



Home Hardware Stores Limited
34 Henry Street West, St. Jacobs, Ontario, Canada N0B2N0

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April 2, 2019

Dear << Supplier's Name >>

Home Hardware has had a requirement for Suppliers to communicate Purchase Order Acknowledgement and Advanced Ship Notice (ASN) via Electronic Data Interchange (EDI) for several years. The clear majority of our trading partners respect this requirement and are in good standing with HOME. We are writing to you to reiterate the need for your company to begin using the EDI transactions described below.

HOME is committed to this strategic course and believe that it will benefit you by eliminating PO errors before product is shipped, eliminate lost or misplaced documents and streamline the logistics process by providing visibility to accurate and on-time shipments. Failure to comply with this request may result in non-compliance fees and a review of your Supplier status with HOME.

It is our requirement that all Suppliers be actively sending/receiving the following EDI transactions within 45 days of notification.

- ✚ 850 – Purchase Order
- ✚ 855 – Purchase Order Acknowledgement
- ✚ 856 – Advanced Ship Notice

It is our requirement that all Suppliers be actively sending the following EDI transaction **by the end of 2019**.

- ✚ 810 – Invoice

Home Hardware has partnered with Commport to work with you and your team. They will contact your company and provide EDI solutions for your consideration. If you are already engaged with any facet of EDI, please pass this onto Commport and they will work with your EDI team. Please follow this link to provide your EDI Information <http://www.commport.com/HomeHardwareEDI>

If you are not yet exchanging EDI with other customers or Home Hardware there are two other options that are available to you:

1. Find an EDI solutions provider other than Commport
 - a. HOME has a long standing relationship with Commport and recommend you consider their proven EDI solutions. Commport Communications International Inc is a full service EDI provider. They offer solutions from web forms to data movement to full EDI integration. NOTE: You do not have to use the Commport service in order to receive and send EDI transactions to Home Hardware, however you are required to be using the EDI transaction sets within the dates described above.
2. WEB Based transactions using Commport
 - a. Working closely with Home Hardware, Commport has a web portal that allows you to receive purchase orders and send invoices, ASNs and even PO acknowledgements. You will need access to the internet and a Commport sign-on. Commport will provide you with the necessary training that is required to meet Home Hardware's EDI requirements.

Home Hardware's EDI team is available to answer any questions that you may have. Our team consists of Bruce Shannon, Elana Klemensberg and Steve Carter. They can be reached at 519-664-4751 or by email at HHEDI@commport.com. As a part of our partnership with Commport, you will be contacted by a member of the Commport Community Enablement Team to review your EDI readiness status.

Please note if you are already EDI capable but do not have resources at this time to provide ASNs, you will be asked to begin using the Commport web portal for EDI Transactions until such a time you are able to send them using your traditional EDI system. This communication stream can be operated in parallel with your existing EDI solution.

Regards,

Joel Marks
Vice-President, Merchandise-Hardlines

Marianne Thompson
Vice-President, Merchandise - LBM

John Dyksterhuis
Vice-President, Distribution

100% Dealer Owned