



How to Order Appliances

Bid 11019-RFP

Appliances was awarded to Home Depot USA, Inc. If you would like to purchase an appliance please email prosupport_VIP@homedepot.com and copy Cesar Alvarado at CESAR_E_ALVARADO@homedepot.com on your email.

Include your needs in your email: Energy Star, brand, size/size restrictions if any, with or without an ice maker, top loader, front loader, color, gas, electric, style, etc. Please let them know if you need a commercial unit. Home Depot will prepare a quote for you that you will accept or reject. Before you accept the quote please Google the model number to view a picture of what you should expect to receive. If you accept please do a non-catalog for Goods and Items request in the Hub based on the quote. Include your quote number in the description and attach the quote to your requisition. Please note: If you need installation make sure it's on the quote. If you have questions, please email: procurement@mcpsmd.org.

The screenshot shows the 'Create Request: Goods and Items' form. The 'Request Type' is set to 'Goods and Items'. The 'Line Type' is 'Goods'. The 'Item Description' is 'FY22 - GE 17.5 cu. ft. top freezer refrigerator, white, Energy Star - GTE18DTNRWW - Paint Branch HS - Home Depot USA - Quote No. H2509-395088'. The 'Category Name' is '045.00 Appliances and Equipment, Hoi'. The 'Quantity' is '1'. The 'UOM Name' is 'Each'. The 'Price' is '619.20' and the 'Currency' is 'USD'. The 'Supplier' is 'Home Depot USA Inc' and the 'Supplier Site' is 'BETHESDA'. The 'Supplier Contact' is 'Valle, Jessica', 'Phone' is '(301)8343726', and 'Email' is 'Prodesik_2509@homedepot.com'. There is an 'Add to Shopping Cart' button in the top right corner.

1. In Request Type: Goods and Items
2. Item Description – type the appliance information & quote number
3. Select Category code 045.00
4. Select Unit of Measure – Each
5. Add Unit Price
6. Select the vendor, Home Depot USA Inc, site = Bethesda
7. Choose – Add to Cart
8. Check out following the prompts for check-out