



**US/PUERTO RICO/ H.D.V.I.
SUPPLIER BUYING AGREEMENT
INSURANCE APPROVAL REQUEST FORM**

Dept.	Supplier Number
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Supplier Instructions

1. Provide your agent/broker with this form which lists the insurance requirements for The Home Depot Supplier.
2. Provide your agent/broker with the chart entitled Home Depot Insurance Requirements.
3. Request that your agent/broker prepare a Certificate of Insurance which meets these requirements:

The Home Depot's Supplier Insurance Requirements

All insurance must be written by a U.S. insurance company which is rated in the most recent edition of Best's Key Rating Guide (Property-Casualty edition) as A-VIII or better. The insurance policy must provide for filing of claims in the United States and for payment of claims in U.S. currency. The insurance must also permit legal service of process in the U.S. and U.S. law must apply to claims.

Coverage Requirements

Supplier must provide a current Certificate of Insurance with the agent's signature. 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. Supplier must have general liability insurance on an occurrence basis with a general aggregate limit of not less than the US dollar amounts specified on the Home Depot Insurance Requirements chart, a products-completed operations aggregate limit of not less than the US dollar amount specified on the attached Subclass, and a per occurrence limit of no less than the amounts specified on the Home Depot Insurance Requirements chart. Any exceptions to this must be approved through The Home Depot's Risk Management Department. The Home Depot must be an additional insured under a broad form suppliers endorsement (ISO form number CG 20 15 11 88). Supplier's insurance must be primary coverage. The Certificate must reflect a 30 days notice of cancellation. Certificate Holder should read: Home Depot, U.S.A., Inc., its affiliates and subsidiaries, Attn: Supplier Insurance, P.O. Box 12010-HD, Hemet, CA, 92546-8010.

4. **Request that the agent/broker fax the Certificate of Insurance and this completed form to the fax number below.**
The Certificate will be reviewed for compliance with The Home Depot's insurance requirements. If approved, an approval form with an approval number will be returned to Supplier. This form must accompany all other required forms when submitting the Supplier Buying Agreement. If not approved, a detailed list of the deficiencies will be returned to Supplier and the agent/broker. A revised Certificate and the original deficiency notice should be faxed back to The Home Depot. This process should be repeated until an approval notice is received.

Any questions regarding The Home Depot's requirements or clarification of deficiency notices should be referred to The Home Depot at (909) 766-2210.

Home Depot Assigned Occurrence and Aggregate Limit Requirement

Fax to: The Home Depot
 Fax Number: (909) 766-2299
 Date: _____

***** Special Note *****
The Named Insured listed on the Certificate of Insurance and the Proposed Supplier Name listed below must be the same as that of the company executing the Supplier Buying Agreement

From Agent/Broker: _____ Contact Name: _____
 Telephone: _____ Fax Number: _____
 Proposed Vendor Name: _____ Vendor Contact Name: _____
 Telephone: _____ Fax Number: _____

Attached is a Certificate of Insurance for the above referenced proposed The Home Depot Supplier. Please review for compliance with The Home Depot's insurance requirements set forth in the Supplier Buying Agreement. Approval notification of deficiencies should be returned to the supplier contact and agent/broker at the fax numbers above.



**U.S./PUERTO RICO/H.D.V.I.
SUPPLIER BUYING AGREEMENT
HOME DEPOT INSURANCE REQUIREMENTS CHART**

Home Depot Insurance Category	Home Depot per Occurrence and Aggregate Limit Requirement	Home Depot Department	Home Depot Class/Product Descriptions
I	\$2,000,000	21-Lumber 22-Building Materials 23-Flooring 24-Paint 25-Hardware 26-Plumbing 27-Electrical and Lighting 28-Seasonal/Garden 29-Kitchen and Bath 30-Millwork 59-Blinds and Wallpaper	All Product Classes Siding, Ventilation, Concrete, Gypsum, Metal Products, Fencing All Product Classes All Product Classes except Power Equipment, Pump Sprayers, Pressure Washers, Chemicals All Product Classes except Generators, Miscellaneous Power, Power Tool Accessories, Deck and Drywall Screw Guns, Knives Housewares None Refuse Containers, Trash Bags, Planters, Hose, Decorative Holiday, Cookware, Apparel, Rakes, Fireplaces, Storage Buildings, Landscape Fencing, Seed/Bulbs, Pool Accessories, Animal Care, Pet Supplies, Watering, Live Goods, Cleaning Accessories (Brooms, Mops, Sponges, etc.) Kitchen Cabinets, Kitchen Sinks, Vanities, Bath Fixtures Windows, Doors, Mouldings, Glass, Millwork Specialties All Product Classes
II	\$4,000,000	21-Lumber 22-Building Materials 23-Flooring 24-Paint 25-Hardware 26-Plumbing 27-Electrical and Lighting 28-Seasonal/Garden 29-Kitchen and Bath 30-Millwork 59-Blinds and Wallpaper	None Insulation, Roofing None Pump Sprayers Generators, Miscellaneous Power, Power Tool Accessories, Deck and Drywall Screw Guns, Knives None None Resin/Extruded Aluminum Furniture, Outdoor Furniture, Other Agricultural Products, Tools (Rakes, Shovels, etc.), Patio/Hearth, Landscape Accessories None None None
III	\$8,000,000	21-Lumber 22-Building Materials 23-Flooring 24-Paint 25-Hardware 26-Plumbing 27-Electrical and Lighting 28-Seasonal/Garden 29-Kitchen and Bath 30-Millwork 59-Blinds and Wallpaper	None None None Power Equipment, Pressure Washers, Chemicals Fastening Tools, Rope, Chains, Tie-downs, Padlocks, Locks, Truck/Tractor Parts, Batteries, Fire Extinguishers, Garage Door Openers, Pipes and Fittings, Faucets, Pumps and Irrigation Systems, Water Heaters, All Product Classes Fertilizers, Cleaners, Pesticides, Chemical Products, Power Equipment (Lawnmowers), Grills, Decorative Lighting, Pet Supplies, Appliances, Pellet Stoves, Fireplace Accessories, Oils/Fluids, Grease, Tires, Wheelbarrows, Grills, Grill Accessories, Power Equipment, Fountains, Statuary, Concrete Edging, Pavers and Accessories, Garden Wall Block, Step Stones Appliances, Disposers, Hot Water Dispensers, Light Bars, Whirlpools, Outdoor Spas, Tub & Shower Doors Skylights None
IV	\$20,000,000	21-Lumber 22-Building Materials 23-Flooring 24-Paint 25-Hardware 26-Plumbing 27-Electrical and Lighting 28-Seasonal/Garden 29-Kitchen and Bath 30-Millwork 59-Blinds and Wallpaper	None Ladders, Scaffolding None None None None None None None None None