



May 5, 2009

Re: Supplier EDI Implementation

Dear Valued Supplier,

In an effort to improve our processes and provide accurate and timely payments for purchases made, HD Supply Plumbing/HVAC is now requiring suppliers to submit an electronic confirmation for all Purchase Orders (PO) within 24 hours.

This confirmation ensures product is shipped and invoiced according to the terms and conditions in our HD Supply Plumbing/HVAC PO , and must include product, quantities, unit cost, ship date(s), payment and freight terms.

Confirmations may be sent in the form of EDI ([Click here for EDI Details](#)) , email, or fax transmissions. When sending the confirmation via fax or email, please ensure that it is going directly to the writer of the PO. Your support in this matter will ensure fast and efficient processing of your payment. Failure to provide a written Order Confirmation upon receipt of your PO could result in delays.

Thank you for your assistance as we implement measures to deliver enhanced payment processing for your valued products and services.

Respectfully,

Amir Shaiegan

*Director of Sourcing
HD Supply Plumbing & HVAC*