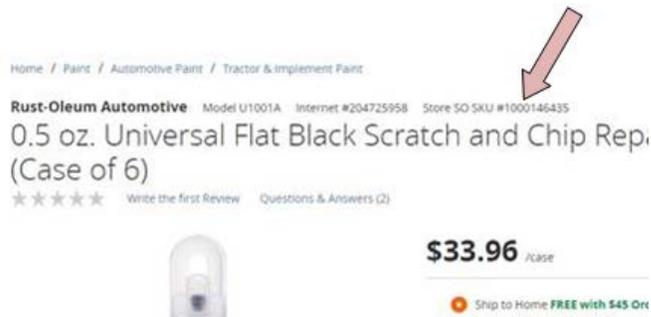
**\*\*All THD SOs must be quoted and ordered by the CASE ONLY\*\***

### A. THD Special Orders using the E-Catalog:

1. A store associate can search for an item by Group SKU, category, model number, UPC, vendor, or, if they know it, the SKU assigned to a particular item.

- The store associate or the customer might use homedepot.com to get some of this information but not always.

\*\*For the items that are on-line and are also in eCat, a “Store SO SKU” field will be populated on hd.com (please see below). This is the specific SKU in eCat that the store associate can use to order the item.



2. Once they have done their search in ESVS (the store ordering system) or on HD.com and have selected the item they're looking for, the associate will enter the quantity and add to their cart. They can do orders with multiple products and/or multiple vendors.
3. The system will parse out which products belong to which supplier and will transmit a PO to you (RO) through EDI.

### B. THD Special Orders for SKUs not on the E-Catalog:

There may be occasions where the store is looking for something not in the Ecatalog. When this occurs, they have the option of doing a “**Not In Catalog**” (NIC) order.

The process is the same, except that they would hit the NIC button which would open up a manual ordering screen. The **NIC SKU is 1002154226**. This button is located in the bottom right corner of the window.

The screen will still have Rust-Oleum's information on it but the store will have to manually enter the Model Number and price for the item. At that point, it is the same process, where the PO will be created and sent over through EDI. The only difference is that the SKU assigned would be the **NIC SKU 1002154226** (AKA the Special Order SKU) but will still have your Model# on it, like we've seen. There is one NIC SKU for each Group SKU that you have.