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: [ ] Canadian Domestic Supplier  [ ] New Vendor
[ ] Canadian Import Vendor  [ ] Existing Vendor
[ ] Out for Repair (OFR)  [ ] Other ____________

If existing vendor provide Pay To vendor number __________________________ If existing vendor provide Pay To vendor name __________________________

Home Depot Assigned Occurrence and Aggregate 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. or Canadian 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. 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.
4. 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 Canada and for payment of claims in Canadian or U.S.currency.
   e. An insurance policy that permits legal service of process in Canada and Canadian law must apply to claims.
   f. Home Depot of Canada, Inc., its affiliates and subsidiaries, must be named as an additional insured.
   g. Certificate Holder should read: "Home Depot of Canada, Inc., its affiliates and subsidiaries"
   Attn: Supplier Insurance
   P.O. Box 12010-HD
   Hemet, CA, 92546-8010.

Request that the agent/broker email or fax the Certificate of Insurance and this completed form to the address or fax number below:
Fax number (770) 325-0422
Canadian Supplier Email: homedepotcanadian@ebix.com

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 and the agent/broker. 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 1-404-995-3173, or by mail at: Home Depot Foreign Vendors Program, Marsh USA Inc., 3560 Lenox Road Atlanta, GA 30326.