



Home Hardware Stores Limited
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October 3, 2024

Dear <<Supplier's Name>>,

We would like to welcome you as a new trading partner with Home Hardware! HOME has a requirement for all Suppliers to communicate Purchase Order Acknowledgement and Advanced Ship Notice (ASN) via Electronic Data Interchange (EDI). This letter provides details related to this program, as well as the process 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 as soon as possible.

-  850 – Purchase Order
-  855 – Purchase Order Acknowledgement
-  856 – Advanced Ship Notice
-  810 – Invoice

Follow this link to provide your EDI Information <http://www.commport.com/HomeHardwareEDI> and to begin the testing process. All HOME EDI implementation guides are available for download on this landing page as well.

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
 - a. HOME has a long standing relationship with Commport and recommend you consider their proven EDI solutions, however there are many providers to choose from including SPS Commerce, True Commerce and LBMX. Regardless of provider, you are required to be using the EDI transaction sets within the dates described above.
2. WEB Based transactions
 - a. Most providers offer 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. Your chosen service provider will supply you with a sign on and 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. They can be reached at 519-664-4751 or by email at HHEDI@homehardware.ca.

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 a 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.

Until testing is complete, please send a copy of the BOL and Packing List for each shipment to eem.support@homehardware.ca at the time the shipment leaves your facility, and our team will key the ASN on your behalf.

For a summary of HOME's requirements please consult our [Supplier Guide](#).

Regards,

John Dyksterhuis
Vice-President, Distribution

100% Dealer Owned